

# Tabs3 Report Pack



Tabs3 Billing



PracticeMaster



General Ledger



Accounts Payable




Trust Accounting

## **Tabs3 Report Pack**

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## Purposes & Benefits of Tab3 Reports

The following table shows the various reports in Tab3 including their purposes and benefits.

**Note:** If you are trying to choose between multiple reports that contain similar information, Knowledge Base Article [R11697](#), "Tab3 Report Finder," can help you narrow it down to exactly the report you need.

<b>Purposes and Benefits of Tab3 Reports</b>			
<b>Report</b>	<b>Purpose</b>	<b>Benefit</b>	<b>When to Run</b>
<b><u>Accounts Receivable by Invoice Report</u></b>	Shows how much was billed and is due by specific invoice for each client. Optionally include detailed billed amounts by timekeeper and cost types for each statement.	Allows you to review receivables as open invoice items.	As needed.
<b><u>Accounts Receivable by Timekeeper Report</u></b> (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.
<b><u>Aged Work-In-Process Report</u></b>	Provides an aging report of unbilled fee and cost transactions by client.	Allows tracking of unbilled amounts at a glance. Particularly useful for monitoring unbilled costs. Ideal for tracking delayed billings, forgotten projects, and income projection.	As needed.
<b><u>Allocated Payments Report</u></b>	Shows how payments were allocated to fees, expenses, advances, sales tax, and finance charge. When printing a detail report, amounts allocated to individual timekeepers and cost types are also included. This report is based on the payment allocation date.	Provides an audit trail of how each payment was allocated.	As needed.
<b><u>Cash Receipts Report</u></b>	Shows all payments in a specific date range. It will optionally show the breakdown of the payment to Fees, Finance Charge, Expenses, Advances, or Unallocated. It can include both payments from the ledger file as well as work-in-process payments.	Ideal for balancing to daily bank deposit slips and assisting in account reconciliation.	As needed.

<b>Purposes and Benefits of Tab3 Reports</b>			
<b>Report</b>	<b>Purpose</b>	<b>Benefit</b>	<b>When to Run</b>
<b><u>Category Productivity Report</u></b>	Shows how your firm's billing is broken down by category. The format of this report is the same as the Timekeeper Productivity Report.	Used to monitor a category's billable and non-billable activity and compare it to the firm's average to determine time utilization for each area of practice. It can also be used to monitor each category's accumulated unbilled time. Use it to locate the weakest and strongest areas in the firm based on earnings per hour.	Usually run monthly. It can be run for any month or range of months within the current fiscal year.
<b><u>Client Analysis Report</u></b>	A date-based report that provides monthly comparisons of Billed Hours, Amounts, and Payments by client for an individual month or a range of months. Optionally include and compare Hours Ratios, Payment Ratios, Billed Rates, Effective Rates, Non-Billable Hours, Non-Billable Amounts, Write Offs, Net Write-Ups/ Write-Downs, and Courtesy Discounts.	Ideal for comparing performance in specific areas because customizable columns let you determine which information you want to focus on. Ability to include courtesy discount as a separate column makes this report useful for reviewing courtesy discount amounts.	As needed.
<b><u>Client Budget Report</u></b>	Shows billed and unbilled hours, fees, and costs for clients with budgets set up. Client budgets are entered on the Rates tab in the client file. The report makes a percentage comparison of the hours, fees, and costs billed and in work-in-process to the budgeted figures.	Ideal for monitoring flat fee clients. Useful for identifying clients that are approaching or have exceeded budget projections.	As needed.
<b><u>Client Funds Report</u></b>	This report shows client funds activity with beginning and ending balances for a specified date range.	Review all client funds activity, client funds balances and grand totals.	As needed.
<b><u>Client Inactivity Report</u></b>	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.
<b><u>Client Labels</u></b>	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.

<b>Purposes and Benefits of Tab3 Reports</b>			
<b>Report</b>	<b>Purpose</b>	<b>Benefit</b>	<b>When to Run</b>
<b><u>Client Ledger Report</u></b>	Shows the history of billing and payment activity for each client. Includes payments, fees, expenses, and advances. Optionally includes finance charge, sales tax, write offs only, balance due, detail billed information by individual working timekeeper, and Cost Type for each statement.	Replaces manually kept ledger cards. It allows you to find within seconds exactly when a payment was received or when a bill was sent. Ideal for reviewing detailed write offs by including only clients with write offs.	As needed. If not run monthly, consider running it quarterly or annually.
<b><u>Client List</u></b>	Shows a detail or summary client listing by client number or name for specified clients.	Gives quick and easy access to client information including contact name, address, phone number, and more.	As needed.
<b><u>Client Productivity Report</u></b>	Provides total billed hours, amounts, write-ups/write-downs, write offs, and the effective hourly billing rate for each client. The report optionally includes unbilled totals along with the average age of the unbilled amounts.	Helps determine which clients could be considered preferred based on their profitability to the firm. Also helps determine which clients are undesirable. Generate a write off report to review net write offs by including only clients with write offs.	As needed.
<b><u>Client Rate Report</u></b>	This report shows billing rate codes for each client. Optionally includes fee and cost rate tables and timekeeper level rates and codes.	Provide a comprehensive report of default billing rates for each timekeeper for each client.	As needed.
<b><u>Client Realization Report</u></b>	Used to evaluate the profitability of clients by showing the amounts collected on specific billings. Optionally include fees broken down by working timekeeper and costs broken down by cost type for each client.	The report includes billed information for a specified date range, the realized value compared to actual time spent, and receipts applied (i.e. collections) to the billed information, thereby effectively combining billing realization and collection realization on a single report.	As needed.

<b>Purposes and Benefits of Tab3 Reports</b>			
<b>Report</b>	<b>Purpose</b>	<b>Benefit</b>	<b>When to Run</b>
<b><u>Collections Report</u></b>	This report is used to assist with the collection of receivables and helps identify which clients require additional collection efforts. Summary and detail report formats are available. Includes total amount billed, amount paid, percentage paid, amount due for all outstanding invoices, date and amount of last payment, and number of days since last payment. Optionally includes contact information, invoice detail, WIP and billing history, and detail write off and payment information.	Provides the necessary information in a single report making it easier to make decisions regarding how to proceed with collections efforts. Shows the average number of days between payments making it easy to identify deviations in client payment trends.	As needed.
<b><u>Conflict of Interest Report</u></b>	Allows you to perform a conflict of interest check using up to eight different search values. You can optionally include client information, contact information, client notes, fee, cost, and payment transactions, and the archive files in the search. A Conflict of Interest Report can be generated when conflicts are found.	Provides a written record of conflicts found. Conflicts are underlined allowing for quick review. Optional phonetic searching helps find typing and spelling errors.	As needed.
<b><u>Data Entry Lists</u></b> 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.
<b><u>Detail Accounts Receivable Report</u></b>	Shows aged past due fees, expenses and advances along with pertinent client information (i.e., phone #, contact name) and unbilled fees, expenses, and advances.	Use the last billing date and aged breakdown of fees and costs to determine if reminder statements should be sent. It can also be used to check the average age of unbilled fees and costs. Optionally include clients' billing instructions, billing history, and work-in-process. Platinum users can also include a detailed breakdown of fees by timekeeper and costs by cost type.	As needed. Usually monthly.

<b>Purposes and Benefits of Tab3 Reports</b>			
<b>Report</b>	<b>Purpose</b>	<b>Benefit</b>	<b>When to Run</b>
<b><u>Detail Work-In-Process Report</u></b>	Provides a detailed report of unbilled fee and cost transactions by client. This report can be used for verification of fee, cost and payment transactions prior to printing billing statements. Aged accounts receivable information is also shown. Client funds balances are shown for clients with a client funds balance.	Used as a tool for making billing decisions such as text changes, write-ups/write-downs, rate adjustments and whether or not to bill. Some firms use this report for pre-bills. Optionally includes clients' billing instructions.	As needed. If not printing it monthly, consider printing it quarterly.
<b><u>Email Statements Report</u></b>	Provides a history of statements successfully sent to clients via SMTP, or sent to the Outbox using Microsoft Outlook. Shows the contact to whom the email 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 email statement was sent, to which email address, and whether the updated statement was later undone.	As needed.
<b><u>Fee Compensation Rules Report</u></b>	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 Tab3.	As needed
<b><u>Pre-Bill Tracking Report</u></b>	This report includes the client name, work description, pre-bill date, whether the statement is "on hold" or has been reviewed, whether a final statement has been run, and the statement batch number.	Quickly pinpoint which clients have not been reviewed, which clients have not had final statements run, and which clients are "on hold".	As needed.
<b><u>Pre-Update Statements Report</u></b>	Shows the amounts that have been processed on final statements and are ready to be updated by the Update Statements program. The report shows amounts for previous balance, fees, expenses, advances, finance charge, payments, and balance due.	Allows you to easily review which clients will be updated and also check for clients that should not be updated.	Immediately before running the Update Statements program.
<b><u>Productivity Report by Category for each Timekeeper</u></b>	Shows the hours and amounts for fees billed year-to-date by category for each timekeeper.	Shows the firm which timekeepers are the specialists in different areas of practice based on effective billing rates.	Monthly. Shows cumulative year-to-date totals.



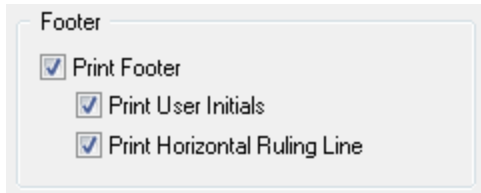
<b>Purposes and Benefits of Tab3 Reports</b>			
<b>Report</b>	<b>Purpose</b>	<b>Benefit</b>	<b>When to Run</b>
<b><u>Productivity Report by Transaction Code for each Timekeeper</u></b>	Shows the hours and amounts for fees billed year-to-date by transaction code for each timekeeper.	Helps guide timekeepers in making certain types of work more efficient and productive by reviewing the average billing rate for each transaction code.	Monthly. Shows cumulative year-to-date totals.
<b><u>Recap of Hours Report</u></b>	Shows billable and non-billable hours worked for individual timekeepers during a selected period of time in a calendar-like format. Totals for each day and week are shown for each timekeeper.	Provides the ability to quickly spot missing time sheets.	As needed.
<b><u>Receipt Allocation Report</u></b>	Shows the allocation of receipts (payments) for each client. The report shows billed amounts and allocation of receipts towards those billed amounts for individual working timekeepers, fee compensation timekeepers, expenses and advances (by Cost Type), fee sales tax, expense sales tax, advance sales tax, and finance charge. Allocations can be shown by working timekeeper or include fee compensation allocations. The report can be run for up to two user-defined periods and can optionally include differences for the two periods as well as percentage changed comparison figures. Optionally include write offs, billed hours, amount due, and unallocated payments.	This report can be used as a primary means to determine profit distribution based on amounts collected vs. amounts billed for each timekeeper. Flexible sorting options allow you to sort the clients in descending order by receipts, billed amounts, billed hours, effective rates, and write offs, thus making it easy to identify the most profitable clients.	As needed. Usually monthly.
<b><u>Split Billing Report</u></b>	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.
<b><u>Summary Accounts Receivable</u></b>	This report shows amounts due in each of the aging periods defined on the Options tab in Tab3 Customization.	Past due amounts are easily monitored. Also, gives the firm a quick total of accounts receivable for each timekeeper-in-charge.	As needed. Usually monthly.

<b>Purposes and Benefits of Tab3 Reports</b>			
<b>Report</b>	<b>Purpose</b>	<b>Benefit</b>	<b>When to Run</b>
<b><u>Summary Work-In-Process Report</u></b>	Provides a summary report of unbilled fee and cost transactions by client. Aged accounts receivable information and client funds balances are also shown. A report with totals only can be printed.	Quick summary of clients' status for partner-in-charge to review unbilled and billed dollars due for each client. Assist in income projections.	As needed.
<b><u>Task Code Billing Report</u></b>	This report shows both billed and unbilled task based billing transactions for a variety of ranges and sort orders. Transactions can be sorted by task code and activity/expense code.	A flexible report that can be saved to a disk file in a variety of output formats. Many firms submit this report on disk to satisfy their clients' task code billing requirements. Can be saved to a disk file for various output formats.	As needed.
<b><u>Task Code Budget Report</u></b>	This report shows billed and unbilled amounts for expenses and activities for each task of each phase.	Regularly review status of task code billing clients.	As needed.
<b><u>Timekeeper Analysis Report</u></b>	Provides billed and paid information for timekeepers broken down by month. The report includes an analysis of Billed Hours, Original Hours, Billed Amounts, and gross receipts by timekeeper for an individual month or a range of months. Optionally includes Hour, Amount, and Receipt Ratios, as well as the Billed Rate and Effective Rate.	Provides an option to group by timekeeper or month, thus allowing you to analyze the information included on the report by month for each timekeeper, or to compare each timekeeper within each month.	As needed.
<b><u>Timekeeper Productivity Report</u></b>	Shows the billed productivity amounts and hours for each timekeeper by month and year-to-date. It also shows the effective billing rate, as well as all the timekeeper's write-ups, write-downs, and write offs. In addition, the report shows the total billable and non-billable hours and amounts entered into Tab3 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.
<b><u>Timekeeper Profitability Report</u></b>	This report shows billed fees, overhead, and profit for each timekeeper for any range of months in the current fiscal year. Net profit and a percentage of billed fees are also shown.	Track monthly profit for each timekeeper.	As needed.

<b>Purposes and Benefits of Tab3 Reports</b>			
<b>Report</b>	<b>Purpose</b>	<b>Benefit</b>	<b>When to Run</b>
<b><u>Timekeeper Realization Report</u></b>	Used to evaluate the profitability of individual timekeepers by showing the amounts collected on specific billings. Fees are broken down by working timekeeper.	The report includes billed information for a specified date range, the realized value compared to actual time spent, and receipts applied to the billed information all on a single report.	As needed.
<b><u>Timekeeper Status Report</u></b>	Shows work-in-process and accounts receivable information by primary, secondary, or originating timekeeper. Amounts are broken down by fees, expenses and advances.	Allows the timekeeper in charge to review the status of his or her files. Useful in balancing accounts receivable and work-in-process from month to month.	As needed.
<b><u>Top Client Report</u></b>	Provides the ability to print a report of your top clients or matters based on your preferred criteria.	Easily see which clients have the highest work-in-process, billed information, write offs, paid information, unallocated payments, and current amount due for a specified time frame.	As needed.
<b><u>Transaction File List</u></b>	Gives the firm the flexibility to access archived and work-in-process transactions and subtotal/total on desired criteria. Up to 3 levels of sorting and subtotalling are allowed. Reference numbers can be included for easy editing.	An extremely flexible and powerful report that can generate a combined report of billed and unbilled transactions for any range of dates, timekeepers, clients, categories, and/or transaction codes for a variety of purposes. Can be saved to a disk file for various output formats.	As needed.
<b><u>Unallocated Payments Report</u></b>	Shows partial or fully unallocated payments for each client.	This report provides a detail breakdown of the Unallocated Payments figure from the Receipt Allocation Report.	As needed.
<b><u>Verification Lists</u></b> 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 Tab3 (e.g., Update Statements, Write-Up/Write-Down, etc.) or imported from an external source (e.g., Tab3 Remote, etc.). Separate verification lists are maintained for each User ID.	Verification lists can serve as an audit trail for accounting purposes. They also allow data entry operators to check their work after each data entry session.	Usually printed after each data entry session, daily or weekly. Should be deleted periodically.

<b>Purposes and Benefits of Tab3 Reports</b>			
<b>Report</b>	<b>Purpose</b>	<b>Benefit</b>	<b>When to Run</b>
<b><u>Write-Up/Write-Down Report</u></b>	Shows write-ups, write-downs and net write-ups/write-downs by client by timekeeper for a specified date range. The write-up and write-down amounts are broken down into fees, expenses, and advances. This report can include billed time, unbilled time, and hours that were written up or down.	Ideal for tracking write-down trends for specific clients and timekeepers.	As needed.

## 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.

MLJ	Monday 11/26/2018 9:51 am
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## Timekeeper List

Date: 11/28/2018		<b>Tab3 Timekeeper List</b>						Page: 1
		Jensen, Martin & Anderson, P.C.						
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: 11/28/2018		<b>Tab3 Timekeeper List</b>						Page: 1
		Jensen, Martin & Anderson, P.C.						
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
	<b>Overhead</b>	Jan: 10,000	Feb: 10,000	Mar: 10,000	Apr: 10,000	May: 10,000	Jun: 10,000	Jul: 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
	<b>Overhead</b>	Jan: 10,000	Feb: 10,000	Mar: 10,000	Apr: 10,000	May: 10,000	Jun: 10,000	Jul: 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
	<b>Overhead</b>	Jan: 10,000	Feb: 10,000	Mar: 10,000	Apr: 10,000	May: 10,000	Jun: 10,000	Jul: 10,000
		Sep: 10,000	Oct: 10,000	Nov: 10,000	Dec: 10,000			

Menu [Reports | Miscellaneous | 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.

<b>Timekeeper</b>	Timekeeper number, initials and name. An * next to the timekeeper name indicates the timekeeper is marked inactive.
<b>Rate 1</b>	Hourly billing rate #1 (usually the normal billing rate).
<b>Rates 2-6</b>	Hourly billing rates #2-6 (optional, user defined).
<b>Lvl</b>	Timekeeper level number.
<b>New Rate Effective Date</b>	The date the new rates are effective and the corresponding new rates for hourly billing rates # 1-6.
<b>Overhead</b>	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: 11/28/2018	<b>Tab3 Timekeeper Level List</b> Jensen, Martin & Anderson, P.C.	Page: 1
<b>Timekeeper Level</b>		
1	Senior Partner	
2	Partner	
3	Associate	
4	Paralegal	
5	Secretary	
6	Law Clerk	
7	Of Counsel	
8		
9		

Menu [Reports | Miscellaneous | 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

<b>Date</b>	The date the list was printed.
<b>Timekeeper Level</b>	Level number and description.

## Category List

Date: 11/28/2018	<b>Tab3 Category List</b> Jensen, Martin & Anderson P.C.	Page: 1
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

**Menu**                      [Reports](#) | [Miscellaneous](#) | [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: 11/28/2018		<b>Tab3 Cost Type Description List</b> Jensen, Martin & Anderson, P.C.		Page: 1
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:		

**Menu**                      [Reports | Miscellaneous | Cost Type Description List](#)

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

### 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: 11/28/2018

### Tab3 Transaction Code List Jensen, Martin & Anderson, P.C.

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<u>Tcode</u>	<u>Codes</u>	<u>Description</u>	<u>QB</u>	<u>Amount</u>	<u>Rate</u>	<u>New Rate</u>	<u>Effective Date</u>
1	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	12/31/2018
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	12/31/2018
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 email	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	12/31/2018
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

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**Tab3 Transaction Code List**  
Jensen, Martin & Anderson, P.C.

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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

**Menu**

[Reports | Miscellaneous | 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**

<b>Date</b>	The date the list was printed.
<b>Tcode</b>	Transaction code number and optional alpha representation.
<b>Code Position 1: Type</b>	The Type determines how Tab3 treats the transaction code. The eight different transaction code Types are shown at the bottom of the list.
<b>Code Position 2: Expense/Advance/Fee</b>	"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.
<b>Code Position 3: Bill Code</b>	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.
<b>Code Position 4: Taxable</b>	"Y" (Yes) or "N" (No). Designates whether the transaction code is taxable.

<b>Code Position 5: Cost Type (0-9)</b>	This position represents the Cost Type assigned to the transaction code. Each expense and advance transaction code can be classified as one of twenty different Costs Types (10 for expenses and 10 for advances). The Transaction File List and Client Ledger Report optionally show amounts billed by Cost Type. The Allocated Payments Report shows how processed payments are applied to each Cost Type. The Receipt Allocation Report shows amounts billed and paid by Cost Type.
<b>Description</b>	Shows the description defined for the transaction code.
<b>QB</b>	"Y" (Yes) indicates the transaction code is configured to integrate with QuickBooks.
<b>Amount</b>	Optional amount for each transaction code used for value billing.
<b>Rate</b>	Optional rate for each transaction code. Three decimal places provide extra flexibility when ½ cent per unit is required, such as \$0.225 per mile.
<b>New Rate</b>	Optional new rate for each transaction code.
<b>Effective Date</b>	The date the new rate for each transaction code is effective.

### Billing Frequency List

Date: 11/28/2018		<b>Tab3 Billing Frequency List</b>		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		

Menu [Reports | Miscellaneous | 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

<b>ID</b>	Billing Frequency ID assigned to the billing frequency. The Billing Frequency ID can be a maximum of 8 characters.
<b>Description</b>	The billing frequency description. The description can be a maximum of 40 characters.
<b>Report Character</b>	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.
<b>Default</b>	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: 11/28/2018	<b>Tabs3 Location List</b> Jensen, Martin & Anderson, P.C.	Page: 1
ID	Description	
Columbus	Columbus Office	
Kearney	Kearney Office	
Lincoln	Lincoln Office	
Omaha	Omaha Office	

**Menu**                      [Reports | Miscellaneous | 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

**Menu**                      [Reports | Miscellaneous | 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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**Tab3 Task Code List**  
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<b>ID</b>	<b>Description</b>	<b>Tcode</b>
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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**Tab3 Task Code List**  
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<b>ID</b>	<b>Description</b>	<b>Tcode</b>
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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**Tab3 Task Code List**  
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<b>ID</b>	<b>Description</b>	<b>Tcode</b>
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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**Tab3 Task Code List**  
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<b>ID</b>	<b>Description</b>	<b>Tcode</b>
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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**Tab3 Task Code List**  
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<b>ID</b>	<b>Description</b>	<b>Tcode</b>
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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**Tab3 Task Code List**  
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<b>ID</b>	<b>Description</b>	<b>Tcode</b>
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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<b>ID</b>	<b>Description</b>	<b>Tcode</b>
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

Date: 11/28/2018	<b>Tab3 Task Code List</b> Jensen, Martin & Anderson, P.C.	Page: 8
ID	Description	Tcode
X402	Transaction Fee	103
X403	Hardware Costs	100
X404	Hosting Fees - Internal	106
X405	Data Storage Fees - Internal	106
X999	Other	100

**Task Code List** - Page 8

### **Task Code Set List**

Date: 11/28/2018	<b>Tab3 Task Code Set Description List</b>	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	

**Menu**                      [Reports | Miscellaneous | 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: 11/28/2018		<b>Tab3 Text Macro List</b> Jensen, Martin & Anderson, P.C.	Page: 1
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	<i>Petition for Dissolution of Marriage</i> and related documents		
EN	enclosure		
FF	filing fee		
INT	interrogatories		
INTDOC	<i>Interrogatories and Request for Production of Documents</i>		
INV	investigation of		
LD	long distance telephone charges		
LM	left message		
LR	legal research		
LT	letter to		
LWT	<i>Last Will and Testament</i>		
MED	medical records		
ML	mileage to/from		
MSJ	<i>Motion for Summary Judgement</i>		
NOA	<i>Notice of Appearance</i>		
NONPAY	concerning 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	<i>Plea of Not Guilty</i>		

**Menu**                      [Reports](#) | [Miscellaneous](#) | [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: 11/28/2018		<b>GLS Integration Setup Report</b> Jensen, Martin & Anderson, P.C.		Page: 1
<b>Unapplied Payment Allocation by Single Debit &amp; Credit</b>				
<b>Debit Account</b>	<b>Credit Account</b>	<b>Journal</b>		
1110.00 Operating Account	2270.00 Unapplied Payments	2 Receipts		
<b>Fee Allocation by Working Timekeeper</b>				
<b>Timekeeper</b>	<b>Debit Account</b>	<b>Credit Account</b>	<b>Journal</b>	
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	
<b>Cost Allocation by Cost Type</b>				
<b>Cost Type</b>	<b>Debit Account</b>	<b>Credit Account</b>	<b>Journal</b>	
All Other Expenses	1110.00 Operating Account	4400.00 Expense Income	2 Receipts	
All Other Advances	1110.00 Operating Account	1210.00 Advanced Client Costs	2 Receipts	
<b>Finance Charge Allocation by Single Debit &amp; Credit</b>				
<b>Debit Account</b>	<b>Credit Account</b>	<b>Journal</b>		
1110.00 Operating Account	4800.00 Finance Charge Income	2 Receipts		
<b>Progress Fee Allocation by Single Debit &amp; Credit</b>				
<b>Debit Account</b>	<b>Credit Account</b>	<b>Journal</b>		
1110.00 Operating Account	4300.00 Undistributed Fee Income	2 Receipts		
<b>Fee Sales Tax Allocation by Single Debit &amp; Credit</b>				
<b>Debit Account</b>	<b>Credit Account</b>	<b>Journal</b>		
1110.00 Operating Account	2240.00 Sales Tax Payable	2 Receipts		
<b>Advance Sales Tax Allocation by Single Debit &amp; Credit</b>				
<b>Debit Account</b>	<b>Credit Account</b>	<b>Journal</b>		
1110.00 Operating Account	2240.00 Sales Tax Payable	2 Receipts		
<b>Expense Sales Tax Allocation by Single Debit &amp; Credit</b>				
<b>Debit Account</b>	<b>Credit Account</b>	<b>Journal</b>		
1110.00 Operating Account	2240.00 Sales Tax Payable	2 Receipts		
<b>Client Funds Integration by Single Debit &amp; Credit</b>				
<b>Debit Account</b>	<b>Credit Account</b>	<b>Journal</b>		
<b>Cost Entry Integration by Tcode</b>				
<b>Tcode</b>	<b>Debit Account</b>	<b>Credit Account</b>	<b>Journal</b>	
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	
<b>Accrual Posting</b>				
Accrual Posting Disabled				
<b>Type</b>	<b>Debit Account</b>	<b>Credit Account</b>	<b>Journal</b>	<b>Description</b>

Menu [Maintenance](#) | [Integration](#) | [GLS Integration Setup](#) | [Print GLS Integration Setup Report](#)

The GLS Integration Setup Report is available when Tab3 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 Tab3 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: 11/28/2018		Tab3 Client List		Page: 1	
Jensen, Martin & Anderson, P.C.					
<b>101.00P Williams/John</b>					
Williams/John RE: State v. Williams		Date Opened: 08/16/2018			
P: 002 PAM	Bus: 21225 Amberwood	Location: Omaha	Rate Code: 0		
S: 001 MLJ	Chicago IL 60662	Category: 050		Criminal Law	
O: 001 MLJ					
Contact: John Williams		Home: 770-598-2442			
Business: 770-598-2354x45691		Mobile:			
Business Fax:					
Email: jw2000@net.com		Email Template: EXAMPLE2			
Stmt Delivery: Mail/Email		Flat Amount: 579.90			
<b>102.00C Gilbert/Andrew C.</b>					
Gilbert/Andrew C RE: Auto Accident		Date Opened: 07/08/2018			
P: 002 PAM	Bus: 8974 Weatherby Road	Location: LA	Rate Code: 1		
S: 001 MLJ	Roswell NM 88277	Category: 065		Personal Injury	
O: 003 RPA					
Contact: Andrew C. Gilbert		Home:			
Business: 929-885-9055		Mobile:			
Business Fax:					
Email: Gil_Man@yahoo.com					
Stmt Delivery: Mail					
<b>120.01C Klein/Daniel P.</b>					
Klein/Daniel P. RE: Klein vs. Simmons Construction		Date Opened: 06/14/2017		<i>Inactive</i>	
P: 003 RPA	Mttr: 795 North Apple	Date Closed: 11/15/2018	Location: LA		
S: 004 ROB	Sacramento CA 98654	Rate Code: 1	Category: 010	Workers' Compensation	
O: 002 PAM					
Contact: Daniel P. Klein		Home:			
Business: 916-665-9889		Mobile:			
Business Fax:					
Email: dpklein@gmail.com					
Stmt Delivery: Mail					
<b>121.01M Phillips/Marcus</b>					
Phillips/Marcus RE: Real Estate Acquisition		Date Opened: 06/28/2018			
P: 001 MLJ	Bus: 27550 Cottonwood Drive	Location: LA	Rate Code: 2		
S: 003 RPA	San Bernardino CA 92408	Category: 025		Real Estate	
O: 001 MLJ					
Contact: Marcus Phillips		Home: 909-863-7184			
Business: 909-884-7525		Mobile: 909-450-1240			
Business Fax:					
Email: markp@emach.net					
Stmt Delivery: Mail					

Date: 11/28/2018		Tab3 Client List		Page: 2	
Jensen, Martin & Anderson, P.C.					
<b>200.01M Peterson Insurance Co.</b>					
Peterson General RE: *General Legal Counsel		Date Opened: 07/15/2018			
16-5678923		Location: Omaha			
P: 001 MLJ	Sec: 5th & Turner	Rate Code: 1	Category: 040	Business Law	
S: 003 RPA	Malcolm NE 68633				
O: 002 PAM					
Contact: Paul Franklin		Home: 402-421-4677			
Business: 402-435-1739x512		Mobile: 402-474-8605			
Business Fax:					
Email: pfranklin@petersoninsurance.com					
Stmt Delivery: Mail					
<b>Notes:</b> Peterson Insurance Co. requires that we submit bills using the Litigation task code set.					
<b>Custom Fields:</b>		1 Peterson_Case_ID #98742-L			
		2 Policy_No 92-365277-56			
<b>Secure Users:</b> CHERYL Cheryl Bradley					
JEN Jennifer A. Noonan					
MLJ Michael L. Jensen					
<b>415.00M * MegaConstruction Corporation</b>					
MegaConstruction RE: Corporate Merger - Megabuilders and BuilderCorp		Date Opened: 10/07/2018			
P: 003 RPA	Bus: 3 Building Center, Suite 2100	Location: LA	Rate Code: 1		
S: 002 PAM	201 E 48th Street	Category: 040		Business Law	
O: 004 ROB	Manhattan NY 10017-1538				
Contact: James R. Tatiki, Sr.		Home:			
Business: 212-555-1232		Mobile:			
Business Fax: 212-555-1234					
Email: 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					
Email: jt@megaconcorp.com					
Stmt Delivery: Email		Email Template: EXAMPLE2			
Number of Clients printed: 6					

**Menu**      [Reports | Client | 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, email 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, Email, Both, or None.
- Bill To Name** The Bill To name, address, email, 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.
- Email Template** The client's email template is shown if the client is set up to receive email 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: 11/28/2018		<b>Tab3 Client List</b>			Page: 1
Jensen, Martin & Anderson, P.C.					
Client	Name	Description	Contact	Primary Phone	
100.00M	Dawson/Charles L.	Settlement of Grandfather's Estate	Chuck Dawson	714-884-7525	JPP
101.00M	Barrett/Karen	Apartment Management	Karen Barrett	402-466-1234	DHB
102.00M	Richardson/Harold	*Manage personal finances	Harold Richardson	716-253-4510	RJB
200.01M	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	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.

**Menu**      [Reports | Client | 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

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 Custom Cost Rate Table for Task Codes E101 0.095 E109	225.00 003- RPA 225.00 005- KIM 150.00 009- JIM 150.00 010- JPP 80.00 0.445	
200.02M	Peterson Insurance Co. Shared Fee Rate Table with Client (200.01) Shared Cost Rate Table with Client (200.01)	RE: Maintenance of Insurance Policies	1 - Timekeeper Rate 1
415.00M	MegaConstruction Corporation 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	RE: Corporate Merger - Megabuilders and BuilderCorp	1 - Timekeeper Rate 1
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

Menu [Reports | Client | 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: 11/26/2018		Tab3 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	Allocation Amount		
<b>101.00 M Williams/John</b>										
State v. Williams										
FIRM		15.00%	ALL - All Timekeepers	mm/dd/yyyy	mm/dd/yyyy	0.00		133.13		
		5	10/26/2018					133.13		
1 Michael L. Jensen	Orig	10.00%	ALL - All Timekeepers	mm/dd/yyyy	mm/dd/yyyy	0.00	1,000.00	88.75		
		5	10/26/2018					88.75		
2 Paula Ann Martin	Orig	10.00%	ALL - All Timekeepers	mm/dd/yyyy	mm/dd/yyyy	0.00	1,000.00	88.75		
		5	10/26/2018					88.75		
3 Ronald P. Anderson	Orig	10.00%	ALL - All Timekeepers	mm/dd/yyyy	mm/dd/yyyy	0.00	1,000.00	88.75		
		5	10/26/2018					88.75		
<b>121.01 M Phillips/Marcus</b>										
Real Estate Acquisition										
FIRM		10.00%	ALL - All Timekeepers	mm/dd/yyyy	mm/dd/yyyy	0.00		53.45		
		7	10/26/2018					10.29		
			ARCH 08/21/2018					26.70		
			ARCH 09/25/2018					16.46		
1 Michael L. Jensen	Orig	25.00%	Selected (LVL 4, LVL 5, LVL 6)	mm/dd/yyyy	mm/dd/yyyy	0.00		4.25		
			ARCH 08/21/2018					4.25		
3 Ronald P. Anderson	Orig	25.00%	Selected (LVL 4, LVL 5, LVL 6)	mm/dd/yyyy	mm/dd/yyyy	0.00		4.25		
			ARCH 08/21/2018					4.25		
<b>200.01 M Peterson Insurance Co.</b>										
General Legal Counsel										
FIRM		10.00%	ALL - All Timekeepers	mm/dd/yyyy	mm/dd/yyyy	0.00		555.09		
		6	10/29/2018					26.71		
			ARCH 01/20/2018					81.25		
			ARCH 01/29/2018					50.63		
			ARCH 03/27/2018					396.50		
2 Paula Ann Martin	Orig	25.00%	ALL - All Timekeepers	mm/dd/yyyy	mm/dd/yyyy	0.00	1,000.00	250.01		
			ARCH 01/20/2018					203.13		
			ARCH 01/29/2018					46.88		

*This report is grouped by client.*

Date: 11/28/2018		Tab3 Fee Compensation Rules Report Jensen, Martin & Anderson, P.C.				Page: 1			
Client	Name/Work Description	Type	Percent	Taken From	Effective Date	Ending Date	From Amount	To Amount	
<b>Fee Compensation Timekeeper: FIRM</b>									
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		
<b>Fee Compensation Timekeeper: 1 Michael L. Jensen</b>									
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		
<b>Fee Compensation Timekeeper: 2 Paula Ann Martin</b>									
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	
<b>Fee Compensation Timekeeper: 3 Ronald P. Anderson</b>									
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		
<b>Fee Compensation Timekeeper: 4 Robert O. Burns</b>									
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	
<b>Fee Compensation Timekeeper: 5 Kendra I. Michaels</b>									
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)	01/01/2018	07/31/2018	0.00		

This report is grouped by fee compensation timekeeper.

Date: 11/28/2018		Tab3 Fee Compensation Rules Report Jensen, Martin & Anderson, P.C.				Page: 1			
Fee Compensation Timekeeper	Type	Percent	Taken From	Effective Date	Ending Date	From Amount	To Amount		
<b>102.00 Gilbert/Andrew C.</b> Auto Accident									
No Fee Compensation Rules Defined.									
<b>300.00 McBride/John</b> Copyright Infringement									
No Fee Compensation Rules Defined.									

**Menu**      [Reports](#) | [Client](#) | [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. 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 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.

<b>Percent</b>	The percentage of working timekeeper fee receipts that will be allocated to the selected timekeeper or the firm.
<b>Taken From</b>	"ALL" - All Timekeepers", "Selected" (shown timekeepers with initials or level numbers), an individual timekeeper's number and name, or a specified timekeeper level (shown with the "TK Level" description).
<b>Effective Date</b>	Date the fee compensation rule goes into effect.
<b>Ending Date</b>	Cut-off date for the fee compensation rule.
<b>From</b>	The lowest total fee income amount received for the fee compensation rule to be effective.
<b>To</b>	The highest total fee income amount received for the fee compensation rule to be effective.

**When Grouped by Client**

<b>Fee Compensation Timekeeper</b>	Timekeeper number and name. "FIRM" indicates that the fee compensation rule is for the FIRM fee compensation timekeeper.
<b>(client)</b>	Client ID, billing frequency, name and work description. The letter after the Client ID represents the billing frequency. An asterisk before the work description indicates that the work description will not be included on the client's statement. <sup>1</sup>
<b>(shared rules table with client)</b>	Indicates that the client is sharing another client's fee compensation rules table. Client ID 250.00 in the report on the previous page is sharing a fee compensation rules table with client 100.00.
<b>(reference)</b>	Payment reference number is shown when report includes allocation details. The text "ARCH" is shown for payments that have been run on a final statement and updated.
<b>(transaction date)</b>	Payment date is shown when report includes allocation details.
<b>(allocation amount)</b>	Payment allocation amount is shown when report includes allocation details.

**When Grouped by Fee Compensation Timekeeper**

<b>Client</b>	Client ID.
<b>Name/Work Description</b>	Client name and work description. An asterisk before the work description indicates that the work description will not be included on the client's statement. <sup>1</sup>
<b>(fee compensation timekeeper)</b>	Timekeeper number and name. "FIRM" indicates that the fee compensation rule is for the FIRM fee compensation timekeeper.

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

## Split Billing Report

Date: 11/28/2018	<b>Tab3 Split Billing Report</b> Jensen, Martin & Anderson, P.C.			Page: 1
		<u>Fee %</u>	<u>Exp %</u>	<u>Adv %</u>
Main Client:	<b>415.00 MegaConstruction Corporation</b>			
Fee Options:	Split both Hours and Amount: Yes 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

**Menu**      [Reports](#) | [Client](#) | [Split Billing Report](#)

The Split Billing Report shows the clients that are set up for split billing along with their split billing 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.



Date: 11/28/2018	<b>Client Funds Entry List by Client</b> Jensen, Martin & Anderson, P.C.	Page: 1		
Include Archive:	Yes			
<b>121.01 Phillips/Marcus</b> Real Estate Acquisition				
Ref #	Type	Date	Amount	Description
ARCH	D	06/15/2018	2,500.00	Opening deposit to client funds for work to be done.
ARCH	W	08/23/2018	267.00	Withdrawal to pay fees billed.
ARCH	W	09/30/2018	167.50	Withdrawal to pay fees billed.
ARCH	W	10/31/2018	269.93	Withdrawal to pay costs.
		<b>Credit Cards</b>	0.00	
		<b>Deposits</b>	2,500.00	
		<b>Payments</b>	0.00	
		<b>Withdrawals</b>	704.43	
		<b>Total</b>	1,795.57	

Menu [File | Open | Fee/Cost/Payment/Client Funds | \(Print List\)](#)

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: 11/28/2018		<b>Payment Receipt</b>		Page: 1	
Jensen, Martin & Anderson, P.C.					
Client ID:	415.00 MegaConstruction Corporation	Received By:	CATHY		
Statement #:	75371	Date:	11/28/2018		
Receipt Type:	EFT				
Reference:	13				
Description: Payment					
				<b>Amount:</b>	<b>30,000.00</b>

*Payment Receipt*

Date: 11/28/2018		<b>Deposit Receipt</b>		Page: 1	
Jensen, Martin & Anderson, P.C.					
Client ID:	850.00 White/Kelly	Received By:	CATHY		
Receipt Type:	Divorce	Date:	10/31/2018		
Reference:	Client Funds Deposit				
	1				
Description: Deposit to client funds					
				<b>Amount:</b>	<b>750.00</b>

*Client Funds Deposit Receipt*

Menu [File | Open | Payment/Client Funds | \(Print Receipt\)](#)

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: 11/28/2018	<b>Fee Verification List</b>										Page: 1				
Jensen, Martin & Anderson, P.C. User: SUSAN Susan C. Long															
Ref#	Client	Tkr	Cat	Trans Date	Date Entered	S	H	T	B	R	Tcode	Rate	Hours Worked	Hours to Bill	Amount
5	102.00	RJB	20	11/11/2018	11/11/2018	B	P				3	200.00	0.25	0.25	50.00 Telephone conference with Harold <i>Richardson/Harold</i>
6	102.00	RJB	20	11/11/2018	11/11/2018	B	P				7	200.00	0.25	0.25	50.00 Plan and prepare for conference with Harold <i>Richardson/Harold</i>
10	200.03	RJB	40	11/14/2018	11/14/2018	B	P	1			1	250.00	1.50	1.50	375.00 Office conference with Mike Johnson concerning upcoming meeting with President of <b>Mid-State</b> <i>Jefferson Insurance Co.</i>
2	400.00	RJB	5	11/14/2018	11/14/2018	B	P				10	250.00	0.50	0.50	125.00 Legal research of banking rules and regulations <i>Lutz/Jody</i>
												<b>Billable</b>	2.50	2.50	600.00
2	550.00	MLJ	55	11/14/2018	11/14/2018	B	P				L110 A102	225.00	1.25	1.25	281.25 Research <i>Brown vs. United Insurance</i> <i>Federated Casualty, Ltd.</i>
												<b>Billable</b>	1.25	1.25	281.25
2	900.00	DHB	35	11/14/2018	11/14/2018	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. <i>Sherman/Natalie K.</i>
4	101.00	DHB	25	11/14/2018	11/14/2018	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. <del>Steve plans to have</del> <del>all appraisals complete by</del> <del>mid-December.</del> <i>Barrett/Karen</i>
												<b>Billable</b>	0.50	0.50	87.50
4	100.00	JPP	15	11/03/2018	11/03/2018	B	P				1	150.00	1.25	1.25	187.50 Office conference with Mr. Dawson <i>Dawson/Charles L.</i>
5	100.00	JPP	15	11/07/2018	11/07/2018	B	P	1			5	150.00	0.50	0.50	75.00 Letter to client's banker <i>Dawson/Charles L.</i>
												<b>Billable</b>	1.75	1.75	262.50
												<b>Billable</b>	6.00	6.00	1,231.25
												<b>Non-billable</b>	0.00	0.00	0.00
												<b>Grand Total</b>	6.00	6.00	1,231.25
Client Checksum = 255,503															
<b>Changed Entries</b>															
<b>New</b>															
6	102.00	RJB	20	11/11/2018	11/11/2018	B	P				7	200.00	0.25	0.25	50.00 Plan and prepare for conference with Harold <i>Richardson/Harold</i>
<b>Old</b>															
6	102.00	RJB	20	11/11/2018	11/11/2018	B	P	2			7	200.00	0.50	0.50	100.00
Total Transaction Count = 10															



Ref#	Client	E/A	Trans Date	Date Entered	Src	H	T	B	R	Tcode Task Code	Tmkr	Rate	Units	Amount	
1	100.00	E	11/02/2018	11/14/2018	B	P				51	5	0.150	25.00	3.75	Photocopy charges Dawson/Charles L.
2	100.00	E	11/07/2018	11/14/2018	B	P				50	5	0.000	0.00	6.75	Long distance telephone charges Dawson/Charles L.
2	300.00	A	11/07/2018	11/14/2018	B	P			8	70	1	0.000	0.00	75.00	Filing fee McBride/John
3	550.00	E	11/11/2018	11/14/2018	B	P				L100 E110	2	0.000	0.00	23.50	Mileage to/from Omaha Federated Casually, Ltd.
6	200.03	E	11/11/2018	11/14/2018	B	P				55	1	0.000	0.00	4.50	Facsimile costs Jefferson Insurance Co.
4	400.00	A	11/14/2018	11/14/2018	B	D				72	5	0.000	0.00	*deleted* 24.15	Courier fee Lutz/Jody
													Billable	113.50	
													Non-billable	0.00	
													Grand Total	113.50	

Client Checksum = 165,003

**Changed Entries**

New	Old	Client	E/A	Trans Date	Date Entered	Src	H	T	B	R	Tcode Task Code	Tmkr	Rate	Units	Amount	
6	6	200.03	E	11/11/2018	11/14/2018	B	P				55	1	0.000	0.00	4.50	Facsimile costs Jefferson Insurance Co.
1	1	100.00	E	11/02/2018	11/14/2018	B	P				51	5	0.150	25.00	3.75	Photocopy charges Dawson/Charles L.

**Deleted Entries**

New	Old	Client	E/A	Trans Date	Date Entered	Src	H	T	B	R	Tcode Task Code	Tmkr	Rate	Units	Amount	
4	4	400.00	A	11/14/2018	11/14/2018	B	P				72	5	0.000	0.00	24.15	Courier fee Lutz/Jody

Total Transaction Count = 9

Menu **File | Open | 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 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)** 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).]
- Tmkr (cost list)**
- 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)** Source code that indicates the source of the transaction. "B" = Billing, "b" = Split Billing, "R" = Tabs3 Remote, "P" = PracticeMaster, "D" = Data Capture Device, "T" = Trust Accounting Software, "A" = Accounts Payable Software, "Q" = 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).
- Src (cost list)**
- HP** Status field of the transaction. "H" = Hold, "P" = Print, "D" = Deleted, "S" = Save.

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

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

## Recap of Hours Report

Date: 11/30/2018		<b>Tab3 Recap of Hours Report</b>						Page: 1
		Jensen, Martin & Anderson, P.C.						
		From November 01, 2018 Thru November 30, 2018						
		<b>001 Michael L. Jensen</b>						
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
Billable					Nov 1, 2018	2	3	
Non-billable					8.00	6.00		14.00
Total					8.00	6.00		14.00
Billable	4	5	6	7	8	9	10	
Non-billable		7.75	5.00	7.00	6.00	5.25		31.00
Total		7.75	6.00	7.00	6.00	5.25		32.00
Billable	11	12	13	14	15	16	17	
Non-billable		5.80	7.50	8.00	3.50	4.25		29.05
Total		6.80	7.50	8.00	3.50	4.25		30.05
Billable	18	19	20	21	22	23	24	
Non-billable		7.85	12.10	8.90		1.50		30.35
Total		7.85	12.10	8.90		1.50		30.35
Billable	25	26	27	28	29	30		
Non-billable		1.00	8.75	6.00	7.50	6.20		29.45
Total		1.00	8.75	6.00	7.50	6.20		29.45
<b>GRAND TOTALS:</b>						<b>Billable</b>		<b>133.85</b>
						<b>Non-billable</b>		<b>2.00</b>
						<b>Total</b>		<b>135.85</b>

Menu [Reports](#) | [Transactions](#) | [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: 11/28/2018		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 #	
<b>Client ID 100.00 Larson/Michael</b>									
100.00	09/23/2018	1	P	19	250.00	1.00	250.00	Initial Client Meeting	1
100.00	09/26/2018	1	P	1	250.00	0.10	25.00	Open Workers' Comp Case	3
100.00	09/27/2018	1	P	1	250.00	0.50	125.00	Consultation with Susan Nichols re: potential witness	2
100.00	10/25/2018	8	P	5	100.00	0.50	50.00	Request for employment records.	9
100.00	10/25/2018	8	P	1	100.00	0.10	10.00	Verify receipt of medical records request.	6
100.00	10/28/2018	1	P	1	250.00	2.50	625.00	Attend deposition of Susan Nichols.	4
100.00	10/28/2018	3	P	1	160.00	0.60	96.00	Meeting with Labour Plating to discuss compensation.	8
100.00	10/28/2018	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	11/15/2018	8	P	1	100.00	0.10	10.00	Confirm Fee Agreement signed and returned.	7
100.00	11/23/2018	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	11/28/2018	2	P	10	225.00	3.50	787.50	Legal research	11
100.00	11/28/2018	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
<b>Total for Client ID 100.00</b>					Billable	13.45	3,059.75	Larson/Michael	
					Non-billable	1.10	275.00	Larson v. Bel-Cor	
					Total	14.55	3,334.75		
<b>Client ID 101.00 Williams/John</b>									
101.00	08/30/2018	3	A	10	160.00	1.25	200.00	Legal research.	ARCH
101.00	08/30/2018	1	A	19	250.00	0.30	75.00	Initial Client Meeting	ARCH
101.00	09/16/2018	1	A	18	250.00	2.50	625.00	Prepared for conference with client.	ARCH
101.00	09/21/2018	2	A	250			5.75	Long distance telephone charges.	ARCH
101.00	09/23/2018	1	A	251			7.50	Photocopy charges.	ARCH
101.00	09/23/2018	2	A	250			10.50	Long distance telephone charges.	ARCH
101.00	09/23/2018	2	A	253			2.90	Postage.	ARCH
101.00	09/26/2018	1	A	250			6.75	Long distance telephone charges.	ARCH
101.00	09/27/2018	1	A	3	250.00	0.25	62.50	Telephone conference with client.	ARCH
101.00	09/30/2018	1	A	253			2.50	Postage.	ARCH
101.00	10/18/2018	3	P	255			1.25	Facsimile costs.	23
101.00	10/21/2018	3	P	102			47.50	Courier fee Federal Express.	22
101.00	10/21/2018	2	P	1	225.00	2.00	450.00	Office conference with client.	45
101.00	10/25/2018	2	P	1	225.00	1.10	247.50	Reviewing documents.	42
101.00	10/25/2018	2	P	1	225.00	0.20	45.00	Talked to Mr. Williams	46
101.00	10/25/2018	3	P	1	160.00	2.00	320.00	Office conference with Mr. Williams.	47
101.00	10/25/2018	2	P	3	225.00	0.25	56.25	Telephone conference with client.	49
101.00	10/25/2018	2	P	3	225.00	1.00	225.00	Telephone conference with Mr. Williams.	50
101.00	10/25/2018	2	P	3	225.00	0.25	56.25	Telephone conference with client.	51
101.00	10/26/2018	3	P	1	160.00	3.25	520.00	Office conference with Mr. Williams.	48
101.00	10/28/2018	2	P	251			7.35	Photocopy charges.	24
101.00	10/28/2018	3	P	251			30.00	Photocopy charges.	25
101.00	10/28/2018	1	P	9	250.00	3.00	900.00	Review and analyze case status.	41
101.00	10/28/2018	1	P	1	250.00	0.50	150.00	Legal Research.	43
101.00	10/28/2018	1	P	10	250.00	1.50	450.00	Legal research.	44
101.00	10/31/2018	2	P	106			4.00	Online legal research	26
101.00	10/31/2018		P	900			1,617.65	Payment	6
101.00	11/15/2018	1	P	9	250.00	1.50	375.00	Review and analyze research and prior cases.	3
101.00	11/18/2018	1	P	5	250.00	1.25	312.50	Letter to client.	1
101.00	11/25/2018	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
<b>Total for Client ID 101.00</b>					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		
<b>GRAND TOTALS</b>									
					Billable	36.25	8,443.25		
					Non-billable	1.90	462.50		
					Total	38.15	8,905.75		
					Payments		1,617.65		

Date: 11/28/2018

**Summary Fee Transaction File List**  
Jensen, Martin & Anderson, P.C.

Page: 1

		<u>Hours to Bill</u>	<u>Amount</u>
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
<b>Total for Timekeeper 1</b>	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
<b>Total for Timekeeper 2</b>	Billable	38.75	17,437.50
<b>GRAND TOTALS</b>			
	Billable	72.00	33,395.00
	Non-billable	0.10	25.00
	Total	72.10	33,420.00

**Menu**

[Reports](#) | [Transactions](#) | [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.

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

**Amount** Amount of each transaction.  
**(description)** Transaction description. Statement comments are shown with strikethrough characters.

**Note:** Statement comments can optionally be excluded in Version 19.1.10.1180 and later.

**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<sup>1</sup>** Subtotal for "progress billing" fee transactions (Type "6" transactions).

**Progress Non-billable<sup>1</sup>** Subtotal for non-billable "progress billing" fee transactions (Type "6" transactions).

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

## Task Code Billing Report

Date: 11/28/2018		<b>Detail Task Code Billing Report</b>						Page: 1
		Jensen, Martin & Anderson, P.C.						
Client	Trans Date	Tmkr	H P	Tcode/ Task Code	Stmt # Rate	Hours to Bill	Amount	Ref #
<b>Phase ID L110 Fact Investigation/Development</b>								
550.00	10/06/2018	1	U	L110 E106			60.00	1
							Online research. <del>Client Identifier: BRADY550.00</del> Federated Casualty, Ltd. Andrew C. Gilbert v. Federated Casualty	
550.00	10/06/2018	4	U	L110 A102	175.00	1.00	175.00	1
							Research <i>Hapton vs. Interstate Insurance</i> . Federated Casualty, Ltd. Andrew C. Gilbert v. Federated Casualty	
550.00	10/06/2018	4	U	L110 A103	175.00	0.50	87.50	2
							Draft/revise response to complaint. Federated Casualty, Ltd. Andrew C. Gilbert v. Federated Casualty	
550.00	11/14/2018	2	P	L110 A102	225.00	1.25	281.25	6
							Research <i>Brown vs. United Insurance</i> Federated Casualty, Ltd. Andrew C. Gilbert v. Federated Casualty	
<b>Total for Phase ID L110</b>					Billable	2.75	603.75	Fact Investigation/Development
<b>Phase ID L120 Analysis/Strategy</b>								
550.00	10/10/2018	1	U	L120 A106	250.00	0.25	62.50	3
							Phone call with Sam Kessler. Federated Casualty, Ltd. Andrew C. Gilbert v. Federated Casualty	
<b>Total for Phase ID L120</b>					Billable	0.25	62.50	Analysis/Strategy
<b>Phase ID L130 Experts/Consultants</b>								
550.00	10/10/2018	1	U	L130 A108	250.00	1.00	250.00	4
							Phone call with Tom Alberts of <b>Alberts Investigations</b> regarding <i>Gilbert v. Federated</i> to discuss previous experience investigating arson, testifying in court, and payment for services. <i>(First report will be completed by the end of the month.)</i> <del>Alberts was recommended by J. Edgerton of Edgerton &amp; Lowe.</del> Federated Casualty, Ltd. Andrew C. Gilbert v. Federated Casualty	
<b>Total for Phase ID L130</b>					Billable	1.00	250.00	Experts/Consultants
<b>Phase ID L190 Other Case Assessment, Development and Administration</b>								
550.00	11/11/2018	2	P	L190 E110			23.50	3
							Mileage to/from Omaha Federated Casualty, Ltd. Andrew C. Gilbert v. Federated Casualty	
<b>Total for Phase ID L190</b>					Billable	0.00	23.50	Other Case Assessment, Development and Administration
<b>Phase ID L250 Other Written Motions and Submissions</b>								
550.00	10/10/2018	1	U	L250 E101			6.75	2
							Copying Federated Casualty, Ltd. Andrew C. Gilbert v. Federated Casualty	
550.00	10/10/2018	1	U	L250 A103	250.00	1.00	250.00	5
							Draft/revise motion for change of venue. Federated Casualty, Ltd. Andrew C. Gilbert v. Federated Casualty	
<b>Total for Phase ID L250</b>					Billable	1.00	256.75	Other Written Motions and Submissions
<b>GRAND TOTALS</b>								
					Billable	5.00	1,196.50	

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

<b>Client</b>	Client ID.
<b>User ID<sup>1</sup></b>	User ID.
<b>Entry Date<sup>1</sup></b>	Date the transaction was entered.
<b>Trans Date</b>	Transaction Date.
<b>Stmt Date<sup>1</sup></b>	Statement Date.
<b>Tmkr</b>	Timekeeper number or initials. Timekeeper numbers/initials are not shown for payment transactions. Cost transactions not assigned to a timekeeper will be shown with a timekeeper number of "0".
<b>E/A Cat<sup>1</sup></b>	For costs, "E" will be shown for expenses and "A" will be shown for advances. For fees, the category number will be shown.
<b>Src<sup>1</sup></b>	Source code that indicates the source of the transaction. "B" = Tabs3 Billing, "T" = Tabs3 Trust Accounting Software, "A" = Tabs3 Accounts Payable Software, "R" = Tabs3 Remote, "D" = Data Capture Device or Import Online Payments, "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).
<b>HP</b>	Status field: "P" = Print, "H" <sup>1</sup> = Hold, "S" <sup>1</sup> = Save, "A" <sup>1</sup> = Archived, "U" or "s" <sup>1</sup> = Billed but not Updated.
<b>Receipt Type<sup>1</sup></b>	For payments only. Cash, Check, Credit Card, Other, Client Funds, EFT, Unknown.
<b>Check Number<sup>1</sup></b>	Shown only for payments whose Receipt Type is Check.
<b>Ref./Memo<sup>1</sup></b>	Optional reference or memo regarding the receipt. If the Receipt Type is Check, the Tabs3 client ID will be placed in this field. If integrating with GLS, this information is saved to the Reference field in the GLS journal entry. If the payment was created automatically from a TAS payment to firm (i.e., Source = "T"), this field will contain the Memo field from the TAS transaction.
<b>TX<sup>1</sup></b>	Sales tax rate code that will be used to calculate sales tax when a statement is printed. No code will print if the sales tax rate code is "0" (i.e., no sales tax). Up to 9 sales tax rates can be defined in Tabs3 Customization.
<b>BC<sup>1</sup></b>	Bill Code (0-4). The Bill Code defines the transaction code's default billing and print status. No code will print if the Bill Code is "0". "0" = billable and printable, "1" = non-billable and non-printable, "2" = non-billable and printable, "3" = billable and non-printable, and "4" = billable and always print.
<b>RC (fees)<sup>1</sup></b>	Rate Code (0-9). The Rate Code indicates which billing rate Tabs3 uses. No code will print if the rate code is "0". "0" indicates that Tabs3 has used the default billing rate.



<b>RC (costs)<sup>1</sup></b>	Rate Code (0, 7, or 8). The Rate Code indicates how the Amount is determined. "0" indicates that the operator entered the amounts. "7" indicates that Tab3 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 Tab3 retrieved the Amount from the transaction code file. No code will print if the Rate Code is "0".
<b>CT<sup>1</sup></b>	The transaction's Expense or Advance Cost Type. For payments, the Cost Type will be zero.
<b>Tcode Task Code</b>	For fees and costs, this represents the Phase/Task code and Activity or Expense code entered for the transaction. For payments, this is the transaction code entered for the transaction.
<b>Stmt # Rate</b>	Hourly billing rate. If payments are included, the statement number the payment was processed against is shown in this column. A statement number will only appear for payment transactions if a statement number was specified during data entry.
<b>Units<sup>1</sup></b>	The units for each cost transaction.
<b>Hours Worked<sup>1</sup></b>	The number of hours worked for each fee transaction.
<b>Hours to Bill</b>	The number of hours to bill for each fee transaction.
<b>Amount</b>	Amount of each transaction.
<b>(description)</b>	Transaction description. Statement comments are shown with strikethrough characters.
<b>Ref #</b>	Reference number identifying the work-in-process transaction for editing purposes (optional). "ARCH" will print for transactions from the archive files; these transactions cannot be edited.
<b>Progress Billable<sup>1</sup></b>	Subtotal for "progress billing" fee transactions (Type "6" transactions).
<b>Progress Non-billable<sup>1</sup></b>	Subtotal for non-billable "progress billing" fee transactions (Type "6" transactions).

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

## Criteria Page

Date: 11/28/2018	<b>Detail Transaction File List</b>		Page: 1
Jensen, Martin & Anderson, P.C.			
System Date: 11/28/2018	Time: 10:02 AM	User ID: SUSAN	
<b>Client Selection Criteria:</b>			
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
<b>Transaction Selection Criteria:</b>			
Fees:	Yes		
Timekeeper:	1	Thru:	99
Date:	mm/dd/yyyy	Thru:	10/31/2018
Tcode:	1	Thru:	999
Category:	1	Thru:	999
Expenses:	Yes		
Advances:	Yes		
Timekeeper:	0	Thru:	99
Date:	mm/dd/yyyy	Thru:	10/31/2018
Tcode:	1	Thru:	999
Cost Type:	0	Thru:	9
Payments:	Yes		
Date:	mm/dd/yyyy	Thru:	10/31/2018
Tcode:	1	Thru:	999

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 50 and page 51 is for a **Transaction File List**.

Date: 11/28/2018

**Detail Transaction File List**  
Jensen, Martin & Anderson, P.C.

Page: 2

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
StmntDate	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

## **Detail Work-In-Process Report**

**Menu**                      [Reports](#) | [Work-In-Process](#) | [Detail Work-In-Process Report](#)

The reports shown on pages 53 through 56 are examples of the Detail Work-In-Process Report.

- The reports shown on page 53 and page 54 are examples of the detailed version. The report on page 53 includes the Write-Up/Write-Down Hours column, whereas the report on page 54 does not.
- The report shown on page 55 is an example of the summarized version.
- The report shown on page 56 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 56 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: 11/28/2018

**Tab3 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: 10/21/2018  
 Previous Balance: 85,772.02

Contact: James R. Tatiki, Sr.  
 Business: 212-555-1232  
 Business Fax: 212-555-1234  
 Email: 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
<b>Fees</b>																	
11/21/2018	1 MLJ	40	P					1	4	500.00		4.25	4.25		2,125.00		Prepare Financial Disclosure Form
11/21/2018	1 MLJ	40						6	16	500.00		0.70	0.70		350.00		Receipt of request for changes to documents from company.
11/23/2018	1 MLJ	40	P					1	10	500.00		6.00	6.00		3,000.00		Prepare Notice and Articles of Dissolution for Megabuilder
11/24/2018	1 MLJ	40	P					1	7	500.00		5.00	5.00		2,500.00		Prepare Financial Disclosure Form
11/28/2018	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		
11/22/2018	2 PAM	40	P					1	11	450.00		2.25	2.25		1,012.50		Prepare Notice and Articles of Dissolution for Megabuilder
11/23/2018	2 PAM	40	P					1	8	450.00		5.00	5.00		2,250.00		Prepare Financial Disclosure Form
11/24/2018	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		
11/25/2018	4 ROB	40	P					1	13	750.00		6.50	6.50		4,875.00		Prepare Notice and Articles of Dissolution for BuilderCorp
11/25/2018	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		
11/22/2018	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		
11/21/2018	7 CB	40	P					1	3	180.00		4.25	4.25		765.00		Prepare Financial Disclosure Form
11/22/2018	7 CB	40	P					1	6	180.00		2.25	2.25		405.00		Prepare Financial Disclosure Form
11/22/2018	7 CB	40	P					1	9	180.00		3.00	3.00		540.00		Prepare Notice and Articles of Dissolution for Megabuilder
11/25/2018	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		
11/25/2018	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		
<b>Total Billable Fees</b>												<u>61.70</u>	<u>61.70</u>		<u>24,847.50</u>		

**Total Billable Fees**

<b>Payments</b>																	
11/22/2018								900	12						-80,000.00		Payment
<b>Total Billable Payments</b>															<u>-80,000.00</u>		

**R E C A P**

Fees:	24,847.50	Previous Balance:	85,772.02		
Expenses:	0.00	Payments/Credits:	-80,000.00		
Advances:	0.00				
<b>Total WIP:</b>	<u>24,847.50</u>	<b>Balance Due:</b>	<u>5,772.02</u>	<b>Total:</b>	<b>30,619.52</b>
A/R:	0-30	31-60	61-90	91-120	121-180
	5,772.02	0.00	0.00	0.00	0.00

Date: 11/28/2018

**Tab3 Detail Work-In-Process Report**  
Jensen, Martin & Anderson, P.C.

Page: 1

Primary Timekeeper: 3 Ronald P. Anderson

Client: **415.00M MegaConstruction Corporation**

MegaConstruction

Contact: James R. Tatiki, Sr.

**Corporate Merger - Megabuilders and BuilderCorp**

Business: 212-555-1232

Primary Timekeeper: 3 RPA Category: 40 Business Law

Business Fax: 212-555-1234

Secondary Timekeeper: 2 PAM Draft Template: Draft Rate Code: 1

Email: jt@megaconcorp.com

Originating Timekeeper: 4 ROB Final Template: Recap Date Opened: 10/21/2018

Previous Balance: 85,772.02

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
<b>Fees</b>																
11/21/2018	1 MLJ	40	P					1	4	500.00		4.25	4.25	2,125.00		Prepare Financial Disclosure Form
11/21/2018	1 MLJ	40						6	16	500.00		0.70	0.70	350.00		Receipt of request for changes to documents from company.
11/23/2018	1 MLJ	40	P					1	10	500.00		6.00	6.00	3,000.00		Prepare Notice and Articles of Dissolution for Megabuilder
11/24/2018	1 MLJ	40	P					1	7	500.00		5.00	5.00	2,500.00		Prepare Financial Disclosure Form
11/28/2018	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		
11/22/2018	2 PAM	40	P					1	11	450.00		2.25	2.25	1,012.50		Prepare Notice and Articles of Dissolution for Megabuilder
11/23/2018	2 PAM	40	P					1	8	450.00		5.00	5.00	2,250.00		Prepare Financial Disclosure Form
11/24/2018	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		
11/25/2018	4 ROB	40	P					1	13	750.00		6.50	6.50	4,875.00		Prepare Notice and Articles of Dissolution for BuilderCorp
11/25/2018	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		
11/22/2018	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		
11/21/2018	7 CB	40	P					1	3	180.00		4.25	4.25	765.00		Prepare Financial Disclosure Form
11/22/2018	7 CB	40	P					1	6	180.00		2.25	2.25	405.00		Prepare Financial Disclosure Form
11/22/2018	7 CB	40	P					1	9	180.00		3.00	3.00	540.00		Prepare Notice and Articles of Dissolution for Megabuilder
11/25/2018	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		
11/25/2018	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		
<b>Total Billable Fees</b>												61.70	61.70	24,847.50		

**Payments**

11/22/2018								900	12					-80,000.00		Payment
<b>Total Billable Payments</b>														-80,000.00		

**RECAP**

Fees:	24,847.50	Previous Balance:	85,772.02			
Expenses:	0.00	Payments/Credits:	-80,000.00			
Advances:	0.00					
<b>Total WIP:</b>	<b>24,847.50</b>	<b>Balance Due:</b>	<b>5,772.02</b>	<b>Total:</b>	<b>30,619.52</b>	
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: 11/28/2018

**Tab3 Detail Work-In-Process Report**  
Jensen, Martin & Anderson, P.C.

Page: 1

Primary Timekeeper: 3 Ronald P. Anderson

Client: **415.00M MegaConstruction Corporation** MegaConstruction Contact: James R. Tatiki, Sr.  
**Corporate Merger - Megabuilders and BuilderCorp** Business: 212-555-1232  
 Primary Timekeeper: 3 RPA Category: 40 Business Law Draft Template: Draft Rate Code: 1 Business Fax: 212-555-1234  
 Secondary Timekeeper: 2 PAM Draft Template: Draft Date Opened: 10/21/2018 Email: jt@megaconcorp.com  
 Originating Timekeeper: 4 ROB Final Template: Recap  
 Previous Balance: 85,772.02

Date	Tmkr	Cat	Src	H P	T X	B C	R C	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		
<b>Total Billable Fees</b>											<u>61.70</u>	<u>61.70</u>		<u>24,847.50</u>		
<b>Total Billable Payments</b>														<b>-80,000.00</b>		

**R E C A P**

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

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: 10/31/2018		Last Payment: 11/22/2018		Last Payment Amount:		80,000.00

**Billing Notes & Instructions:** 07/28/2018 02:36pm - An attention line must be included in statements mailed to Mr. Tatiki.

Date: 11/28/2018

**Tab3 Detail Work-In-Process Report**  
Jensen, Martin & Anderson, P.C.

Page: 1

Primary Timekeeper: 3 Ronald P. Anderson

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

MegaConstruction

Contact: James R. Tatki, Sr.  
Business: 212-555-1232  
Business Fax: 212-555-1234  
Email: 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: 10/21/2018  
Previous Balance: 85,772.02

Date	Tmkr	Rate	Hours to Bill	Amount	Description
<b>Fees</b>					
11/21/2018	7 CB	180.00	4.25	765.00	Prepare Financial Disclosure Form
11/21/2018	1 MLJ	500.00	4.25	2,125.00	Prepare Financial Disclosure Form
11/21/2018	1 MLJ	500.00	0.70	350.00	Receipt of request for changes to documents from company.
Billable Total:	Date 11/21/2018		9.20	3,240.00	
11/22/2018	6 DHB	180.00	6.25	1,125.00	Prepare Employee Handbook
11/22/2018	7 CB	180.00	2.25	405.00	Prepare Financial Disclosure Form
11/22/2018	7 CB	180.00	3.00	540.00	Prepare Notice and Articles of Dissolution for Megabuilder
11/22/2018	2 PAM	450.00	2.25	1,012.50	Prepare Notice and Articles of Dissolution for Megabuilder
Billable Total:	Date 11/22/2018		13.75	3,082.50	
11/23/2018	2 PAM	450.00	5.00	2,250.00	Prepare Financial Disclosure Form
11/23/2018	1 MLJ	500.00	6.00	3,000.00	Prepare Notice and Articles of Dissolution for Megabuilder
Billable Total:	Date 11/23/2018		11.00	5,250.00	
11/24/2018	2 PAM	450.00	8.00	3,600.00	Prepare Financial Disclosure Form
11/24/2018	1 MLJ	500.00	5.00	2,500.00	Prepare Financial Disclosure Form
Billable Total:	Date 11/24/2018		13.00	6,100.00	
11/25/2018	7 CB	180.00	3.75	675.00	Prepare Notice and Articles of Dissolution for BuilderCorp
11/25/2018	4 ROB	750.00	6.50	4,875.00	Prepare Notice and Articles of Dissolution for BuilderCorp
11/25/2018	8 JAN	250.00	3.00	750.00	Prepare Pre-Hiring Concerns Checklist
11/25/2018	4 ROB	750.00	0.50	375.00	Review Status of Case
Billable Total:	Date 11/25/2018		13.75	6,675.00	
11/28/2018	1 MLJ	500.00	1.00	500.00	Prepare Employee Handbook
Billable Total:	Date 11/28/2018		1.00	500.00	
<b>Total Billable Fees</b>			61.70	24,847.50	
<b>Payments</b>					
11/22/2018				-80,000.00	Payment
<b>Total Billable Payments</b>				-80,000.00	
<b>R E C A P</b>					
Fees:	24,847.50	Previous Balance:	85,772.02		
Expenses:	0.00	Payments/Credits:	-80,000.00		
Advances:	0.00	<b>Total WIP:</b>	24,847.50	<b>Balance Due:</b>	5,772.02
		<b>Total:</b>			<b>30,619.52</b>
A/R:	0-30	31-60	61-90	91-120	121-180
	5,772.02	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, email 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 Tab3 Billing. "T" = Tab3 Trust Accounting Software, "A" = Tab3 Accounts Payable Software, "R" = Tab3 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).

<b>HP</b>	Optional column. Status field. If the transaction has a Status of "Print," nothing will show on the report in order to make it easier to spot "Hold" and "Save" transactions. "H" = Hold, "S" = Save, "U" or "s" = Billed but not updated.
<b>TX</b>	Optional column. Sales tax rate code that will be used to calculate sales tax when a statement is printed. No code will print if the sales tax rate code is "0" (i.e., no sales tax). Up to 9 sales tax rates can be defined in Tabs3 Customization.
<b>BC</b>	Optional column. Bill Code (0-4). The Bill Code defines the transaction's default billing and print status. No code will print if the bill code is "0". "0" = billable and printable, "1" = non-billable and non-printable, "2" = non-billable and printable, "3" = billable and non-printable, and "4" = billable and always print.
<b>RC (fees)</b>	Optional column. Rate Code (0-9). The Rate Code indicates which billing rate Tabs3 uses. No code will print if the rate code is "0". "0" indicates that Tabs3 has used the default billing rate.
<b>RC (costs)</b>	Optional column. Rate Code (0, 7 or 8). The Rate Code indicates how the Amount is determined. "0" indicates that the operator entered the amounts. "7" indicates that Tabs3 retrieved the Rate from the transaction code file, allowed the operator to enter the number of units, and then automatically calculated the amount. "8" indicates that Tabs3 retrieved the Amount from the transaction code file. No code will print if the rate code is "0".
<b>Tcode</b>	Optional column. Transaction code number. No transaction code will be shown for task based billing transactions.
<b>Task Code</b>	Optional column. (Shown for task based billing transactions only.) Represents the Phase/Task code and the Activity code or Expense code that were entered for each transaction.
<b>Ref #</b>	Optional column. Reference number identifying the transaction for editing purposes.
<b>Rate</b>	Optional column. Hourly billing rate.
<b>Units</b>	Optional column. The units for each cost transaction.
<b>Hours Worked</b>	Optional column. The number of hours worked for each fee transaction.
<b>Hours to Bill</b>	Optional column. The number of hours to bill for each fee transaction.
<b>Write-Up/Down Hrs</b>	Optional column. The Hours to Bill minus the Hours Worked. This figure is only displayed for billable transactions.
<b>Amount</b>	Optional column. Amount of each transaction.
<b>Write-Up/Down Amt</b>	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.
<b>Description</b>	Description of the transaction.
<b>Totals</b>	Optional column. Totals for billable and non-billable amounts are shown for fees, progress fees, expenses, advances, and payments.
<b>Billing Notes &amp; Instructions</b>	Optional column. Billing notes and instructions can optionally be entered on the <b>Billing Preferences</b> 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

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

<b>Billable</b>	Billed hours, fees, expenses, advances, finance charge, and payments.
-----------------	---

**Write Off<sup>1</sup>** 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).

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

## Summary Work-In-Process Report

Date: 11/28/2018		<b>Tabs3 Summary Work-In-Process Report</b>						Page: 1
		Jensen, Martin & Anderson, P.C.						
<b>Primary Timekeeper: 2 Pamela Ann Martin</b>								
		Previous Balance	Hours to Bill	Fees	Expenses	Advances	Payments	Current Balance
<b>111.60200 Blair/Michael</b>		33,559.83	12.90	1,741.50	17.22	2,162.22	-26,369.92	11,110.85
Blair v. Jefferson								
<b>105.50400 Homeland Insurance</b>		4,989.13	29.00	3,979.50	10.40	269.74	-4,989.13	4,259.64
Karavel v. Homeland Ins.			-7.00	-945.00				-945.00
	Credits:							
	Subtotals:	4,989.13	22.00	3,034.50	10.40	269.74	-4,989.13	3,314.64
<b>105.60100 Homeland Insurance</b>		2,291.16	46.70	6,366.00	62.20	7,187.75	-2,291.16	13,615.95
Anderson v. Homeland Ins.								
<b>100.60900 MegaConstruction Corp.</b>	U	5,582.48	7.70	1,054.50	0.00	0.00	-5,582.48	1,054.50
Corporate Merger								
<b>100.61300 MegaConstruction Corp.</b>	U	6,468.49	30.40	4,104.00	4.30	571.90	-6,468.49	4,680.20
Contract Evaluation								
<b>Totals for Primary Timekeeper 2</b>		52,891.09	126.70	17,245.50	94.12	10,191.61	-45,701.18	34,721.14
	Credits:		-7.00	-945.00				-945.00
	Subtotals:	52,891.09	119.70	16,300.50	94.12	10,191.61	-45,701.18	33,776.14

Date: 11/28/2018		Tab3 Summary Work-In-Process Report							Page: 1
		Jensen, Martin & Anderson, P.C.							
		Previous Balance	Hours to Bill	Fees	Expenses	Advances	Payments	Current Balance	
<b>111.60200 Blair/Michael</b>		33,559.83	12.90	1,741.50	17.22	2,162.22	-26,369.92	11,110.85	
Blair v. Jefferson									
Primary Timekeeper: 002 PAM		A/R Info: 0-30 31-60 61-90 91-120 121-150 151+							
Fund Balance:	500.00	Last Activity Dates:	Statement: 10/31/2018						
		Payment: 09/26/2018							
		Fees: 09/22/2018							
		Expenses: 09/29/2018							
		Advances: 09/12/2018							
		0.00	0.00	0.00	7,132.80	0.00	57.11		
<b>105.50400 Homeland Insurance</b>		4,989.13	29.00	3,979.50	10.40	269.74	-4,989.13	4,259.64	
Karavel v. Homeland Ins.		Credits: -7.00 -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: 10/31/2018						
		Payment: 09/02/2018							
		Fees: 09/26/2018							
		Expenses: 09/15/2018							
		Advances: 09/02/2018							
Billing Notes & Instructions:		Mail to Mr. Sticker every 45 days.							
		0.00	0.00	0.00	0.00	0.00	0.00		
<b>105.60100 Homeland Insurance</b>		2,291.16	46.70	6,366.00	62.20	7,187.75	-2,291.16	13,615.95	
Anderson v. Homeland Ins.		A/R Info: 0-30 31-60 61-90 91-120 121-150 151+							
Primary Timekeeper: 002 PAM		Last Activity Dates: Statement: 10/31/2018							
		Payment: 10/24/2018							
		Fees: 09/26/2018							
		Expenses: 09/02/2018							
		Advances: 10/26/2018							
		0.00	0.00	0.00	0.00	0.00	0.00		
<b>105.61200 Homeland Insurance</b>		457.20	49.10	6,562.50	41.80	434.98	-457.20	7,039.28	
Martinson v. Homeland Ins.		A/R Info: 0-30 31-60 61-90 91-120 121-150 151+							
Primary Timekeeper: 002 PAM		Last Activity Dates: Statement: 10/31/2018							
Progress Billing:	900.00	Payment: 09/29/2018							
Progress WIP:	0.00	Fees: 09/27/2018							
Progress Billed:	0.00	Expenses: 10/03/2018							
Progress Paid:	0.00	Advances: 10/26/2018							
		0.00	0.00	0.00	0.00	0.00	0.00		
<b>Subtotals for 105 Homeland Insurance</b>		7,737.49	124.80	16,908.00	114.40	7,892.47	-7,737.49	24,914.87	
Progress Billing:		Credits: -7.00 -945.00							
Progress WIP:	900.00	Subtotals: 7,737.49 117.80 15,963.00 114.40 7,892.47 -7,737.49 23,969.87							
Progress Billed:	0.00	Statement: 10/31/2018							
Progress Paid:	0.00	Payment: 09/29/2018							
		Fees: 10/27/2018							
		Expenses: 10/03/2018							
		Advances: 09/26/2018							
		0.00	0.00	0.00	0.00	0.00	0.00		
<b>Totals</b>		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							
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	Statement: 10/31/2018							
Progress Paid:	0.00	Payment: 09/29/2018							
		Fees: 10/27/2018							
		Expenses: 10/03/2018							
		Advances: 09/26/2018							
		0.00	0.00	0.00	0.00	0.00	0.00		
Fund Balance:	500.00	A/R Info: 0-30 31-60 61-90 91-120 121-150 151+							
		0.00	0.00	0.00	7,132.80	0.00	57.11		

Menu

[Reports | Work-In-Process | Summary Work-In-Process Report](#)

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<sup>1</sup>.
- “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<sup>2</sup>** Total billable hours in work-in-process within the selected date range.

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

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

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

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

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

## Aged Work-In-Process Report

Date: 11/28/2018	<b>Tabs3 Aged Work-In-Process Report</b>							Page: 1
Jensen, Martin & Anderson, P.C.								
	<u>0-30</u>	<u>31-60</u>	<u>61-90</u>	<u>91-120</u>	<u>121-180</u>	<u>181+days</u>	<u>Total</u>	
<b>100.00 M Larson/Michael</b>								
RE: Larson v. Bel-Cor								
Fees:	1,653.75	1,281.00	125.00	0.00	0.00	0.00	3,059.75	
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	
<b>102.00 M Gilbert/Andrew C.</b>								
RE: Auto Accident								
Fees:	1,166.00	1,952.50	410.00	282.00	282.00	0.00	4,092.50	
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	
<b>120.01 M Klein/Daniel P.</b>								
RE: Klein vs. Simmons Construction								
Fees:	987.00	400.00	0.00	0.00	0.00	0.00	1,387.00	
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	
<b>200.01 M Peterson Insurance Co.</b>								
RE: General Legal Counsel								
Fees:	5,600.00	0.00	0.00	0.00	0.00	0.00	5,600.00	
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	
<b>200.02 M Peterson Insurance Co.</b>								
RE: Maintenance of Insurance Policies								
Fees:	1,451.00	0.00	0.00	0.00	0.00	0.00	1,451.00	
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							
<b>Subtotals for 200 Peterson Insurance Co.</b>								
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							
<b>Totals</b>								
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							

**Menu**      [Reports | Work-In-Process | Aged Work-In-Process Report](#)

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 Tab3 Customization are not used.

## Definitions for Aged Work-In-Process Report

<b>Client</b>	Client ID, client name and work description. The letter after the Client ID represents the billing frequency. An asterisk before the work description indicates the work description will not print on the client's statement <sup>1</sup> .
<b>0-30</b>	Amount in WIP 0-30 days old from report date.
<b>31-60</b>	Amount in WIP 31-60 days old from report date.
<b>61-90</b>	Amount in WIP 61-90 days old from report date.
<b>91-120</b>	Amount in WIP 91-120 days old from report date.
<b>121-180</b>	Amount in WIP 121-180 days old from report date.
<b>181+days</b>	Amount in WIP 181+ days old from report date.
<b>Fees<sup>2</sup></b>	Billable fees within the selected date range (excluding Type 6 transactions and credit transactions).
<b>Exps<sup>2</sup></b>	Billable expenses within the selected date range. Credit transactions are not included.
<b>Adv<sup>2</sup></b>	Billable advances within the selected date range. Credit transactions are not included.
<b>Pymts</b>	All unprocessed payments regardless of date range (not aged, shown as total only). Payments on hold are included.
<b>Fee Cr<sup>1,2</sup></b>	Fee credits in WIP within the selected date range (not aged, shown as total only). Fee credits will only be shown if fees are included on the report.
<b>Exp Cr<sup>1,2</sup></b>	Expense credits in WIP within the selected date range (not aged, shown as total only). Expense credits will only be shown if expenses are included on the report.
<b>Adv Cr<sup>1,2</sup></b>	Advance credits in WIP within the selected date range (not aged, shown as total only). Advance credits will only be shown if advances are included on the report.
<b>Fee WIP<sup>1,2</sup></b>	Total fee transactions and fee credits in WIP excluding Type 6 transactions (only shown for progress fee clients).
<b>Progress Billed<sup>1</sup></b>	Total amount of Type 6 progress fees billed since the last time the client was "reconciled."
<b>Diff in WIP<sup>1</sup></b>	Fee WIP minus Progress Billed.
<b>Progress WIP<sup>1</sup></b>	Total amount of Type 6 progress fees in work-in-process. Credit transactions and transactions on hold are included. Progress WIP Tax is not included.
<b>Progress Paid<sup>1</sup></b>	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.

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

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

# Cash Receipts Report

Date: 11/28/2018		<b>Tab3 Summary Cash Receipts Report</b>					Page: 1
		Jensen, Martin & Anderson, P.C.					
Primary Timekeeper: 1 Michael L. Jensen							
		Amount	Fees	Fin Chg	Expenses	Advances	Unallocated
<b>100.00M Phillips/Marcus</b>		2,281.67	1,861.92	0.00	9.75	150.00	0.00
RE: Real Estate Acquisition							
	Payment Adjustments						260.00
<b>120.00M Berger/Randall</b>		3,375.00	1,855.00	0.00	646.25	226.00	647.75
RE: Real Estate Investment							
<b>200.01M Peterson Insurance Co.</b>		959.75	826.84	0.00	28.91	104.00	0.00
RE: General Legal Counsel							
<b>Totals for Primary Timekeeper 1</b>		6,616.42	4,543.76	0.00	684.91	480.00	647.75
	Payment Adjustments						260.00

Date: 11/28/2018		<b>Tab3 Detail Cash Receipts Report</b>					Page: 1
		Jensen, Martin & Anderson, P.C.					
Primary Timekeeper: 1 Michael L. Jensen							
	Pymt Date	Amount	Fees	Fin Chg	Expenses	Advances	Unallocated
<b>100.00M Phillips/Marcus</b>	05/12/2018	300.00F	300.00	0.00	0.00	0.00	0.00
RE: Real Estate Acquisition	09/08/2018	700.00F	700.00	0.00	0.00	0.00	0.00
	09/09/2018	587.67	511.92	0.00	0.75	75.00	0.00
	09/22/2018	25.00F	25.00	0.00	0.00	0.00	0.00
	10/11/2018	50.00F	50.00	0.00	0.00	0.00	0.00
	10/11/2018	75.00A	0.00	0.00	0.00	75.00	0.00
	10/13/2018	150.00F	150.00	0.00	0.00	0.00	0.00
	10/13/2018	9.00E	0.00	0.00	9.00	0.00	0.00
	10/17/2018	125.00F	125.00	0.00	0.00	0.00	0.00
	10/21/2018	260.00*	0.00	0.00	0.00	0.00	0.00
	<b>Subtotal</b>	2,281.67	1,861.92	0.00	9.75	150.00	0.00
	Payment Adjustments						260.00
<b>120.00M Berger/Randall</b>	12/27/2017	350.00	163.75	0.00	111.25	75.00	0.00
RE: Real Estate Investment	01/04/2018	500.00F	500.00	0.00	0.00	0.00	0.00
	01/04/2018	100.00E	0.00	0.00	100.00	0.00	0.00
	01/04/2018	50.00A	0.00	0.00	0.00	50.00	0.00
	02/03/2018	450.00	85.00	0.00	365.00	0.00	0.00
	03/04/2018	1,000.00	829.00	0.00	70.00	101.00	0.00
	04/01/2018	75.00*	75.00	0.00	0.00	0.00	0.00
	05/02/2018	150.00F	127.25	0.00	0.00	0.00	22.75
	06/06/2018	300.00	40.00	0.00	0.00	0.00	260.00
	06/15/2018	75.00	35.00	0.00	0.00	0.00	40.00
	07/01/2018	75.00E	0.00	0.00	0.00	0.00	75.00
	07/01/2018	250.00	0.00	0.00	0.00	0.00	250.00
	<b>Subtotal</b>	3,375.00	1,855.00	0.00	646.25	226.00	647.75
<b>200.01M Peterson Insurance Co.</b>	10/13/2018	959.75	826.84	0.00	28.91	104.00	0.00
RE: General Legal Counsel							
<b>Totals for Primary Timekeeper 1</b>		6,616.42	4,543.76	0.00	684.91	480.00	647.75
	Payment Adjustments						260.00



Date: 11/28/2018		<b>Tab3 Detail Cash Receipts Report</b>							Page: 1	
		Jensen, Martin & Anderson, P.C.								
Payments From 01/01/2018										
	Pymt Date	Amount	Fees	Fin Chg	Expenses	Advances	Unallocated		Ref #	
<b>120.00M Berger/Randall</b>	02/03/2018	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							
	03/03/2018	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					
	04/01/2018	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							
	05/02/2018	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							
	06/07/2018	300.00	0.00	0.00	0.00	0.00	300.00		9	
	07/01/2018	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							
	07/01/2018	250.00	0.00	0.00	0.00	0.00	250.00		12	
<b>Payment Adjustments:</b>	07/01/2018	-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							
<b>Subtotal</b>		<b>2,260.00</b>	<b>1160.00</b>	<b>0.00</b>	<b>440.00</b>	<b>110.00</b>	<b>550.00</b>			
	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							
<b>GRAND TOTALS</b>										
		<b>2,260.00</b>	<b>1160.00</b>	<b>0.00</b>	<b>400.00</b>	<b>80.00</b>	<b>550.00</b>			
	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							

**Menu**      [Reports | Management | Cash Receipts Report](#)

The reports shown on page 64 and page 65 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.

**Note:** If payment adjustments are included, their amounts will be applied to the report totals.

### 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.<sup>1</sup>
- 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 #<sup>1</sup>** 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.

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

## Write-Up/Write-Down Report

Date: 11/28/2018		Tab3 Write-Up/Write-Down Report Jensen, Martin & Anderson, P.C.								Page: 1	
Client	Name/Description	Write-Up			Write-Down				Net		
		Fees	Expenses	Advances	Fees	Courtesy Discount	Expenses	Advances			
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: 11/28/2018		Tab3 Write-Up/Write-Down Report Jensen, Martin & Anderson, P.C.											Page: 1		
Client	Name/Description	Write-Up				Write-Down						Net			
		Hours	Hours Value	Fees	Expenses	Advances	Hours	Hours Value	Fees	Courtesy Discount	Expenses				Advances
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		

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

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

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

<sup>2</sup> Only shown on the report if Hours are included on the report.

## Write-Up/Write-Down Verification List

Date: 11/28/2018		<b>Write-Up/Write-Down Verification List</b>			Page: 1
Jensen, Martin & Anderson, P.C. User: (BLANK) Blank User					
Client	Name/Description	Type	Old Total	New Total	Write-Up/Down
101.00	Williams/John State v. Williams Dated Thru 10/31/18 Timekeeper: 1 to 1	Fee	1,250.00	1,500.00	250.00
		Hours	5.00	5.00	0.00
102.00	Gilbert/Andrew C. Auto Accident Dated Thru 10/31/18 Timekeeper: 1 to 1	Fee	1,500.00	1,000.00	-500.00
		Hours	6.00	6.00	0.00
102.00	Gilbert/Andrew C. Auto Accident Dated Thru 10/31/18 Timekeeper: 1 to 1	Fee	1,000.00	1,500.00	500.00
		Hours	6.00	5.00	-1.00
200.01	Peterson Insurance Co. General Legal Counsel	E/A	12.00	400.00	388.00
120.01	Klein/Daniel P. Klein vs. Simmons Construction	Fee	1,387.00	1,387.00	0.00
		Hours	6.90	10.00	3.10
<b>Totals</b>		Amount	<u>5,149.00</u>	<u>5,787.00</u>	<u>638.00</u>
		Hours	23.90	26.00	2.10

**Menu**

[Statements](#) | [Statement Preparation](#) | [Write-Up/Write-Down Fees & Costs](#) | [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: 11/28/2018		<b>Tab3 Payment Adjustment Verification List</b>					Page: 1	
Jensen, Martin & Anderson, P.C. User: SUSAN Susan C. Long								
<u>Client</u>	<u>Ref #</u>	<u>Type</u>	<u>Date</u>	<u>Payment Amount</u>	<u>Stmt #</u>	<u>Apply to Stmt #</u>	<u>Total Applied</u>	
100.00	4	Fee	09/19/2018	300.00	373	0	300.00	
Date of Adjustment:			09/19/2018					
<u>Stmt #</u>	<u>Fees</u>	<u>Expenses</u>	<u>Advances</u>	<u>Fee Tax</u>	<u>Exp Tax</u>	<u>Adv Tax</u>	<u>Fin Chg</u>	<u>Total</u>
373	300.00							300.00
<u>Client</u>	<u>Ref #</u>	<u>Type</u>	<u>Date</u>	<u>Payment Amount</u>	<u>Stmt #</u>	<u>Apply to Stmt #</u>	<u>Refund Amount</u>	
102.00	14	Regular	09/29/2018	150.00	393	0	85.00	

Menu [Maintenance](#) | [Transaction Related](#) | [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: 11/28/2018		<b>Split Billing Verification List</b>							Page: 1			
		Jensen, Martin & Anderson, P.C.										
		User: CATHY Cathleen Trudore										
Adjusted for Client: <b>415.00 MegaConstruction Corporation</b>												
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	11/11/2018	B	0	0	1	180.00	6.25	6.25	1,125.00	MegaConstruction Corporation
Prepare Employee Handbook												
415.00	6	40	11/11/2018	b	0	0	1	180.00	3.13	3.13	562.50	MegaConstruction Corporation
416.00	6	40	11/11/2018	b	0	0	1	180.00	3.12	3.12	562.50	Tatiki, Sr./James R.
<b>Total</b>									<u>6.25</u>	<u>6.25</u>	<u>1,125.00</u>	
Adjusting Transaction:												
415.00	1	40	11/17/2018	B	0	0	1	500.00	1.00	1.00	500.00	MegaConstruction Corporation
Prepare Employee Handbook												
415.00	1	40	11/17/2018	b	0	0	1	500.00	0.50	0.50	250.00	MegaConstruction Corporation
416.00	1	40	11/17/2018	b	0	0	1	500.00	0.50	0.50	250.00	Tatiki, Sr./James R.
<b>Total</b>									<u>1.00</u>	<u>1.00</u>	<u>500.00</u>	
Adjusting Transaction:												
415.00	7	40	11/10/2018	B	0	0	1	180.00	4.25	4.25	765.00	MegaConstruction Corporation
Prepare Financial Disclosure Form												
415.00	7	40	11/10/2018	b	0	0	1	180.00	2.13	2.13	382.50	MegaConstruction Corporation
416.00	7	40	11/10/2018	b	0	0	1	180.00	2.12	2.12	382.50	Tatiki, Sr./James R.
<b>Total</b>									<u>4.25</u>	<u>4.25</u>	<u>765.00</u>	
Final record count for Client: 3												

**Menu**                      [Statements](#) | [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)<sup>1</sup>**        "E" = Expenses, "A" = Advances.
- Date**                        Date of the transaction.
- Src**                          Source of the transaction. "B" = Billing, "R"<sup>1</sup> = Tabs3 Remote, "P"<sup>1</sup> or "C"<sup>1</sup> = PracticeMaster, "D"<sup>1</sup> = Data Capture Device, "A"<sup>1</sup> = Tabs3 Accounts Payable Software, "Q"<sup>1</sup> = QuickBooks. An uppercase letter indicates that the transaction was split from the Main Client, while a lowercase letter indicates that the transaction was added to a Split Matter.
- BC**                            Bill Code (0-4). The Bill Code defines the transaction code's default billing and print status. "0" = billable and printable. "1"<sup>1</sup> = non-billable and non-printable, "2"<sup>1</sup> = non-billable and printable, "3"<sup>1</sup>

= billable and non-printable, and "4"<sup>1</sup> = billable and always print.

<b>RC (fees)</b>	Rate Code (0-9). The Rate Code indicates which billing rate Tab3 uses. "0" indicates that Tab3 has used the default billing rate.
<b>RC (costs)<sup>1</sup></b>	Rate Code (0, 7 or 8). The Rate Code indicates how the Amount is determined. "0" indicates that the operator entered the amount. "7" indicates that Tab3 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 Tab3 retrieved the Amount from the transaction code file.
<b>Tcode</b>	Transaction code number.
<b>Rate</b>	Rate used for calculating the amount.
<b>Hours to Bill (fees)</b>	Hours to bill.
<b>Hours Worked (fees)</b>	Hours worked.
<b>Amount</b>	Dollar amount for the transaction.
<b>Total</b>	Total hours (fees only) and amounts of the resulting split transactions.
<b>Deleted Transaction<sup>1</sup></b>	A transaction is deleted when the Perform Split Billing program is run if the Main Client is not defined as a Split Matter.
<b>Saved Transaction<sup>1</sup></b>	A transaction is saved when the Perform Split Billing program is run if the Main Client is not defined as a Split Client and the transaction has "Save" in the Status field. The Hours and Amount fields are changed to 0.00.
<b>Final Record Count for Client</b>	Number of resulting transactions after the Perform Split Billing program has been run.

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





Date: 11/28/2018		<b>Tab3 Statement Template List</b> Jensen, Martin & Anderson, P.C.		Page: 1
ID: Draft    full detail used for draft statements		Default: Draft		
	<u>Client</u>	<u>Name</u>	<u>Work Description</u>	
D	100.00M	Dawson/Charles L.	Settlement of Grandfather's Estate	
D	101.00M	Barrett/Karen	Apartment Management	
D	102.00M	Richardson/Harold	Manage personal finances	
D	103.00M	Martin/Mary L. & Fred J.	Private Adoption	
D	200.01M I	Jefferson Insurance Co.	Automobile Accident	
D	200.02C	Jefferson Insurance Co.	Hail Damage - Palmer farm	
D	200.03M	Jefferson Insurance Co.	Acquisition of Mid-State Insurance	
D	300.00Q	McBride/John	Management of Estate Trust	
D	350.00M	Carter/Arthur J.	Protection of New Wave Patent	
D	400.00R	Lutz/Jody	Manage trust account for Jody	
D	402.00M	Kiltzer/George	Set up trust for children	
D	450.00M	Able/Paul & Mary	Parent's Estate	
D	500.00M I	Lyons/Mr. & Mrs. Art	Audit of Federal Income Taxes	
D	550.00M	Federated Casualty, Ltd.	Andrew C. Gilbert v. Federated Casualty	
D	600.00M	Ace Manufacturing Company	General Legal Counsel	
D	600.01M	Ace Manufacturing Company	Workers' compensation claim	
D	600.02M	Ace Manufacturing Company	Maintenance of insurance policies	
D	750.00M	Harrison Investments	Purchase of Real Estate	
D	751.00M	Harrison/Bradley	Purchase of Real Estate	
D	800.00S	ABC Insurance Company	Death Benefits	
D	850.00H	White/Kelly	Divorce	
D	900.00M	Sherman/Natalie K.	Divorce	
<hr/>				
ID: Final    standard fee & cost format (no recap)		Default: Final		
	<u>Client</u>	<u>Name</u>	<u>Work Description</u>	
F	103.00M	Martin/Mary L. & Fred J.	Private Adoption	
F	200.01M I	Jefferson Insurance Co.	Automobile Accident	
F	300.00Q	McBride/John	Management of Estate Trust	
F	350.00M	Carter/Arthur J.	Protection of New Wave Patent	
F	450.00M	Able/Paul & Mary	Parent's Estate	
F	550.00M	Federated Casualty, Ltd.	Andrew C. Gilbert v. Federated Casualty	
F	600.00M	Ace Manufacturing Company	General Legal Counsel	
F	600.01M	Ace Manufacturing Company	Workers' compensation claim	
F	600.02M	Ace Manufacturing Company	Maintenance of insurance policies	
F	800.00S	ABC Insurance Company	Death Benefits	

**Menu**                      [Reports](#) | [Miscellaneous](#) | [Statement Template List](#)

The reports shown on pages 72-73 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.

## Email Template List

Date: 11/26/2018	<b>Tab3 Email Template List</b> Jensen, Martin & Anderson, P.C.	Page: 1
<b>Template ID</b>	<b>Description</b>	<b>Use as Default</b>
Example	Example Template	Yes
Example2	Alternate Example Template	No
OnlinePayment1	Online Payment - Full Link	No
OnlinePayment2	Online Payment - 'Click Here' Link	No

**Menu**                      [Reports](#) | [Miscellaneous](#) | [Email Template List](#)

The reports shown are examples of the Email Template List. The Email Template List shows the email templates that have been defined in the email 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 email 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: 11/28/2018	<b>Tab3 Email Template List</b> Jensen, Martin & Anderson, P.C.		Page: 1
Template ID:	EXAMPLE		
Description:	Example Template		
Use as Default:	Yes		
	<b>Client</b>	<b>Client Name</b>	<b>Work Description</b>
	100.00	Larson/Michael	Larson v. Bel-Cor
Template ID:	EXAMPLE2		
Description:	Alternate Example Template		
Use as Default:	No		
	<b>Client</b>	<b>Client Name</b>	<b>Work Description</b>
	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 Email Template List

- Template ID**                      Email template ID. The email template ID can be a maximum of 20 characters.
- Description**                      The description entered for the email template ID.
- Use as Default**                      "Yes" will print for the default email template for new Bill To records. "No" will print for all other email templates.
- Email Identification**                      From Name, From Address, and Reply to Address defined for the email template.
- Additional Recipients**                      Cc Recipients and Bcc Recipients defined for the email template. Displays email addresses for those who will receive a copy or a blind copy of the client's email statement.
- Email Message**                      Subject and Body defined for the email template. Variables will print within chevron characters.
- Client**                      Client ID of the client associated with the email template. In the client file, the email 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: 11/26/2018	<b>Tab3 Email Template List</b> Jensen, Martin & Anderson, P.C.	Page: 1
Template ID: Description: Use as Default:	OnlinePayment1 Online Payment - Full Link No	
From Name: From Address: Reply to Address:	Jennifer A. Martin jmartin@lawoffice.com billing@lawoffice.com	
Cc Recipients: Bcc Recipients:	 billing@lawoffice.com	
Subject:	Your statement from «Firm Name»	
Body:	«Bill To Full Name»,  Your current statement dated «Statement Date» is attached.  We now accept secure online payments via ProPay. To make a secure online payment, please click on the following link: «Online Payment URL»  Sincerely,  «Primary Timekeeper Name» «Firm Name»  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: Description: Use as Default:	OnlinePayment2 Online Payment - 'Click Here' Link No	
From Name: From Address: Reply to Address:	Michael L. Jensen mjensen@jensenlaw.com admin@jensenlaw.com	
Cc Recipients: Bcc Recipients:	 admin@jensenlaw.com	
Subject:	Your statement from «Firm Name»	
Body:	«Bill To Full Name»,  Your current statement dated «Statement Date» is attached.  We now accept secure online payments via ProPay. To make a secure online payment, «Online Payment "Click Here"».  Sincerely,  «Primary Timekeeper Name» «Firm Name»  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: 11/28/2018	<b>Tabs3 Statement Notes List</b> Jensen, Martin & Anderson, P.C.	Page: 1
<b>Note ID</b>	<b>Note Text</b>	
Finance	A finance charge of 1% per month will be assessed on all accounts past due 30 days.	
Payments	<b><i>Payments received after 15 are <u>not</u> included on this statement.</i></b>	

Menu

[Reports](#) | [Miscellaneous](#) | [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.		<b>STATEMENT</b>			
1621 Gashman Drive Lincoln, NE 68512 402-423-1440 • Fax: 402-423-2561 • Email: billing@jmalaw.com <i>A Law Firm Specializing in Personal Injury, Business and Family Law</i>		Federal ID No. 01-23456789			
<b>PRIVILEGED &amp; CONFIDENTIAL</b>					
Jefferson Insurance Co. American Charter Building 9th & West 'O' Streets Suite 220 Lincoln, NE 68510-6330		Statement Date: 11/30/2018 Statement No. 661 Page No. 1			
Account No. 200.03 RE: Acquisition of Mid-State Insurance		DRAFT STATEMENT			
<u>Fees</u>					
		Rate	Hours	Amount	
11/19/2018	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
11/19/2018	PAM Office conference with Peter Smith.		0.75	n/c	3
	For Current Services Rendered		4.75	987.50	
	Total Non-billable Hours		0.75		
<u>Recapitulation</u>					
<u>Timekeeper</u>		<u>Hours</u>	<u>Rate</u>	<u>Total</u>	
Michael L. Jensen		3.50	\$225.00	\$787.50	
Paula A. Madison		1.25	160.00	200.00	
	Sales Tax on Services			39.50	
<u>Expenses</u>					
10/09/2018	Long distance telephone charges.			25.52	1
11/19/2018	Mileage to/from Omaha. <del>100 miles @ 30 cents/mile</del>			30.00	3
	Total Expenses			55.52	
<u>Advances</u>					
10/09/2018	Processor fee.			35.00	2
	Total Advances			35.00	
	Previous Balance			\$1,461.29	
	Total Current Work			1,117.52	
<u>Payments</u>					
11/09/2018	Payment - thank you.			-500.00	1
	Balance Due			<u>\$2,078.81</u>	

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

## Template Settings

<b>Fee Format</b>	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
<b>Fee Recap</b>	Timekeeper
Hours	Yes
Total	Yes
Level Desc	No
Rate	Calculated Rate

**Expense Format** Standard

**Advance Format** Standard

**Pymt Format** Detail

## Other Settings Summary

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

## Format Information

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

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

## Statement Example 2

Jensen, Martin & Anderson, P.C. Attorneys at Law		
Jefferson Insurance Co. American Charter Building 9th & West 'O' Streets Suite 220 Lincoln, NE 68510-6330		Statement Date: 11/30/2018 Account No. 200 03 Statement No. 651 Page No. 1
RE: Acquisition of Mid-State Insurance		
<u>Fees</u>		
11/19/2018	Put together proposal for Mid-State Insurance Company.	787.50
11/19/2018	Office conference with Sam Reader.	200.00
11/22/2010	Office conference with Peter Smith. For Current Services Rendered	987.50
<u>Recapitulation</u>		
	<u>Timekeeper</u>	<u>Hours</u>
	Michael L. Jensen	3.50
	Paula A. Madison	1.25
	Sales Tax on Services	39.50
<u>Expenses</u>		
10/09/2018	Long distance telephone charges.	25.52
11/20/2018	Mileage to/from Omaha.	30.00
	Total Expenses	55.52
11/19/2018	Credit for overbilled mileage expense.	-15.00
	Total Credits for Expenses	-15.00
<u>Advances</u>		
10/09/2018	Processor fee.	35.00
	Total Advances	35.00
	Total Current Work	1,102.52
	Balance Due	<u>\$1,102.52</u>
1621 Cushman Drive · Lincoln, NE 68512 · 402-423-1440 · Fax 402-423-2561		

## Template Settings

<b>Fee Format</b>	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

<b>Fee Recap</b>	Timekeeper
Hours	Yes
Total	No

Level Desc	No
Rate	No Rate

<b>Expense Format</b>	Standard
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<b>Advance Format</b>	Standard
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<b>Pymt Format</b>	n/a
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## 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

<b>JENSEN, MARTIN &amp; ANDERSON, P.C.</b>			
1621 Cushman Drive Lincoln, NE 68512			
402-419-2200			
Attn: Mike Johnson		Statement Date	Page: 1
Jefferson Insurance Co.		Statement No.	11/30/2018
American Charter Building			7576
9th & West 'O' Streets			
Suite 220			
Lincoln, NE 68510-6330			
RE: Acquisition of Mid-State Insurance			
<u>Fees through 11/30/2018</u>			
11/07/2018		Hours	
MLJ	Put together proposal for Mid-State Insurance Company	3.50	
	Michael L. Jensen	3.50	
11/12/2018			
PAM	Office conference with Peter Smith, insurance salesman for company.	1.75	
11/13/2018			
PAM	Office conference with Sam Reader, Sally Farrow, and John Darrington.	1.25	
PAM	Telephone conference with President of Mid-State Insurance Company	3.00	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
	Senior Partner	3.50	\$250.00
	Partner	3.00	225.00
			Total
			\$875.00
			675.00
	Sales Tax on Services		108.50
	Total Current Work		1,658.50
	Balance Due		<u>\$1,658.50</u>
Note: Copy of Email only statement.			
mjohnson@jeffersonins.com			

### Template Settings

<b>Fee Format</b>	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
<b>Fee Recap</b>	Timekeeper Level
Hours	Yes
Total	Yes
Level Desc	n/a
Rate	Average Hourly
<b>Expense Format</b>	No Expenses
<b>Advance Format</b>	No Advances
<b>Pymt Format</b>	n/a

### Other Settings Summary

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

### Format Information

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

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

<b>JENSEN, MARTIN &amp; ANDERSON, P.C.</b>			
Attorneys at Law			
402-423-1440			
Jefferson Insurance Co.		Statement Date:	11/30/2018
American Charter Building		Statement No.	653
9th & West 'O' Streets		Account No.	200.03
Suite 220			
Lincoln, NE 68510-6330			
<u>Fees</u>			
		Hours	Amount
11/19/2018	Put together proposal for Mid-State Insurance Company. Office conference with Sam Reader.		
11/20/2018	Office conference with Peter Smith.		
	For Current Services Rendered	4.75	987.50
<u>Recapitulation</u>			
	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
	1.25	\$160.00	\$200.00
	3.50	225.00	787.50
	Sales Tax on Services		39.50
<u>Expenses</u>			
	Long distance telephone charges		25.52
	Mileage to/from		30.00
	Total Expenses thru 11/30/2018		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
<u>Payments</u>			
11/09/2018	Payment - thank you.		-500.00
	Balance Due		<u>\$2,028.81</u>
Fax 402-423-2561    Email billing@jmalaw.com		Page 1	
1621 Cushman Drive    Lincoln, NE 68512			

## Template Settings

<b>Fee Format</b>	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

<b>Fee Recap</b>	Rate
Hours	Yes
Total	Yes

Level Desc	n/a
Rate	n/a

<b>Expense Format</b>	Tcodes Subtotal Only
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<b>Advance Format</b>	Tcodes Subtotal Only
-----------------------	----------------------

<b>Pymt Format</b>	Detail
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## 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

<b>JENSEN, MARTIN &amp; ANDERSON, P.C.</b> <small>1621 Cashman Drive                  Lincoln, NE 68512                  402-423-1440 * Fax: 402-423-2561 * Email: billing@jmalaw.com</small> <i>A Law Firm Specializing in Personal Injury, Business and Family Law</i>		<h1>STATEMENT</h1>		<small>Federal ID No. 01-23456789</small>
<p align="center"><b>PRIVILEGED &amp; CONFIDENTIAL</b></p>				
Karen Barrett 3010 South 14th Street Lincoln, NE 68510				
Account No. 101.00 RE: Apartment Management		Statement Date: 11/30/2018 Statement No. 650 Page No. 1		
Previous Balance		\$1,085.32		
<p align="center"><u>Fees</u></p>				
		<u>Rate</u>	<u>Hours</u>	<u>Amount</u>
11/02/2018	Communicate with George Patterson regarding lease.		0.25	n/c
11/13/2018	Telephone conference with Karen. Michael L. Jensen	225.00	0.50	112.50
			<u>0.50</u>	<u>112.50</u>
11/02/2018	Office conference with Karen.	140.00	2.00	280.00
11/09/2018	Office conference with Karen regarding the payment of damage deposits collected. Paula A. Martin	140.00	2.50	350.00
			4.50	630.00
	For Current Services Rendered		<u>5.00</u>	<u>742.50</u>
	Total Non-billable Hours		0.25	
		<u>Recapitulation</u>		
	<u>Timekeeper</u>	<u>Title</u>	<u>Hours</u>	<u>Rate</u>
	Michael L. Jensen	Partner	0.50	\$225.00
	Paula A. Martin	Associate	4.50	140.00
				<u>630.00</u>
	Finance Charge			5.28
	Balance Due			<u>\$1,833.10</u>
Your account is 30 days past due.				
<hr/> To ensure proper credit, please include account number and statement date on remittance checks. Thank you.				

## Template Settings

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

<b>Jensen, Martin &amp; Anderson, P.C.</b>			
ATTORNEYS AND COUNSELORS AT LAW			
FEDERAL TAX ID # 12-3456789			
<b>Lincoln Office</b>		<b>Omaha Office</b>	
1621 Cushman Drive		10400 West Dodge Road	
Lincoln, Nebraska 68512		Omaha, Nebraska 68108	
(402) 423-1440		(402) 397-1440	
Fax: (402) 423-2561		Fax: (402) 397-1441	
Harold Richardson		Page: 1	
1548 West 57th Street		11/30/2018	
Rochester NY 14603-8409		Account No: 102-00M	
		Statement No: 572	
Manage personal finances			
Previous Balance		\$3,658.35	
<u>Expenses</u>			
11/11/2018	Long distance telephone charges	6.75	
11/12/2018	Photocopy charges	7.50	
11/19/2018	Postage	2.50	
Total Expenses		16.75	
Sales Tax on Expenses		0.67	
Total Current Work		17.42	
Balance Due		<u>\$3,675.77</u>	
		Past Due Amounts	
<u>0-30</u>	<u>31-60</u>	<u>61-90</u>	<u>91-120</u>
3,243.14	0.00	182.88	249.75
		<u>121-180</u>	<u>181+</u>
		0.00	0.00

## Template Settings

<b>Fee Format</b>	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

<b>Fee Recap</b>	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 11/30/2018 Account No: 415-00M Statement No: 7576	
Corporate Merger - Megabuilders and BuilderCorp			
Previous Balance			\$85,499.22
<u>Fees</u>			
		Hours	Amount
11/05/2018			
MLJ	Prepare Financial Disclosure Form	4.25	2,125.00
MLJ	Receipt of request for changes to documents from company.	0.70	350.00
11/07/2018			
MLJ	Prepare Notice and Articles of Dissolution for Megabuilder	6.00	3,000.00
11/19/2018			
CB	Prepare Notice and Articles of Dissolution for BuilderCorp	3.75	675.00
JAN	Prepare Pre-Hiring Concerns Checklist	3.00	750.00
ROB	Review Status of Case	0.50	375.00
	For Current Services Rendered	18.20	7,275.00
<u>Recapitulation</u>			
<u>Timekeeper</u>		<u>Hours</u>	<u>Rate</u>
Michael L. Jensen		10.95	\$500.00
Robert O. Burns		0.50	750.00
Cheryl Bradley		3.75	180.00
Jennifer A. Noonan		3.00	250.00
			<u>Total</u>
			\$5,475.00
			375.00
			675.00
			750.00
<u>Expenses</u>			
Total Expenses			21.60
<u>Advances</u>			
Total Advances			85.00
Total Current Work			7,381.60
<u>Payments</u>			
11/06/2018	Payment		-20,000.00
Balance Due			<u>\$72,880.82</u>
<u>Past Due Amounts</u>			
<u>Stmnt Date</u>	<u>Stmnt #</u>	<u>Billed</u>	<u>Due</u>
09/30/2018	7516	62,831.00	24,929.56
10/31/2018	7523	40,569.66	40,569.66
			65,499.22
Note: Copy of Email only statement.		jt@megaconcorp.com	

## Template Settings

<b>Fee Format</b>	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
<b>Fee Recap</b>	Timekeeper
Hours	Yes
Total	Yes
Level Desc	n/a
Rate	Transaction Rate

**Expense Format** Summary

**Advance Format** Summary

**Pymt Format** Detail

## Other Settings Summary

Detail past due information.

## Format Information

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

## Statement Example 8

<b>Jensen, Martin &amp; Anderson, P.C.</b>			
ATTORNEYS AND COUNSELORS AT LAW			
FEDERAL TAX ID # 12-3456789			
<b>Lincoln Office</b>		<b>Omaha Office</b>	
1621 Cushman Drive Lincoln, Nebraska 68512 (402) 423-1440 Fax: (402) 423-2561		10400 West Dodge Road Omaha, Nebraska 68108 (402) 397-1440 Fax: (402) 397-1441	
<b>For Professional Services Rendered Thru 11/30/2018</b>			
Attn: Mike Johnson Jefferson Insurance Co. American Charter Building 9th & West 'O' Streets Suite 220 Lincoln NE 68510-6330		11/30/2018 Account No: 200-03M	
Acquisition of Mid-State Insurance			
<u>Fees</u>			
		Hours	Amount
11/19/2018	Put together proposal for Mid-State Insurance Company	3.50	
	Office conference with Peter Smith, insurance salesman for company.	1.75	
11/20/2018	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	
<u>Costs</u>			
	Long distance telephone charges		25.52
	Mileage to/from		30.00
	Filing fee		15.00
	Total Costs		70.52
	Total Current Work		70.52
	Balance Due		<u>\$70.52</u>

## Template Settings

<b>Fee Format</b>	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
<b>Fee Recap</b>	No Recap
Hours	n/a
Total	n/a
Level Desc	n/a
Rate	n/a
<b>Expense Format</b>	Tcodes Subtotal Only
<b>Advance Format</b>	n/a
<b>Pymt Format</b>	n/a

## Other Settings Summary

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

## Format Information

Tab3 allows you to use date codes to include the statement date in the statement heading. The "For Professional Services Rendered Thru 11/30/2018" 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	Street Address	Mailing Address
Paula A. Martin	1621 Cushman Drive	P.O. Box 1128
Ronald P. Anderson	Lincoln, NE 68512	Lincoln, NE 68512-1128
Robert O. Burns		
Kendra I. Michaels		
	Phone	402-419-2200
	Fax	402-419-2201
	Web	www.jmalaw.net
John McBride	Eastmont Towers	2920 Northwest Greenbriar Lane Lincoln NE 68505
Management of Estate Trust		
	Page: 1	11/30/2018
	Account No:	300-00Q
	Statement No:	538
<b>Payments received after 11/30/2018 are <u>not</u> included on this statement.</b>		
Previous Balance		\$1,301.88
<u>Fees</u>		
11/12/2018	PAM Telephone conference with client	
11/12/2018	PAM Letter to client's trustee	
11/19/2018	PAM Telephone conference with client's trustee	
	For Current Services Rendered	200.00
	Sales Tax on Services	8.00
<u>Expenses</u>		
	Long distance telephone charges	7.55
	Total Expenses	7.55
	Total Current Work	215.55
<u>Payments Received Thru 11/30/2018</u>		
11/09/2018	Payment	-1,301.88
	Balance Due	<u>\$215.55</u>

## Template Settings

<b>Fee Format</b>	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
<b>Fee Recap</b>	No Recap
Hours	n/a
Total	n/a
Level Desc	n/a
Rate	n/a
<b>Expense Format</b>	Tcodes Subtotal Only
<b>Advance Format</b>	n/a
<b>Pymt Format</b>	Detail
<b>Other Settings Summary</b>	
Progress billing client, <b>Letterhead with Columns</b> 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

<b>Jensen, Martin &amp; Anderson, P.C.</b>		
ATTORNEYS AND COUNSELORS AT LAW		
FEDERAL TAX ID # 12-3456789		
<b>Lincoln Office</b>		<b>Omaha Office</b>
1621 Cushman Drive Lincoln, Nebraska 68512 (402) 423-1440 Fax: (402) 423-2561		10400 West Dodge Road Omaha, Nebraska 68108 (402) 397-1440 Fax: (402) 397-1441
John McBride Eastmont Towers 2920 Northwest Greenbriar Lane Lincoln NE 68505		Page: 1 11/30/2018 Account No: 300-00Q Statement No: 584
Management of Estate Trust		
Previous Balance		\$1,301.88
<u>Fees</u>		
Telephone conference with client, Letter to client's trustee Telephone conference with client's trustee		
For Current Services Rendered		1,254.55
Adjustment for Prior Billings		-1,000.00
Sales Tax on Services		10.18
<u>Expenses</u>		
Long distance telephone charges		7.55
Total Expenses		7.55
Total Current Work		272.28
<u>Payments</u>		
11/09/2018	Payment	-1,301.88
	Balance Due	<u>\$272.28</u>

### Template Settings

<b>Fee Format</b>	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
<b>Fee Recap</b>	No Recap
Hours	n/a
Total	n/a
Level Desc	n/a
Rate	n/a
<b>Expense Format</b>	Tcodes Subtotal Only
<b>Advance Format</b>	n/a
<b>Pymt Format</b>	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	Street Address	Mailing Address	Phone	402-419-2200
Paula A. Martin	1621 Cushman Drive	P.O. Box 1128	Fax	402-419-2201
Ronald P. Anderson	Lincoln, NE 68512	Lincoln, NE 68512-1128	Web	www.jmalaw.net
Robert O. Burns				
Kendra I. Michaels				
Jefferson Insurance Co. American Charter Building 9th & West O' Streets Suite 220 Lincoln NE 68510-6330			Page: 1 November 30, 2018 Account No: 200-03M Statement No: 542	
Attn: Mike Johnson				
Acquisition of Mid-State Insurance				
Previous Balance				\$1,461.29
For Current Services Rendered		Hours	Amount	
Total Non-billable Hours		6.50	1,267.50	
		0.50		
	<u>Recapitulation</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Timekeeper		3.50	\$225.00	\$787.50
Michael L. Jensen		3.00	160.00	480.00
Paula A. Martin				
Sales Tax on Services				50.70
Total Expenses Thru 11/30/2018				70.52
Total Advances Thru 11/30/2018				90.00
Total Current Work				1,478.72
11/09/2018 Payment - thank you				-500.00
Balance Due				<u>\$2,440.01</u>
	<u>Fees</u>	<u>Costs</u>	<u>Billing History Advances</u>	<u>Finance Charge</u>
Write Off	2,943.20	126.04	105.00	0.00
	221.58	12.65	0.00	0.00

## Template Settings

<b>Fee Format</b>	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
<b>Fee Recap</b>	Timekeeper
Hours	Yes
Total	Yes
Level Desc	No
Rate	Average Hourly
<b>Expense Format</b>	Summary
<b>Advance Format</b>	Summary
<b>Pymt Format</b>	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

<i>Jensen, Martin &amp; Anderson, P.C.</i>		
<i>Lincoln Building, Suite 201</i>		
<i>1621 Cushman Drive</i>		
<i>Lincoln, NE 68512</i>		
Harold Richardson 1548 West 57th Street Rochester NY 14603-8409		Page: 1 November 30, 2018 Account No: 102-00M Statement No: 654
Manage personal finances		
<u>Fees</u>		
Prepared for conference with client.		
For Current Services Rendered		236.25
Sales Tax on Services		7.55
<u>Expenses</u>		
Total Expenses Thru 11/30/2018		7.50
Sales Tax on Expenses		0.30
Total Current Work		251.60
Previous Balance		\$3,658.35
Balance Due		<u>\$3,909.95</u>
	Past Due Amounts	
0-30	31-60	61-90
3,477.32	0.00	182.88
		91-120
		121-180
		181+
		0.00
		0.00

## Template Settings

<b>Fee Format</b>	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
<b>Fee Recap</b>	No Recap
Hours	n/a
Total	n/a
Level Desc	n/a
Rate	n/a
<b>Expense Format</b>	Summary
<b>Advance Format</b>	n/a
<b>Pymt Format</b>	n/al

## Other Settings Summary

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

## Format Information

Tab3 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

RJ's Engine Repair  
 703 Cornhusker Highway  
 Lincoln NE 68521

Attn: Rod Johnston  
 IRS Audit

Page: 1  
 November 30, 2018  
 Account No: 98CV904-RJMM  
 Statement No: 561

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

## Template Settings

<b>Fee Format</b>	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

<b>Fee Recap</b>	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

<b>Jensen, Martin &amp; Anderson, P.C.</b>		<b>Attorneys at Law</b>	
Harold Richardson 1548 West 57th Street Rochester, NY 14603-8409		Statement Date: 11/30/2018 Account No. 102 00 Statement No. 656 Page No. 1	
RE: Manage personal finances			
	Previous Balance before Adjustments		\$3,158.35
10/22/2018	The check we received on 9/22/2018 (check #7554) was returned by the bank due to insufficient funds. Accordingly, the \$500.00 payment shown on the 10/31/2018 statement has been reversed.		500.00
	Previous Balance		\$3,658.35
<u>Fees</u>			
		<u>Rate</u>	<u>Hours</u>
11/02/2018	Letter to client's banker.	185.00	0.50
	Office conference with Harold.	185.00	1.25
11/02/2018			1.75
			323.75
11/19/2018	Prepared for conference with client.	115.00	1.25
	11/19/2018		1.25
			143.75
	For Current Services Rendered	3.00	467.50
<u>Recapitulation</u>			
	<u>Title</u>	<u>Hours</u>	
	Partner	1.75	
	Associate	1.25	
<u>Expenses</u>			
11/12/2018	Long distance telephone charges.		7.50
	Long distance telephone charges		7.50
	Total Expenses		7.50
	Balance Due		<u>\$4,133.35</u>
1621 Cushman Drive · Lincoln, NE 68512 · 402-423-1440 · Fax 402-423-2561			

## Template Settings

<b>Fee Format</b>	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

<b>Fee Recap</b>	Timekeeper Level
Hours	Yes
Total	No

Level Desc	n/a
Rate	No Date

<b>Expense Format</b>	Tcodes Detail with Subtotal
-----------------------	-----------------------------

<b>Advance Format</b>	No Advances
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<b>Pymt Format</b>	n/al
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## 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

Federated Casualty, Ltd. 2001 South 70th Street Suite 300 Lincoln NE 68510				Page: 1 11/30/2018 Account No: 550-00M Statement No: 561		
Attn: Samantha Kessler						
Andrew C. Gilbert v. Federated Casualty Federated Case # 98742-L Policy Number: 92-365277-56						
<u>Fees</u>						
				Rate	Hours	Amount
11/05/2018	DHB L110 A103		Draft/revise response to complaint	175.00	0.50	87.50
	DHB L110 A102		Research <i>Hapton vs. Interstate Insurance</i>	175.00	1.00	175.00
11/12/2018	RJB L120 A106		Phone call with Sam Kessler	250.00	0.25	62.50
	RJB L130 A108		Phone call with Tom Alberts of <b>Alberts Investigations</b> regarding <u>Gilbert v. Federated</u> to discuss previous experience investigating arson, testifying in court, and payment for services. <i>(First report will be completed by the end of the month.)</i>	250.00	1.00	250.00
	RJB L250 A103		Draft/revise motion for change of venue	250.00	1.00	250.00
			For Current Services Rendered		3.75	825.00
<u>Expenses</u>						
11/12/2018	L250 E101		Copying			6.75
			Total Expenses			6.75
<u>Advances</u>						
11/05/2018	L110 E106		Online research			60.00
			Total Advances			60.00
			Total Current Work			891.75
			Balance Due			<u>\$891.75</u>
<u>Task Code Summary</u>						
				<u>Fees</u>		<u>Expenses</u>
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

<b>Fee Format</b>	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

<b>Fee Recap</b>	No Recap
Hours	n/a
Total	n/a

Level Desc	n/a
Rate	n/a

<b>Expense Format</b>	Standard
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<b>Advance Format</b>	Standard
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<b>Pymt Format</b>	n/a
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## 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

First National Bank Platte Valley Building 13th & O Streets Lincoln NE 68510  Attn: Lynn Traver  General File		Page: 1 11/30/2018 Account No: 403-00M Statement No: 564	
11/12/2018	Attended First National Bank board meeting	Hours 2.25	Amount 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		<u>\$301.86</u>

Courtesy Discount Position - "After the last fee transaction"

First National Bank Platte Valley Building 13th & O Streets Lincoln NE 68510  Attn: Lynn Traver  General File		Page: 1 11/30/2018 Account No: 403-00M Statement No: 564	
11/12/2018	Attended First National Bank board meeting	Hours 2.25	Amount 315.00
	For Current Services Rendered	2.25	315.00
	Courtesy Discount		-24.75
	Net Fees after Courtesy Discount		290.25
	Sales Tax on Services		11.61
	Total Current Work		301.86
	Balance Due		<u>\$301.86</u>

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

First National Bank Platte Valley Building 13th & O Streets Lincoln NE 68510  Attn: Lynn Traver  General File		Page: 1 11/30/2018 Account No: 403-00M Statement No: 564	
11/12/2018	Attended First National Bank board meeting	Hours 2.25	Amount 315.00
	For Current Services Rendered	2.25	315.00
	Sales Tax on Services		11.61
	Total Current Work		326.61
	Courtesy Discount		-24.75
	Balance Due		<u>\$301.86</u>

Courtesy Discount Position - "Just before the Balance Due"

### Template Settings

<b>Fee Format</b>	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

<b>Fee Recap</b>	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 86277		Statement Date: October 31, 2018 Statement No. 7627 Account No. 102.00	Page: 1	
RE: Auto Accident				
Payments received after 10/31/2018 are <u>not</u> included on this statement.				
Previous Balance		\$550.65		
<b>Fees</b>				
10/22/2018	RPA	Communicate with Samantha Kessler regarding litigation.	Hours 1.00	160.00
10/23/2018	MLJ	Phone call with Tom Alberts of <b>Alberts Investigations</b> regarding <u>Gilbert v. Federated</u> to discuss previous experience investigating insurance fraud, testifying in court, and payment for services. (First report will be completed by the end of the month.)	1.00	250.00
10/24/2018	MLJ	Phone call with Sam Kessler.	2.00	500.00
10/25/2018	PAM	Communicate (with client).	2.50	562.50
10/26/2018	RPA	Research. For Current Services Rendered	3.00 9.50	480.00 1,952.50
You are responsible for 50% of Fees		976.25		
<b>Expenses</b>				
10/23/2018		Photocopy charges.	6.75	
10/23/2018		Postage	17.78	
Total Expenses		24.53		
You are responsible for 50% of Expenses		12.27		
Total Current Work		1,977.03		
Your portion of the Total Current Work		988.52		
Balance Due		<u>\$1,539.17</u>		

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 86277		Statement Date: October 31, 2018 Statement No. 7627 Account No. 102.00	Page: 1	
RE: Auto Accident				
Payments received after 10/31/2018 are <u>not</u> included on this statement.				
Previous Balance		\$550.65		
<b>Fees</b>				
10/22/2018	RPA	Communicate with Samantha Kessler regarding litigation.	Hours 0.50	80.00
10/23/2018	MLJ	Phone call with Tom Alberts of <b>Alberts Investigations</b> regarding <u>Gilbert v. Federated</u> to discuss previous experience investigating insurance fraud, testifying in court, and payment for services. (First report will be completed by the end of the month.)	0.50	125.00
10/24/2018	MLJ	Phone call with Sam Kessler.	1.00	250.00
10/25/2018	PAM	Communicate (with client).	1.25	281.25
10/26/2018	RPA	Research. For Current Services Rendered	1.50 4.75	240.00 976.25
You are responsible for 50% of Fees		976.25		
<b>Expenses</b>				
10/23/2018		Photocopy charges.	3.38	
10/23/2018		Postage	8.89	
Total Expenses		12.27		
Total Current Work		988.52		
Balance Due		<u>\$1,539.17</u>		

Show pre-split values on statements not selected

Andrew C. Gilbert Account No. 102.00 RE: Auto Accident		Statement Date: 10/31/2018 Statement No. 7627 Page No. 2		
<b>Aged Due Amounts</b>				
0-30	31-60	61-90	91-120	
988.52	550.65	0.00	0.00	
121-180	181+			
0.00	0.00			
<b>Split Billing Summary</b>				
	<b>Fees</b>	<b>Expenses</b>	<b>Advances</b>	
Gilbert/Andrew C. - Auto Accident	976.25	12.27	0.00	
National Security Life Insurance - Andrew Gilbert Auto Accident	976.25	12.26	0.00	
	1,952.50	24.53	0.00	
	<b>Total</b>			
	988.52	1,977.03		
<b>Billing History</b>				
	<b>Fees</b>	<b>Expenses</b>	<b>Advances</b>	
	1,463.25	38.42	37.50	
	<b>Finance Charge</b>	<b>Payments</b>		
	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: 10/31/2018 Statement No. 7627 Page No. 2		
<b>Aged Due Amounts</b>				
0-30	31-60	61-90	91-120	
988.52	550.65	0.00	0.00	
121-180	181+			
0.00	0.00			
<b>Split Billing Summary</b>				
	<b>Fees</b>	<b>Expenses</b>	<b>Advances</b>	
Gilbert/Andrew C. - Auto Accident	976.25	12.27	0.00	
National Security Life Insurance - Andrew Gilbert Auto Accident	976.25	12.26	0.00	
	1,952.50	24.53	0.00	
	<b>Total</b>			
	988.52	1,977.03		
<b>Billing History</b>				
	<b>Fees</b>	<b>Expenses</b>	<b>Advances</b>	
	1,463.25	38.42	37.50	
	<b>Finance Charge</b>	<b>Payments</b>		
	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				Page: 2			
November 30, 2018				November 30, 2018			
Account No: 200-02C				Account No: 200-03M			
Statement No: 573				Statement No: 573			
Jefferson Insurance Co. American Charter Building 9th & West O' Streets Suite 220 Lincoln NE 68510-6330 Attn: Mark Allen Hal Damage - Palmer farm 725H-80-84833				Jefferson Insurance Co. Acquisition of Mid-State Insurance			
Previous Balance <span style="float: right;">\$82.50</span>				Sales Tax on Services <span style="float: right;">50.70</span>			
<u>Fees</u>				<u>Recapitulation</u>			
11/09/2018 Initial conference with Mike Johnson and Cindy Jacobson regarding audit procedures <span style="float: right;">1.40 224.00</span> For Current Services Rendered <span style="float: right;">1.40 224.00</span>				Timekeeper Michael L. Jensen <span style="float: right;">\$787.50</span> Paula A. Madison <span style="float: right;">480.00</span>			
Total <span style="float: right;">\$224.00</span>				<u>Expenses</u>			
<u>Expenses</u>				<u>Advances</u>			
11/12/2018 Long distance telephone charges <span style="float: right;">18.00</span> Total Expenses <span style="float: right;">18.00</span>				10/09/2018 Mileage to/from <span style="float: right;">30.00</span> 10/09/2018 Filing fee <span style="float: right;">15.00</span> 11/19/2018 Long distance telephone charges <span style="float: right;">25.52</span> Total Expenses <span style="float: right;">70.52</span>			
Total Current Work <span style="float: right;">242.00</span>				10/09/2018 Filing fee <span style="float: right;">75.00</span> 11/19/2018 Filing fee <span style="float: right;">15.00</span> Total Advances <span style="float: right;">90.00</span>			
Balance Due <span style="float: right;">\$324.50</span>				Total Current Work <span style="float: right;">1,478.72</span>			
Account No: 200-03M Statement No: 573				<u>Payments</u>			
Acquisition of Mid-State Insurance				11/09/2018 Payment - thank you <span style="float: right;">-500.00</span>			
Previous Balance <span style="float: right;">\$1,461.29</span>				Finance Charge <span style="float: right;">14.54</span> Finance Charge is calculated based on \$961.29			
<u>Fees</u>				Balance Due <span style="float: right;">\$2,454.55</span>			
11/19/2018 MLJ Put together proposal for Mid-State Insurance Company <span style="float: right;">3.50 787.50</span> PAM Office conference with Peter Smith, insurance salesman for company. <span style="float: right;">1.75 280.00</span>				Your account is 60 days past due.			
11/20/2018 PAM Office conference with Sam Reader, Sally Farrows and John Darrington. <span style="float: right;">1.25 200.00</span> PAM Telephone conference with President of Mid-State Insurance Company <span style="float: right;">0.50 n/c</span> For Current Services Rendered <span style="float: right;">6.50 1,267.50</span> Total Non-billable Hours <span style="float: right;">0.50</span>				Total Balance Due <span style="float: right;">\$2,779.05</span>			

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

<p>Jefferson Insurance Co. American Charter Building 9th &amp; West 'O' Streets Suite Z20 Lincoln NE 68510-6330 Attn: Mike Johnson</p> <p style="text-align: right;">Page: 1 11/30/2018 Account No: 200M</p> <p style="text-align: center;"><b>Cover Statement</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Previous Balance</th> <th style="text-align: right;">Fees</th> <th style="text-align: right;">Expenses</th> <th style="text-align: right;">Advances</th> <th style="text-align: right;">Payments</th> <th style="text-align: right;">Balance</th> </tr> </thead> <tbody> <tr> <td>Hail Damage - Palmer farm 7255H-80-84833</td> <td style="text-align: right;">82.50</td> <td style="text-align: right;">224.00</td> <td style="text-align: right;">18.00</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>Acquisition of Mid-State Insurance</td> <td style="text-align: right;">1,461.29</td> <td style="text-align: right;">1,318.20</td> <td style="text-align: right;">70.52</td> <td style="text-align: right;">90.00 Finance Charge 14.54</td> <td style="text-align: right;">-500.00 \$2,454.65</td> </tr> <tr> <td></td> <td style="text-align: right;">1,543.79</td> <td style="text-align: right;">1,542.20</td> <td style="text-align: right;">88.52</td> <td style="text-align: right;">90.00 Finance Charge 14.54</td> <td style="text-align: right;">-500.00 <u>\$2,779.05</u></td> </tr> </tbody> </table>	Previous Balance	Fees	Expenses	Advances	Payments	Balance	Hail Damage - Palmer farm 7255H-80-84833	82.50	224.00	18.00	0.00	0.00	Acquisition of Mid-State Insurance	1,461.29	1,318.20	70.52	90.00 Finance Charge 14.54	-500.00 \$2,454.65		1,543.79	1,542.20	88.52	90.00 Finance Charge 14.54	-500.00 <u>\$2,779.05</u>	<p>Jefferson Insurance Co. American Charter Building 9th &amp; West 'O' Streets Suite Z20 Lincoln NE 68510-6330 Attn: Mike Johnson</p> <p style="text-align: right;">Page: 1 11/30/2018 Account No: 200M</p> <p style="text-align: center;"><b>Cover Statement</b></p> <table style="width: 100%;"> <tr> <td style="width: 80%;">Hail Damage - Palmer farm 7255H-80-84833</td> <td style="text-align: right;">\$324.50</td> </tr> <tr> <td>Acquisition of Mid-State Insurance</td> <td style="text-align: right;">\$2,454.55</td> </tr> <tr> <td></td> <td style="text-align: right;"><u>\$2,779.05</u></td> </tr> </table> <p style="text-align: center; font-size: small;">A finance charge of 1% per month will be assessed on all accounts past due 30 days.</p>	Hail Damage - Palmer farm 7255H-80-84833	\$324.50	Acquisition of Mid-State Insurance	\$2,454.55		<u>\$2,779.05</u>
Previous Balance	Fees	Expenses	Advances	Payments	Balance																										
Hail Damage - Palmer farm 7255H-80-84833	82.50	224.00	18.00	0.00	0.00																										
Acquisition of Mid-State Insurance	1,461.29	1,318.20	70.52	90.00 Finance Charge 14.54	-500.00 \$2,454.65																										
	1,543.79	1,542.20	88.52	90.00 Finance Charge 14.54	-500.00 <u>\$2,779.05</u>																										
Hail Damage - Palmer farm 7255H-80-84833	\$324.50																														
Acquisition of Mid-State Insurance	\$2,454.55																														
	<u>\$2,779.05</u>																														

Example of a Detail Cover Statement

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**

Natalie K. Sherman 5334 Cherrywood Drive Lincoln NE 68504		Page: 1 11/30/2018 Account No: 900-00M Statement No: 661	
Divorce Sherman ads. Sherman			
<u>Fees</u>			
		Hours	Amount n/c
11/09/2018	Open file/initial conference with client.		
11/12/2018	Letter to spouse's accountant requesting tax returns.	0.40	50.00
	Letter to <b>Smith London &amp; O'Neill</b> requesting financial net worth of spouse.	0.40	50.00
	Letters to banks and brokerage firms requesting status of accounts.	1.00	125.00
	For Current Services Rendered	1.80	225.00
<u>Expenses</u>			
11/12/2018	Postage.		3.48
11/12/2018	Photocopy charges.		4.50
	Total Expenses		7.98
	Total Current Work		232.98
<u>Payments</u>			
11/28/2018	Payment.		-232.98
	Balance Due		<u>\$0.00</u>
<u>Client Funds</u>			
	Beginning Client Funds Balance		\$0.00
11/05/2018	Initial deposit to client funds.		425.00
11/12/2018	Payment to Smith London & O'Neill for processing of financial documents.		-100.00
11/28/2018	Payment.		-232.98
	Ending Client Funds Balance		\$92.02
	Please Remit to Replenish Client Funds Balance		\$307.98
	Total Amount to Remit		<u>\$307.98</u>
You have agreed to maintain a Client Funds balance of \$400.00			

Stewart Traver 2590 South 2nd Street Lincoln NE 68517		Page: 1 11/30/2018 Account No: 910-00M Statement No: 587	
Estate			
<u>Client Funds</u>			
	Ending Client Funds Balance		\$0.00
	Please Remit Client Funds Balance Due		\$500.00

Roger Thomas 700 Mission Circle Lincoln NE 68521		Page: 1 11/30/2018 Account No: 915-00M Statement No: 520	
Manage Personal Finances			
<u>Retainers</u>			
11/02/2018	Retainer deposit		200.00
11/14/2018	Consulting payment to <i>Smith Consulting</i>		-45.00
	Ending Retainer Balance		<u>\$155.00</u>

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

<p>Charles L. Dawson 27550 Cottonwood Drive San Bernardino CA 92408</p> <p>Page: 1 November 30, 2018 Account No: 100-00M Statement No: 657</p> <p>Settlement of Grandfather's Estate</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Previous Balance</td> <td style="width: 70%;"></td> <td style="width: 15%; text-align: right;">\$324.00</td> </tr> <tr> <td></td> <td style="text-align: center;"><u>Fees</u></td> <td></td> </tr> <tr> <td>11/01/2018</td> <td>Preparation and filing of Federal Trust Tax Form.</td> <td style="text-align: right;">250.00</td> </tr> <tr> <td>11/19/2018</td> <td>Office conference with Mr. Dawson. For Current Services Rendered</td> <td style="text-align: right;">150.00 400.00</td> </tr> <tr> <td></td> <td style="text-align: center;"><u>Expenses</u></td> <td></td> </tr> <tr> <td>11/09/2018</td> <td>Facsimile costs.</td> <td style="text-align: right;">3.75</td> </tr> <tr> <td></td> <td>Total Expenses</td> <td style="text-align: right;">3.75</td> </tr> <tr> <td></td> <td>Total Current Work</td> <td style="text-align: right;">403.75</td> </tr> <tr> <td></td> <td style="text-align: center;"><u>Payments</u></td> <td></td> </tr> <tr> <td></td> <td>Total Payments thru 11/30/2018</td> <td style="text-align: right;">-727.75</td> </tr> <tr> <td></td> <td>Balance Due</td> <td style="text-align: right;"><u>\$0.00</u></td> </tr> <tr> <td colspan="3">Your trust account balance is \$53,162.00</td> </tr> </table>	Previous Balance		\$324.00		<u>Fees</u>		11/01/2018	Preparation and filing of Federal Trust Tax Form.	250.00	11/19/2018	Office conference with Mr. Dawson. For Current Services Rendered	150.00 400.00		<u>Expenses</u>		11/09/2018	Facsimile costs.	3.75		Total Expenses	3.75		Total Current Work	403.75		<u>Payments</u>			Total Payments thru 11/30/2018	-727.75		Balance Due	<u>\$0.00</u>	Your trust account balance is \$53,162.00			<p>Charles L. Dawson 27550 Cottonwood Drive San Bernardino CA 92408</p> <p>Page: 1 November 30, 2018 Account No: 100-00M Statement No: 657</p> <p>Settlement of Grandfather's Estate</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Previous Balance</td> <td style="width: 70%;"></td> <td style="width: 15%; text-align: right;">\$324.00</td> </tr> <tr> <td></td> <td style="text-align: center;"><u>Fees</u></td> <td></td> </tr> <tr> <td>11/01/2018</td> <td>Preparation and filing of Federal Trust Tax Form.</td> <td style="text-align: right;">250.00</td> </tr> <tr> <td>11/19/2018</td> <td>Office conference with Mr. Dawson. 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Summary Trust Accounting Information

Detail Trust Accounting Information

<p>Charles L. Dawson 27550 Cottonwood Drive San Bernardino CA 92408</p> <p>Page: 1 November 30, 2018 Account No: 100-00M Statement No: 568</p> <p>Settlement of Grandfather's Estate</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Previous Balance</td> <td style="width: 70%;"></td> <td style="width: 15%; text-align: right;">\$324.00</td> </tr> <tr> <td></td> <td style="text-align: center;"><u>Fees</u></td> <td></td> </tr> <tr> <td>11/02/2018</td> <td>Preparation and filing of Federal Trust Tax Form.</td> <td style="text-align: right;">250.00</td> </tr> <tr> <td>11/19/2018</td> <td>Office conference with Mr. Dawson For Current Services Rendered</td> <td style="text-align: right;">150.00 400.00</td> </tr> <tr> <td></td> <td style="text-align: center;"><u>Expenses</u></td> <td></td> </tr> <tr> <td>11/09/2018</td> <td>Facsimile costs</td> <td style="text-align: right;">3.75</td> </tr> <tr> <td></td> <td>Total Expenses</td> <td style="text-align: right;">3.75</td> </tr> <tr> <td></td> <td>Total Current Work</td> <td style="text-align: right;">403.75</td> </tr> <tr> <td></td> <td style="text-align: center;"><u>Payments</u></td> <td></td> </tr> <tr> <td></td> <td>Total Payments for 11/01/2018</td> <td style="text-align: right;">-443.75</td> </tr> <tr> <td></td> <td>Total Payments for 11/02/2018</td> <td style="text-align: right;">-75.00</td> </tr> <tr> <td></td> <td>Total Payments for 11/19/2018</td> <td style="text-align: right;">-209.00</td> </tr> <tr> <td></td> <td>Total Payments thru 11/29/2018</td> <td style="text-align: right;">-727.75</td> </tr> <tr> <td></td> <td>Balance Due</td> <td style="text-align: right;"><u>\$0.00</u></td> </tr> <tr> <td colspan="3">Your trust account balance is \$53,162.00</td> </tr> </table>	Previous Balance		\$324.00		<u>Fees</u>		11/02/2018	Preparation and filing of Federal Trust Tax Form.	250.00	11/19/2018	Office conference with Mr. Dawson For Current Services Rendered	150.00 400.00		<u>Expenses</u>		11/09/2018	Facsimile costs	3.75		Total Expenses	3.75		Total Current Work	403.75		<u>Payments</u>			Total Payments for 11/01/2018	-443.75		Total Payments for 11/02/2018	-75.00		Total Payments for 11/19/2018	-209.00		Total Payments thru 11/29/2018	-727.75		Balance Due	<u>\$0.00</u>	Your trust account balance is \$53,162.00		
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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 Tab3 Trust Accounting Software (TAS). TAS is an optional add-on module.

## Statement Example 22- Trust Account Remittance Information

<p>Arthur J. Carter 4920 Everett Lincoln NE 68503</p> <p>Protection of New Wave Patent</p> <p style="text-align: right;">Page: 1 11/30/2018 Account No: 350-00M Statement No: 658</p> <p style="text-align: center;">Reminder: We are meeting on December 11 at 2:00 p.m.</p> <p style="text-align: center;"><b>Fees</b></p> <table border="0" style="width: 100%;"> <tr> <td style="width: 15%;">11/01/2018</td> <td style="width: 70%;">Office conference with client regarding ownership of business. For Current Services Rendered</td> <td style="width: 15%; text-align: right;">825.00</td> </tr> </table> <p style="text-align: center;"><b>Expenses</b></p> <table border="0" style="width: 100%;"> <tr> <td style="width: 15%;">11/01/2018</td> <td style="width: 70%;">Postage.</td> <td style="width: 15%; text-align: right;">2.90</td> </tr> <tr> <td>11/01/2018</td> <td>Photocopy charges.</td> <td style="text-align: right;">7.35</td> </tr> <tr> <td></td> <td><b>Total Expenses</b></td> <td style="text-align: right;"><b>10.25</b></td> </tr> <tr> <td></td> <td><b>Total Current Work</b></td> <td style="text-align: right;"><b>835.25</b></td> </tr> </table> <p style="text-align: center;"><b>Payments</b></p> <table border="0" style="width: 100%;"> <tr> <td style="width: 15%;">11/01/2018</td> <td style="width: 70%;">Payment transferred from trust account.</td> <td style="width: 15%; text-align: right;">-835.25</td> </tr> </table> <p style="text-align: right;">Balance Due <u>\$0.00</u></p> <p style="text-align: center;"><b><u>Trust Account Activity</u></b></p> <table border="0" style="width: 100%;"> <tr> <td style="width: 15%;"></td> <td style="width: 70%;">Opening Balance</td> <td style="width: 15%; text-align: right;">\$0.00</td> </tr> <tr> <td>11/01/2018</td> <td>Initial deposit</td> <td style="text-align: right;">3,000.00</td> </tr> <tr> <td>11/02/2018</td> <td>Fees</td> <td style="text-align: right;">-</td> </tr> <tr> <td></td> <td>PAYEE: Jensen, Martin &amp; Anderson, P.C.</td> <td style="text-align: right;">-835.25</td> </tr> <tr> <td></td> <td>Closing Balance</td> <td style="text-align: right;"><u>\$2,164.75</u></td> </tr> <tr> <td></td> <td>Please remit</td> <td style="text-align: right;">\$835.25</td> </tr> </table> <p style="text-align: center;">Per our initial meeting, you have agreed to maintain a balance of \$3,000 in your trust account.</p>	11/01/2018	Office conference with client regarding ownership of business. For Current Services Rendered	825.00	11/01/2018	Postage.	2.90	11/01/2018	Photocopy charges.	7.35		<b>Total Expenses</b>	<b>10.25</b>		<b>Total Current Work</b>	<b>835.25</b>	11/01/2018	Payment transferred from trust account.	-835.25		Opening Balance	\$0.00	11/01/2018	Initial deposit	3,000.00	11/02/2018	Fees	-		PAYEE: Jensen, Martin & Anderson, P.C.	-835.25		Closing Balance	<u>\$2,164.75</u>		Please remit	\$835.25	<p>Jack Maxwell 1047 North 26th Street Lincoln NE 68508</p> <p>Manage Personal Finances</p> <p style="text-align: right;">Page: 1 11/30/2018 Account No: 916-00M Statement No: 570</p> <table border="0" style="width: 100%;"> <tr> <th colspan="6" style="text-align: center;">Billing History</th> </tr> <tr> <th style="text-align: left;">Fees</th> <th style="text-align: left;">Hours</th> <th style="text-align: left;">Expenses</th> <th style="text-align: left;">Advances</th> <th style="text-align: left;">Finance Charge</th> <th style="text-align: left;">Payments</th> </tr> <tr> <td style="text-align: right;">4,092.50</td> <td style="text-align: right;">20.40</td> <td style="text-align: right;">76.83</td> <td style="text-align: right;">160.00</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">4,092.50</td> </tr> </table> <p>Your trust account #1 balance is \$0.00 Please remit \$1,000.00</p>	Billing History						Fees	Hours	Expenses	Advances	Finance Charge	Payments	4,092.50	20.40	76.83	160.00	0.00	4,092.50
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4,092.50	20.40	76.83	160.00	0.00	4,092.50																																																		

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	Street Address	Mailing Address	Phone	402-419-2200
Paula A. Martin	1921 Cushman Drive	P.O. Box 1128	Fax	402-419-2201
Ronald P. Anderson	Lincoln, NE 68512	Lincoln, NE 68512-1128	Web	www.jmalaw.net
Robert O. Burns				
Kendra I. Michaels				

Bradley Harrison  
834 Fox Hollow  
Toronto ONT M5J 4M2  
Canada

Purchase of Real Estate

Previous Balance				\$1,250.93
Stmt Date	Stmt #	Billed	Due	
08/31/2018	279	1,500.51	1,200.51	
09/30/2018	382	15.00	15.00	
10/31/2018	394	35.42	35.42	
			<u>1,250.93</u>	

Finance Charge 18.91

Balance Due \$1,269.84

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

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

Michael L. Jensen	Street Address	Mailing Address	Phone	402-419-2200
Paula A. Martin	1921 Cushman Drive	P.O. Box 1128	Fax	402-419-2201
Ronald P. Anderson	Lincoln, NE 68512	Lincoln, NE 68512-1128	Web	www.jmalaw.net
Robert O. Burns				
Kendra I. Michaels				

Bradley Harrison  
834 Fox Hollow  
Toronto ONT M5J 4M2

Purchase of Real Estate

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

Your account is 90 days past due.

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 10/31/2018							
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: 11/30/2018	Tabs3 PDF Statement Summary Jensen, Martin & Anderson, P.C.	Page: 1
User ID: CATHY		
Statement Date: 11/30/2018		
PDF Location: O:\Tabs3\Statements\20181130		
415.00 MegaConstruction Corporation		
Corporate Merger - Megabuilders and BuilderCorp		
James R. Tatiki, Sr. - <a href="mailto:jt@megaconcorp.com">jt@megaconcorp.com</a>		
415.00_Stmt_7576		
PDF Statements Created: 1		

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

## Statement Envelope

 <b>Tabs3</b> Reliable Software. Trusted Service.	Tabs3.com
Software Technology, LLC • 1621 Cushman Drive • Lincoln, NE 68512	
<b>Statement Enclosed</b>	
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

**Menu**      [Reports | Client | Client Labels](#)

The Tab3 Client Labels program prints labels based on the Tab3 client information. You can print labels for select clients based on the information in specified fields in the client file. For example, you can select to print labels for clients whose names start with A thru L. You can select to sort the labels so they print in a specified order, such as zip code order or alphabetical order by client name.

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

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

## Pre-Update Statements Report

Date: 11/30/2018		Tab3 Pre-Update Statements Report								Page: 1	
Jensen, Martin & Anderson, P.C.											
Stmnt #	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	11/30/2018	324.00	262.50	10.50	0.00	0.00	0.00	597.00	JPP
511	101.00	Barrett/Karen Apartment Management	11/30/2018	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	11/30/2018	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	11/30/2018	1,117.00	0.00	0.00	0.00	0.00	0.00	1,117.00	RJB
513	200.01	Jefferson Insurance Co. Hail Damage - Palmer farm	11/30/2018	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	11/30/2018	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	11/30/2018	425.00	0.00	0.00	0.00	0.00	0.00	425.00	MLJ
<b>Total</b>				<u>8,778.79</u>	<u>1,288.25</u>	<u>15.00</u>	<u>0.00</u>	<u>0.00</u>	<u>-2,200.00</u>	<u>7,882.04</u>	

**Menu**      [Statements | Pre-Update Statements 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

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

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

## Update Statements Verification List

Date: 11/28/2018		Tabs3 Update Statements Verification List								Page: 1
		Jensen, Martin & Anderson, P.C. User: CATHY Cathleen Trudore								
Stmnt #	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	11/30/2018	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	10/31/2018	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	10/31/2018	0.00	0.00	76.83	75.00	0.00	0.00	151.83
<b>Grand Totals:</b>				86,628.65	24,598.90	116.74	204.88	8.41	-81617.65	29,939.93
<b>Total Statement Count = 3</b>										

Menu [Statements](#) | [Update Statements](#) | [Esc](#)

The Update Statements Verification 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.
- Stmnt #** 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.<sup>1</sup>
- 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<sup>1</sup>** (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<sup>1</sup>** (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.

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

### Email Statements Verification List

Date: 11/30/2018		<b>Email Statements Verification List</b> Jensen, Martin & Anderson, P.C. User: MLJ Michael L. Jensen				Page: 1	
Date	Client ID	Pri Tkr	Contact	Email Address	PDF File Name	Result	User ID
11/30/2018	852.00	1-MLJ	Jeff Turner	jturner@rockwell.com	852.00_Stmt_7563.pdf	Failed	MLJ
11/30/2018	852.00	1-MLJ	Jeff Turner	jturner@rockwell.com	852.00_Stmt_7563.pdf	Sent	SALLY
11/30/2018	415.00	2-PAM	James Tatiki	jt@MegaConCorp.com	415.00_Stmt_7591.pdf	Deleted	KIM

**Menu**                      [Statements](#) | [Email Statements](#) | [Esc](#)

The Email Statements Verification List shows all changes performed in the Email Statements window, including which emails were sent, failed to send, or were deleted without having been sent. You can select to print or save this report. Each email statement that has had a status change will be shown.

## Definitions for Email Statements Verification List

- Date (heading)**            The date the list was printed.
- Date**                        The date the status of the email 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 email was addressed.
- Email Address**              Email address in the **To** field of the email.
- PDF File Name**              File name of the statement that was attached to the email. 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 email. 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 email.

## Undo Update Statements Verification List

Date: 11/28/2018		<b>Tab3 Undo Updated Statements Verification List</b>								Page: 1
Jensen, Martin & Anderson, P.C. User: CATHY Cathleen Trudore										
Stmnt #	Client	Name/Work Description	Date	Prev Bal	Fees	Expenses	Advances	Fin Chg	Payments	Bal Due
7616	101.00	Williams/John State v. Williams	10/31/2018	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	10/31/2018	0.00	0.00	76.83	75.00	0.00	0.00	151.83
<b>Grand Totals:</b>				923.40	3,307.50	115.43	126.50	0.00	-1,617.65	2,855.18
<b>Total Statement Count = 2</b>										

**Menu**                            [Statements | Undo Updated Statement | Undo Single Updated Statement/Undo Multiple Updated Statements | 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: 11/28/2018		<b>Pre-Bill Tracking Report</b>					Page: 1
Jensen, Martin & Anderson, P.C.							
<b>Primary Timekeeper: 1 Robert J. Burns</b>							
Client	Name	Description	Pre-Bill	Hold	Reviewed	Final	Batch
102.00M	Richardson/Harold	Manage personal finances	11/03/2018		R	11/30/2018	290
200.01M	Jefferson Insurance Co.	Automobile Accident	11/03/2018		R	11/30/2018	290
200.02C	Jefferson Insurance Co.	Hail Damage - Palmer farm	11/03/2018		R	11/30/2018	290
200.03M	Jefferson Insurance Co.	Acquisition of Mid-State Insurance	11/03/2018		R	11/30/2018	290
300.00Q	McBride/John	Management of Estate Trust	11/03/2018				290
550.00M	Federated Casualty, Ltd.	Andrew C. Gilbert v. Federated Casualty	11/03/2018		R	11/30/2018	290
<b>Primary Timekeeper: 2 Michael L. Jensen</b>							
Client	Name	Description	Pre-Bill	Hold	Reviewed	Final	Batch
350.00M	Carter/Arthur J.	Protection of New Wave Patent	11/03/2018		R	11/30/2018	290
600.00M	Ace Manufacturing Company	General Legal Counsel	11/03/2018		R	11/30/2018	290
600.01M	Ace Manufacturing Company	Workers' compensation claim	11/03/2018		R	11/30/2018	290
600.02M	Ace Manufacturing Company	Maintenance of insurance policies	11/03/2018		R	11/30/2018	290



Date: 11/28/2018		<b>Pre-Bill Tracking Report</b>				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	11/01/2018		R		286	5
101.00M	Barrett/Karen	Apartment Management	11/01/2018	H	R	11/30/2018	286	4
102.00M	Richardson/Harold	Manage personal finances	11/01/2018		R	11/30/2018	286	1
200.01M	Jefferson Insurance Co.	Automobile Accident	11/01/2018		R	11/30/2018	286	1
200.02C	Jefferson Insurance Co.	Hail Damage - Palmer farm	11/01/2018		R	11/30/2018	286	1
200.03M	Jefferson Insurance Co.	Acquisition of Mid-State Insurance	11/01/2018		R	11/30/2018	286	1
300.00Q	McBride/John	Management of Estate Trust	11/01/2018				286	1
350.00M	Carter/Arthur J.	Protection of New Wave Patent	11/01/2018		R	11/30/2018	286	2
400.00R	Lutz/Jody	Manage trust account for Jody	11/01/2018		R	11/30/2018	286	5
402.00M	Kiltzer/George	Set up trust for children	11/01/2018	H	R		286	4
500.00M	Lyons/Mr. & Mrs. Art	Audit of Federal Income Taxes	11/01/2018				286	4
550.00M	Federated Casualty, Ltd.	Andrew C. Gilbert v. Federated Casualty	11/01/2018		R	11/30/2018	286	1
600.00M	Ace Manufacturing Company	General Legal Counsel	11/01/2018		R	11/30/2018	286	2
600.01M	Ace Manufacturing Company	Workers' compensation claim	11/01/2018		R	11/30/2018	286	2
600.02M	Ace Manufacturing Company	Maintenance of insurance policies	11/01/2018		R	11/30/2018	286	2
750.00M	Harrison Investments	Purchase of Real Estate	11/01/2018		R	11/30/2018	286	4
751.00M	Harrison/Bradley	Purchase of Real Estate	11/01/2018				286	4
850.00H	White/Kelly	Divorce	11/01/2018		R	11/30/2018	286	4
900.00M	Sherman/Natalie K.	Divorce	11/01/2018		R	11/30/2018	286	4

**Menu**                      [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.<sup>1</sup>
- 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.

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

# Detail Accounts Receivable Report

Date: 11/28/2018		Tab3 Detail Accounts Receivable Report								Page: 1	
		Jensen, Martin & Anderson, P.C.									
		0-30	31-60	61-90	91-120	121-180	181+	Total	WIP		
<b>100.00 M Dawson/Charles L.</b>											
RE: Settlement of Grandfather's Estate											
Chuck Dawson	Last Statement:	11/17/2018	Fees	324.00	0.00	0.00	0.00	0.00	0.00	324.00	262.50
Mobile: 714-884-7525	Last Payment:	11/03/2018	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: 04/04/2018	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)	
<b>101.00 M Barrett/Karen</b>											
RE: Apartment Management											
Karen Barrett	Last Statement:	11/14/2018	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:	09/22/2018	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: 05/02/2017	Last Write Off:	11/14/2018 *	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)	
<b>102.00 M Richardson/Harold</b>											
RE: Manage personal finances											
Harold Richardson	Last Statement:	11/14/2018	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:	11/03/2018	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: 05/10/2018	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)	
<b>200.01 M Jefferson Insurance Co.</b>											
RE: Automobile Accident											
Mike Johnson	Last Statement:	11/14/2018	Fees	0.00	0.00	861.00	0.00	0.00	0.00	861.00	337.50
Mobile: 402-464-2200	Last Payment:	11/03/2018	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: 06/01/2018	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)	
<b>200.02 C Jefferson Insurance Co.</b>											
RE: Hail Damage - Palmer farm											
Mark Allen	Last Statement:	11/14/2018	Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,755.00
Home: 402-464-2200	Last Payment:	11/05/2018	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: 06/08/2018	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
<b>200.03 M Jefferson Insurance Co.</b>											
RE: Acquisition of Mid-State Insurance											
Mike Johnson	Last Statement:	10/14/2018	Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,690.00
Business: 402-464-2200	Last Payment:	11/06/2018	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: 07/04/2018	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
<b>200 Jefferson Insurance Co.</b>											
			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
<b>Totals</b>											
			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: 11/28/2018		Tab3 Detail Accounts Receivable Report						Page: 1
		Jensen, Martin & Anderson, P.C.						
		0-30	31-60	61-90	91-120	121+	Total	
<b>850.00 M White/Kelly</b>								
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	
Email: kelly_white_la@hushmail.com	5-KIM	215.00	0.00	0.00	0.00	0.00	215.00	
Open Date: 10/04/2018	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	
<b>850.01 M White/Kelly</b>								
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	
Email: kelly@homeoffice.net	Expenses	0.00	0.00	0.00	0.00	0.00	0.00	
Open Date: 11/08/2018	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	
11/03/2018 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.								

Menu [Reports | Accounts Receivable | 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 Tab3 Customization. The Detail Accounts Receivable Report breaks down the balance due for each client by fees and costs and provides totals for each period. A "totals only" report can also be printed. The report can be run two ways: for Current A/R, and for Historic A/R.

When run for Current A/R, all billed and updated statement amounts that are outstanding are included on the report. 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 system date is used as a basis for calculating aging on the past due amounts.

Platinum users can run this report for Historic A/R, which will generate the total accounts receivable by calculating the ledger and payment records through the **Show A/R as of** date. Although the calculated A/R will be correct based on records present in Tab3, it is possible that these may not match an A/R Report run on the original date if any transactions were deleted, statements unbilled, payments reversed, write offs reversed, or any integrity check errors are present. Work-in-process cannot be included with Historic A/R. The **Show A/R as of** date is used as a basis for calculating aging on the past due amounts.

The **Options** tab includes parameters that enable you to specify what type of information is included on the report (e.g., the report type, 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 date the report was run (for Current A/R), or the date A/R balances are calculated as of (for Historic A/R).
- (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.<sup>1</sup>
- 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.

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

## Summary Accounts Receivable Report

Date: 11/28/2018		<b>Tabs3 Summary Accounts Receivable Report</b>						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
<b>Totals</b>		5,166.70	1,167.50	0.00	0.00	0.00	0.00	6,334.20

**Menu**      [Reports | Accounts Receivable | 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 can be run two ways: for Current A/R, and for Historic A/R.

When run for Current A/R, all billed and updated statement amounts that are outstanding are included on the report. 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 system date is used as a basis for calculating aging on the past due amounts.

Platinum users can run this report for Historic A/R, which will generate the total accounts receivable by calculating the ledger and payment records through the **Show A/R as of** date. Although the calculated A/R will be correct based on records present in Tabs3, it is possible that these may not match an A/R Report run on the original date if any transactions were deleted, statements unbilled, payments reversed, write offs reversed, or any integrity check errors are present. Work-in-process can not be included with Historic A/R. The **Show A/R as of** date is used as a basis for calculating aging on the past due amounts.

The **Options** tab includes parameters that enable you to specify what type of information is included on the report (e.g., the report type, 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 date the report was run (for Current A/R), or the date A/R balances are calculated as of (for Historic A/R).
- 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: 11/28/2018		Tab3 Accounts Receivable by Invoice Report										Page: 1	
Thru 10/31/2018		Jensen, Martin & Anderson, P.C.											
Date	Fees	Expenses	BILLED Advances	Fin Chg	Total	Fees	Expenses	DUE Advances	Fin Chg	Total	Ref #	Stmt #	
<b>200.02M Peterson Insurance Co.</b>													
09/27/2018	91.00		40.00	(continued)	131.00			40.00		40.00	2	7590	
6 DHB	91.00												
Adv 0 Miscellaneous			40.00										
Last Applied Pymt:		91.00	11/28/2018										
<hr/>													
10/28/2018	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	11/28/2018										
<hr/>													
<b>Subtotal</b>	<b>1,675.50</b>	<b>215.25</b>	<b>265.00</b>		<b>2,155.75</b>	<b>224.50</b>	<b>215.25</b>	<b>265.00</b>		<b>704.75</b>			
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		
<hr/>													
<b>415.00M MegaConstruction Corporation</b>													
RE: Corporate Merger - Megabuilders and BuilderCorp													
10/28/2018	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	11/22/2018										
										Balance Due:	5,705.25		
<hr/>													
<b>850.00M White/Kelly</b>													
RE: Divorce													
10/28/2018	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	11/22/2018										
										Balance Due:	865.00		
<hr/>													
<b>Totals</b>													
	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		

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

<b>Date (heading)<sup>1</sup></b>	Used for reference only.
<b>Date Range (heading)<sup>1</sup></b>	Shows the date range selected for the report. A date range will not print if a beginning and ending date range of mm/dd/yyyy is used.
<b>(client)</b>	Client ID, name and work description. The letter after the Client ID represents the billing frequency. An asterisk preceding the work description indicates the work description will not print on the client's statement. <sup>1</sup>
<b>Balance Forward<sup>1</sup></b>	This figure is shown if the client had a balance due prior to the beginning date selected for the report.
<b>Date</b>	Statement date.
<b>Billed</b>	Billed information from the client ledger file. Detailed billed information that shows amounts billed by timekeeper and Cost Type can optionally be included for each statement.
<b>P<sup>1</sup></b>	Following a fee amount represents a progress billing amount (Type 6 transactions).
<b>Due</b>	Due information from the client ledger file.
<b>Total</b>	Fees + Expenses + Advances + Finance Charge Due.
<b>Ref #</b>	Reference number of the client ledger record.
<b>Stmt #</b>	Statement number.
<b>Subtotal</b>	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.
<b>Last Applied Pymt</b>	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.
<b>Unapplied Payments</b>	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.
<b>Balance Due</b>	The Balance Due information is calculated and is not stored in the client ledger file.
<b>Total</b>	Total Billed, Due and Balance Due for all clients shown.

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

## Accounts Receivable by Timekeeper Report (Platinum Only)

Date: 11/28/2018		<b>Tabs3 Accounts Receivable by Timekeeper Report</b>							Page: 1
		Jensen, Martin & Anderson, P.C.							
<b>Working Timekeeper: 1 Michael L. Jensen</b>									
	0-30	31-60	61-90	91-120	121-180	181+	Fees Due	Total Balance Due	
<b>121.01 Phillips/Marcus</b>	0.00	0.00	0.00	0.00	0.00	4,871.60	4,871.60	5,123.85	
RE: Real Estate Acquisition									
<b>200.01 Peterson Insurance Co.</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
RE: General Legal Counsel									
				Unapplied Payments:		2,327.65		-2,327.65	
<b>Totals</b>	0.00	0.00	0.00	0.00	0.00	4,871.60	4,871.60	2,796.20	
Note: Aging figures are shown for Receipt Allocation by Invoice clients only.									
<b>Working Timekeeper: 2 Paula Ann Martin</b>									
	0-30	31-60	61-90	91-120	121-180	181+	Fees Due	Total Balance Due	
<b>101.00 Williams/John</b>	0.00	0.00	0.00	0.00	0.00	1,015.25	1,015.25	1,015.25	
RE: State v. Williams									
<b>Totals</b>	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.									
<b>Working Timekeeper: 3 Ronald P. Anderson</b>									
	0-30	31-60	61-90	91-120	121-180	181+	Fees Due	Total Balance Due	
<b>200.02 Peterson Insurance Co.</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
RE: Maintenance of Insurance Policies									
				Unapplied Payments:		290.97		-290.97	
<b>415.00 MegaConstruction Corporation</b>	0.00	0.00	0.00	0.00	0.00	65,477.06	65,477.06	65,499.22	
RE: Corporate Merger - Megabuilders and BuilderCorp									
<b>Totals</b>	0.00	0.00	0.00	0.00	0.00	65,477.06	65,477.06	65,208.25	
<b>Working Timekeeper: 5 Kendra I. Michaels</b>									
	0-30	31-60	61-90	91-120	121-180	181+	Fees Due	Total Balance Due	
<b>850.00 White/Kelly</b>	0.00	0.00	0.00	0.00	0.00	125.00	125.00	150.00	
RE: Divorce									
<b>850.01 White/Kelly</b>	0.00	0.00	0.00	0.00	0.00	1,500.00	1,500.00	1,500.00	
RE: Last Will & Testament									
<b>Totals</b>	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: 11/28/2018		<b>Tabs3 Accounts Receivable by Timekeeper Report</b>		Page: 1
		Jensen, Martin & Anderson, P.C.		
<b>Working Timekeeper: 1 Michael L. Jensen</b>				
			Fees Due	
<b>101.00 Williams/John</b>			1,812.50	
<b>121.01 Phillips/Marcus</b>			7,759.10	
<b>200.01 Peterson Insurance Co.</b>			7,608.00	
<b>200.02 Peterson Insurance Co.</b>			1,175.00	
<b>415.00 MegaConstruction Corporation</b>			8,475.00	
<b>Totals</b>			26,829.60	



Date: 11/28/2018		Tab3 Accounts Receivable by Timekeeper Report						Page: 1		
		Jensen, Martin & Anderson, P.C.								
	0-30	31-60	61-90	91-120	121+	Fees Due	WIP Fees	Total Fees Due	% Total Fees Due	Total Balance Due
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
<b>GRAND TOTALS</b>	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.

**Menu**                      [Reports | Accounts Receivable | 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: 11/28/2018	<b>Tab3 Summary Collections Report</b> Jensen, Martin & Anderson, P.C.	Page: 1				
	<b>Average Age</b>	<b>Amount Billed</b>	<b>Amount Paid</b>	<b>% Paid</b>	<b>Amount Due</b>	
<b>101.00 M Williams/John</b>	48	4,514.45	1,462.40	32.39%	3,052.05	
RE: State v. Williams Contact: Johnny Williams Home: 402-598-2354	Last Payment: 10/24/2018		579.90	35 days		
<b>200.01 M Peterson Insurance Co.</b>	48	3,154.75	682.84	21.64%	2,471.91	
RE: *General Legal Counsel Contact: Paul Franklin Business: 402-435-1739 Ext. 512	Last Payment: 10/10/2018		959.75	45 days		
<b>102.00 M Federated Casualty, Ltd.</b>	104	1,672.29	272.18	16.28%	1,400.11	
RE: Andrew C. Gilbert v. Federated Casualty Contact: Samantha Kessler Mobile: 402-421-2850 Ext. 210	Last Payment: 08/29/2018		100.00	93 days		
<b>200.02 M Peterson Insurance Co.</b>	0	0.00	0.00	0.00%	0.00	
RE: Maintenance of Insurance Policies Contact: Paul Franklin Business: 402-435-1739 Ext. 512	Last Payment: 10/31/2018		500.00	30 days		
			Unapplied Payments: 279.12		-279.12	
		<b>Amount Billed</b>	<b>Amount Paid</b>	<b>% Paid</b>	<b>Amount Due</b>	
		<b>Totals</b>	9,341.49	2,417.42	25.88%	6,924.07
			Unapplied Payments: 279.12		6,644.95	

**Menu**      [Reports](#) | [Accounts Receivable](#) | [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

<b>Date (heading)</b>	The report date is used as a basis for calculating the age of payments and the average age of outstanding invoices.
<b>(client)</b>	Client ID, client name and work description. The letter following the Client ID represents the billing frequency. The contact name and primary phone are always shown on the report. 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.
<b>Average Age</b>	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.
<b>Amount Billed</b>	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.
<b>Amount Paid</b>	This figure represents the total amount paid and/or written off 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.
<b>% Paid</b>	Percentage of Amount Billed that has been paid and/or written off (Amount Paid divided by Amount Billed).
<b>Amount Due</b>	Amount Billed minus Amount Paid.
<b>Unapplied Payments</b>	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.
<b>Last Payment</b>	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: 11/30/2018		<b>Tab3 Detail Collections Report</b>				Page: 1			
RE: *General Legal Counsel		Statement Date	Statement Number	Age	Amount Billed	Amount Paid	% Paid	Amount Due	
<b>200.01 M Peterson Insurance Co.</b>		04/27/2018	599	217	125.00	60.00	48.00%	65.00	
Contact:	Paul Franklin	07/29/2018	7503	124	239.00	125.00	52.30%	114.00	
Address:	5th & Turner	09/01/2018	7511	90	10.41	0.00	0.00%	10.41	
	Malcolm, NE 68633	09/30/2018	7517	61	859.75	0.00	0.00%	859.75	
Business:	402-435-1739x512	10/31/2018	7520	30	1,563.19	0.00	0.00%	1,563.19	
Business Fax:	402-421-2855	11/30/2018	7577	0	5,600.00	0.00	0.00%	5,600.00	
Home:	402-421-4677			87	8,397.35	185.00	2.20%	8,212.35	
Mobile:	402-474-8605								
Email:	pfranklin@petersoninsurance.com								
Trust Balance:	500.00	<b>Work-In-Process &amp; Billing History</b>							
Client Funds:	150.00				WIP	Amount Due	Total WIP + Due	To-Date Billed	
<b>Billing Notes &amp; Instructions:</b>					Fees:	5,600.00	7,998.00	13,841.75	
10/12/2018 11:04am RON Called Ms. Kessler (bookkeeper) who said that check #8756 was sent on 10/07/2018.					Expenses:	0.00	75.35	150.35	
10/14/2018 11:35am RON Check was not received. Called Ms. Kessler. She said check was mailed on 10/07/2018 and that we should have already received it. She will stop payment on that check and issue another check.					Advances:	0.00	139.00	339.00	
					Finance Charge:		0.00	0.00	
					<b>Total:</b>	5,600.00	8,212.35	14,331.10	
					Average Age:	33 days			
		<b>Last 5 Write Offs within All Months &amp; Last 5 Payments within All Months</b>							
			<b>Write Offs</b>			<b>Payments</b>			
			09/16/2018	60.00		11/26/2018	812.50		
						01/20/2018	506.25		
						03/16/2018	4,465.00		
						10/17/2018	275.00		
			<b>Total:</b>	60.00		<b>Total:</b>	6,058.75		
		Last Payment Date:	10/17/2018	Average Days Between Payments:			108 days		
		Last Payment Amount:	275.00	Days Since Last Payment:			44 days		
					<b>Totals</b>	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 email 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.

<b>Client Funds</b>	Only shown on the detail report. Reflects the current balance of the client funds account including any work-in-process client funds transactions regardless of the date.
<b>Progress Billing<sup>1</sup></b>	<p><b>Progress WIP:</b> Total amount of Type 6 (progress fee) transactions in work-in-process regardless of date.</p> <p><b>Progress Billed:</b> Total amount of Type 6 progress fees billed since the last time the client was "reconciled" (from the Progress Billed field on the A/R &amp; Fund Balances tab in the Client file). Progress WIP Tax is not included.</p> <p><b>Progress Paid:</b> Progress Billed minus Fees Due (from the A/R &amp; Fund Balances tab in the Client file).</p>
<b>Billing Notes &amp; Instructions</b>	Billing Notes & Instructions from the <b>Billing Preferences</b> tab in the client file. This information is optional and is included only when the <b>Billing Notes &amp; Instructions</b> check box on the <b>Format</b> tab is selected.
<b>Statement Date</b>	Date of the updated statement that has an amount due. Only statements that have current charges will be included.
<b>Statement Number</b>	Statement Number of the updated statement that has an amount due.
<b>Age</b>	Age of statement in days based on the specified Report Date. The total Age figure is the calculated average number of days old of each invoice with an amount due. This figure is a simple average and is not weighted. For example, if there are 2 invoices, one past due 60 days and another past due 90 days, the Average Age will be 75 days regardless of the amount due for each invoice.
<b>Amount Billed</b>	Amount billed for the updated statement that has an amount due.
<b>Amount Paid</b>	Amount paid and/or written off for the updated statement that has an amount due. Work-in-process payments thru the WIP Pymt Cut-Off Date specified are applied to invoices with a balance due.
<b>% Paid</b>	Percentage of Amount Billed that has been paid and/or written off (Amount Paid divided by Amount Billed).
<b>Amount Due</b>	Amount Billed minus Amount Paid.
<b>Unapplied Payments<sup>1</sup></b>	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.

<b>WIP</b>	Amount of fee, expense, and advance transactions in work-in-process for the client. All work-in-process transactions are included in these figures regardless of the date of the transactions. Transactions on hold are included. Progress fees are not included.
<b>Amount Due</b>	Amount due for fees, expenses, advances, and finance charge for the client. The Total Amount Due in this section will match the Total Amount Due in the section that itemizes the detailed statements (i.e., above the Work-In-Process & Billing History section).
<b>Total WIP + Due WIP plus Amount Due.</b>	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.
<b>Average Age</b>	Average age of work-in-process fees, expenses, and advances based on the age of each entry multiplied by the amount of each entry divided by the total WIP amount (weighted average).

## Write Off History & Payment History

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

- 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.

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

# Allocated Payments Report

Date: 11/28/2018											
<b>Tab3 Detail Allocated Payments Report</b>											
Jensen, Martin & Anderson, P.C.											
Page: 1											
Payments Allocated From 09/01/2018 Thru 09/30/2018											
Pymt Date	Ref #	Stmt #	Pymt Amt	Allocated	Exp Tax	Expenses	Adv Tax	Advances	Fin Chg	Fee Tax	Fees
<b>100.00M Phillips/Marcus</b>											
1 MLJ RE: Real Estate Acquisition											
09/08/2018	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
09/12/2018	ARCH	92	75.00A	75.00	0.00	0.00	0.00	75.00	0.00	0.00	0.00
								Miscellaneous			
								Filing Fees			
								Processor Fees			
								Witness Fees			
09/15/2018	ARCH	92	9.00E	9.00	0.00	9.00	0.00	0.00	0.00	0.00	0.00
						Miscellaneous					
						Phone					
						Photocopies					
<b>Subtotal</b>			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			
<b>120.00M Berger/Randall</b>											
1 MLJ RE: Real Estate Investment											
09/01/2018	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
09/07/2018	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
09/12/2018	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
09/23/2018	16	WIP	75.00	35.00*	0.00	0.00	0.00	0.00	0.00	0.00	35.00
			Remaining Amount to Allocate:	40.00					003 Ronald P. Anderson		35.00
<b>Subtotal</b>			1,525.00	295.00	0.00	20.00	0.00	0.00	0.00	0.00	275.00
			Allocated Out of Date Range:	907.25	Miscellaneous	20.00			003 Ronald P. Anderson		75.00
			Remaining Amount to Allocate:	322.75					004 Nicole Sampson		200.00
			Unallocated Payments:	325.00							
			Total Unallocated:	647.75							
<b>Grand Totals</b>											
			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

**Menu**      [Reports](#) | [Management](#) | [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: 11/28/2018		<b>Tabs3 Summary Allocated Payments Report</b>										Page: 1
Payments Allocated From 09/01/2018 Thru 10/31/2018												
Pymt Date	Ref #	Stmt #	Pymt Amt	Allocated	Exp Tax	Expenses	Adv Tax	Advances	Fin Chg	Fee Tax	Fees	
<b>100.00M Phillips/Marcus</b>												
1 MLJ RE: Real Estate Acquisition												
09/08/2018	ARCH	72	750.00F	750.00	0.00	0.00	0.00	0.00	0.00	28.84	721.16	
09/12/2018	ARCH	92	75.00A	75.00	0.00	0.00	0.00	75.00	0.00	0.00	0.00	
09/15/2018	ARCH	92	9.00E	0.00	0.00	9.00	0.00	0.00	0.00	0.00	0.00	
<b>Subtotal</b>			834.00	834.00	0.00	9.00	0.00	75.00	0.00	28.84	721.16	
<b>120.00M Berger/Randall</b>												
1 MLJ RE: Real Estate Investment												
09/01/2018	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								
09/07/2018	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									
09/12/2018	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									
09/23/2018	16	WIP	75.00	35.00*	0.00	0.00	0.00	0.00	0.00	0.00	35.00	
Remaining Amount to Allocate:			40.00									
<b>Subtotal</b>			1,525.00	295.00	0.00	20.00	0.00	0.00	0.00	0.00	275.00	
Allocated Out of Date Range:				907.25								
Remaining Amount to Allocate:			322.75									
Unallocated Payments:			325.00									
Total Unallocated:			647.75									
<b>Grand Totals</b>			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.<sup>1</sup>
- 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.



<b>Fees</b>	The amount of the payment allocated to fees.
<b>Allocated Out of Date Range</b>	Shows only when a portion of the payment has been allocated outside of the specified allocation date range.
<b>Payment Adjustments</b>	Shows only when amounts have been refunded. <sup>1</sup>
<b>Remaining Amount to Allocate</b>	Shows only when a portion of the payment included in the body of the report has unallocated amounts.
<b>Unallocated Payments</b>	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.
<b>Total Unallocated</b>	The sum of the <b>Remaining Amount to Allocate</b> and the <b>Unallocated Payments</b> .
<b>Progress Paid</b>	Shows only when there are payments allocated to progress fees. Includes all payments allocated to progress fees within the specified allocation date range. <sup>1</sup>

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

## Unallocated Payments Report

Date: 11/28/2018		Tabs3 Unallocated Payments Report Jensen, Martin & Anderson, P.C.				Page: 1	
	Pymt Date	Ref #	Stmt #	Pymt Amt	Allocated	Unallocated	
<b>101.00M Williams/John</b>							
2 PAM RE: State v. Williams	10/31/2018	6	WIP	1,617.65	923.40	694.25	
<b>415.00M MegaConstruction Corporation</b>							
3 RPA RE: Corporate Merger - Megabuilders and BuilderCorp	11/28/2018	13	WIP	30,000.00	20,929.26	9,070.74	
<b>Grand Totals</b>				31,617.65	21,852.66	9,764.99	

Menu [Reports | Management | 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.<sup>1</sup>
- 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”.<sup>1</sup>
- 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.<sup>1</sup>

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

## Client Funds Report

Date: 11/30/2018		<b>Tabs3 Client Funds Report</b> Jensen, Martin & Anderson, P.C.		Page: 1	
Date	Type	Description	Amount	Balance	
<b>900.00 Sherman/Natalie K.</b>					
Divorce					
			Opening Fund Balance:	0.00	
11/03/2018	Credit Card	Initial Deposit.	5,000.00	5,000.00	
11/10/2018	Withdrawal	Payment to Alberts Investigations.	100.00	4,900.00	
11/17/2018	Manual Fee Payment	Payment for outstanding fees.	1,015.00	3,885.00	
11/17/2018	Manual WIP Payment	Payment for current work.	2,000.00	1,885.00	
11/28/2018	Auto All Payment	Payment	1,150.00	735.00	
	Minimum Balance:	0.00	Total Credit Cards:	5,000.00	
	Target Balance:	0.00	Total Payments:	4,165.00	
			Total Withdrawals:	100.00	
				<b>Closing Fund Balance:</b>	735.00
				<b>Current Fund Balance:</b>	1,000.00
				<b>Discrepancy:</b>	-265.00
<b>850.01 White/Kelly</b>					
Divorce					
			Opening Fund Balance:	0.00	
	Retainer Amount:	500.00			
	Amount to Bill:	500.00			
	One Time				
				<b>Closing Fund Balance:</b>	0.00
			Total Credit Cards:	5,000.00	
			Total Deposits:	0.00	
			Total Payments:	4,165.00	
			Total Withdrawals:	100.00	
				<b>Total Fund Balance:</b>	735.00

Date: 11/28/2018		<b>Tabs3 Client Funds Report</b> Jensen, Martin & Anderson, P.C.		Page: 1	
Client	Name and Work Description			Fund Balance	
900.00	Sherman/Natalie K. Divorce			735.00	
850.01	White/Kelly Divorce			0.00	
				<b>Total Fund Balance:</b>	735.00

**Menu**      [Reports](#) | [Management](#) | [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.

<b>(client)</b>	Client ID, name and work description. The letter after the Client ID represents the billing frequency. An asterisk preceding the work description indicates the work description will not print on the client's statement. <sup>1</sup>
<b>Opening Fund Balance</b>	This figure is a calculated amount: Closing Balance + Payments + Withdrawals - Deposits = Opening Balance.
<b>Date</b>	Transaction date.
<b>Type</b>	Transaction Type. Available types include "Credit Card," "Deposit," "Withdrawal," "Manual All Payment," "Manual Fee Payment," "Manual Cost Payment," "Manual Exp Payment," "Manual Adv Payment," "Manual WIP Payment," "Auto All Payment," "Auto Fee Payment," "Auto Cost Payment," "Auto Exp Payment," "Auto Adv Payment." An asterisk in front of the Type indicates that the transaction is on hold. <sup>1</sup>
<b>Description</b>	Transaction description.
<b>Amount</b>	Transaction amount.
<b>Totals</b>	Total credit cards, deposits, payments, and withdrawals within the date range specified.
<b>Closing Fund Balance (Detail Report)</b>	This figure is a calculated amount. The Fund Balance from the <b>A/R &amp; Fund Balances</b> 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.
<b>Current Fund Balance (Detail Report)</b>	The Fund Balance from the <b>A/R &amp; Fund Balances</b> 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) with the <b>Full Scan</b> option selected (or in programs prior to Version 19.1.10.1180, with the <b>Read Only</b> check box cleared). Running the DFIC in this scenario will report an error 186. For more information, see Knowledge Base Article <a href="#">R11658</a> , "DFIC Error 186 - Balance Mismatch."
<b>Fund Balance (Summary Report)</b>	This figure is a calculated amount. The Fund Balance from the <b>A/R &amp; Fund Balances</b> 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.
<b>Minimum Balance</b>	Amount entered in the Minimum Balance field on the <b>A/R &amp; Fund Balances</b> tab of the Client file. This represents the minimum amount you want the client to maintain in the client funds account.
<b>Target Balance</b>	Amount entered in the Target Balance field on the <b>A/R &amp; Fund Balances</b> 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, Tab3 can bill a client funds amount equal to the Target Balance minus the current balance.
<b>One Time</b>	Indicates the client is a one-time retainer client (i.e., the <b>One Time Retainer</b> check box is selected on the A/R & Fund Balances tab of the Client file).
<b>Retainer Amount</b>	Amount entered in the <b>Retainer Amount</b> field on the <b>A/R &amp; Fund Balances</b> 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.
<b>Amount to Bill</b>	Amount entered in the <b>Amount to Bill</b> field on the <b>A/R &amp; Fund Balances</b> tab of the Client file. When the <b>One Time Retainer</b> 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 <b>Amount to Bill</b> field.
<b>Total Fund Balance</b>	Grand total of all Ending Fund Balances shown on the report.

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

# Client Productivity Report

Date: 11/28/2018		Tab3 Client Productivity Report						Page: 1	
		Jensen, Martin & Anderson, P.C.							
Thru 11/28/2018									
Hours	Fees	Exps	Advs	Total	Write-Up	Write-Dn	Rate		
<b>100.00 M Dawson/Charles L.</b>									
Settlement of Grandfather's Estate									
5 JPP	14.00	2,875.00	0.00	2,925.00	625.00	0.00	205.36		
NB:	1.00	175.00	0.00	175.00					
				WIP:	273.00		Age: 12		
<b>101.00 M Barrett/Karen</b>									
Apartment Management									
4 DHB	11.00	1,865.00	43.88	1,908.88	0.00	0.00	169.55		
Write Off:		-848.36	0.00	-848.36			92.42		
NB:	0.75	131.25	0.00	131.25					
				WIP:			Age: 3		
<b>102.00 M Richardson/Harold</b>									
Manage personal finances									
1 RJB	18.30	3,431.00	81.50	3,512.50	0.00	0.00	187.49		
<b>200.01 M Jefferson Insurance Co.</b>									
Automobile Accident									
1 RJB	9.50	2,275.00	15.00	2,380.00	162.50	0.00	239.47		
<b>200.02 C Jefferson Insurance Co.</b>									
Hail Damage - Palmer farm									
1 RJB	9.00	2,000.00	67.50	2,082.50	245.00	0.00	222.22		
NB:	3.25	675.00	0.00	675.00					
<b>200.03 M Jefferson Insurance Co.</b>									
Acquisition of Mid-State Insurance									
1 RJB	13.50	3,000.00	55.52	3,070.52	217.81	45.31	222.22		
NB:	0.00	37.50	0.00	37.50					
				WIP:	115.00		Age: 36		
<b>200 Jefferson Insurance Co.</b>									
	32.00	7,275.00	138.02	7,533.02	625.31	45.31	227.34		
NB:	3.25	712.50	0.00	712.50					
				WIP:	115.00		Age: 36		
<b>300.00 Q McBride/John</b>									
Management of Estate Trust									
1 RJB	9.00	2,250.00	0.00	2,250.00	0.00	0.00	250.00		
NB:	1.75	437.50	0.00	437.50					
				WIP:	82.50		Age: 15		
				Progress Billed:			1,000.00		
<b>350.00 M Carter/Arthur J.</b>									
Protection of New Wave Patent									
2 MLJ	6.00	1,350.00	10.25	1,360.25	0.00	0.00	225.00		
Write Off:		-100.00	0.00	-100.00			208.33		
<b>Totals</b>									
	90.30	19,046.00	323.65	19,489.65	1,250.31	45.31	210.92		
Write Off:		-948.36	0.00	-948.36			200.42		
NB:	6.75	1,456.25	0.00	1,456.25					
				WIP:	470.50		Age: 18		
				Progress Billed:			1,000.00		

Date: 11/28/2018		Tab3 Client Productivity Report						Page: 1	
		Jensen, Martin & Anderson, P.C.							
Hours	Fees	Exps	Advs	Total	Write-Up	Write-Dn	Rate		
<b>101.00 M Barrett/Karen</b>									
Apartment Management									
4 DHB	11.00	1,865.00	43.88	1,908.88	0.00	0.00	169.55		
Write Off:		-348.36	0.00	-348.36			137.88		
NB:	0.75	131.25	0.00	131.25					
				WIP:	43.75		Age: 3		
<b>350.00 M Carter/Arthur J.</b>									
Protection of New Wave Patent									
2 MLJ	6.00	1,350.00	10.25	1,360.25	0.00	0.00	225.00		
Write Off:		-100.00	0.00	-100.00			208.33		
<b>Totals</b>									
	17.00	3,215.00	54.13	3,269.13	0.00	0.00	189.12		
Write Off:		-448.36	0.00	-448.36			162.74		
NB:	0.75	131.25	0.00	131.25					
				WIP:	43.75		Age: 3		

This report includes only clients with write offs.

**Menu**      [Reports | Productivity | Client Productivity Report](#)

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

The **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<sup>1</sup>**                            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.<sup>1</sup>
- (timekeeper)**                              Primary timekeeper number and initials are shown below the Client ID if the report is not printed in timekeeper order.
- Hours / Fees / Exps / Adv**              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, Adv and Total figures.

<b>Write-Down</b>	Total fees, expenses and advances written down. The fee write-down also includes the value of hours written down and any courtesy discount. Write-downs are shown as a positive amount. Write-downs are also included in the Fees, Exps, Advs and Total figures.
<b>Rate</b>	Total fees divided by total hours.
<b>Write Off</b>	Amount of fees, expenses and advances written off by the Write Off Client program.
<b>Write Off Rate</b>	Total fees less fee write off divided by total hours.
<b>NB:</b>	Non-billable Hours, Fees, Expenses, Advances, and Total (Fees + Exps + Advs). This line prints only if non-billable hours or amounts were billed.
<b>WIP</b>	Total work-in-process fees and costs through the ending date of the report's date range. Including the WIP total for each client is optional.
<b>Age</b>	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).
<b>Progress Billed</b>	Total amount of Type 6 progress fees billed since the last time the client was "reconciled." This amount is the same as the Progress Billed field on the <b>A/R &amp; Fund Balances</b> tab in the Client file.

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

# Client Ledger Report

Date: 11/28/2018		<b>Tab3 Client Ledger Report</b>		Page: 1							
From 08/01/2018 Thru 11/28/2018		Jensen, Martin & Anderson, P.C.									
Date	Ref #	Stmt #	Fee Amount	Hours	Expense Amount	Advance Amount	Payment Amount	Apply to Stmt #	Bill Total	Balance Due	
<b>100.00M Dawson/Charles L.</b>		<b>Balance Forward:</b>									650.00
RE: Settlement of Grandfather's Estate											
08/15/2018	1	425	900.00	4.50	6.25				906.25	1,556.25	
09/15/2018	3	478					443.75R			1,112.50	
09/29/2018	8	490					-75.00R			1,187.50	
09/29/2018	2	478					380.00R			807.50	
10/03/2018	6	490					300.00F			507.50	
10/03/2018	12	490					-300.00F			807.50	
10/17/2018	4	478	750.00	5.50	43.75				823.75	1,631.25	
10/17/2018	5	490					75.00R			1,556.25	
11/03/2018	WIP						75.00E			1,481.25	
11/14/2018	7	490	600.00	4.00					624.00	2,105.25	
<b>Subtotal</b>			<b>2,250.00</b>	<b>14.00</b>	<b>50.00</b>		<b>898.75</b>		<b>2,354.00</b>	<b>2,105.25</b>	
<b>101.00M Barrett/Karen</b>											
RE: Apartment Management											
09/22/2018	1	391					587.67R			-587.67	
10/17/2018	2	391	1,865.00	11.00	43.88				2,006.89	1,419.22	
Write Off:	10/31/2018	5	500.00					391	-500.00	919.22	
11/14/2018	3	473							14.46	933.68	
<b>Subtotal</b>			<b>1,865.00</b>	<b>11.00</b>	<b>43.88</b>		<b>587.67</b>		<b>2,021.35</b>	<b>933.68</b>	
Write Off:			500.00						-500.00		
<b>300.00Q McBride/John</b>											
RE: Management of Estate Trust											
09/29/2018	13	491					-500.00R			500.00	
10/06/2018	1	449					208.00R			292.00	
10/17/2018	5	488	2,250.00	9.00					2,340.00	2,632.00	
10/24/2018	6	491					500.00R			2,132.00	
11/07/2018	8	495					500.00R			1,632.00	
11/07/2018	WIP						1,000.00R			632.00	
11/14/2018	7	491	1,000.00P						1,040.00	1,672.00	
<b>Subtotal</b>			<b>2,250.00</b>	<b>9.00</b>			<b>1,708.00</b>		<b>2,380.00</b>	<b>1,672.00</b>	
Progress Billed:			1,000.00						1,000.00		
<b>Total Balance Forward:</b>											650.00
			<b>6,365.00</b>	<b>34.00</b>	<b>93.88</b>		<b>3,194.42</b>		<b>6,755.35</b>	<b>4,710.93</b>	
Write Off:			500.00						-500.00		
Progress Billed:			1,000.00						1,000.00		

Date: 11/28/2018		<b>Tab3 Client Ledger Report</b>		Page: 1						
From 08/01/2018 Thru 11/28/2018		Jensen, Martin & Anderson, P.C.								
Date	Ref #	Stmt #	Timekeeper	Fee Amount	Expense Type	Expense Amount	Advance Type	Advance Amount	Payment Amount	Bill Total
<b>100.00M Dawson/Charles L.</b>										
RE: Settlement of Grandfather's Estate										
08/15/2018	1	425		900.00		6.25				906.25
09/15/2018	3	478						443.75R		1,112.50
09/29/2018	8	490						-75.00R		1,187.50
09/29/2018	2	478						380.00R		807.50
10/03/2018	6	490						300.00F		507.50
10/03/2018	12	490						-300.00F		807.50
10/17/2018	4	478		750.00		43.75				823.75
			1 RJB:	300.00	0 Miscellaneous	43.75				
			5 JPP:	450.00						
10/17/2018	5	490						75.00R		1,556.25
11/02/2018	WIP							75.00E		1,481.25
11/15/2018	7	490		600.00					624.00	2,105.25
			5 JPP:	600.00						
<b>Subtotal</b>				<b>2,250.00</b>		<b>50.00</b>		<b>898.75</b>		<b>2,354.00</b>

Date: 11/28/2018		Tab3 Client Ledger Report										Page: 1	
		Jensen, Martin & Anderson, P.C.											
From 08/01/2018 Thru 11/28/2018													
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
<b>121.01M Phillips/Marcus</b>													
RE: Real Estate Acquisition													
<b>Balance Forward:</b>													
08/23/2018	7587									267.00R			0.00
08/28/2018	7587		167.50	1.25	0 Miscellaneous	2.90						170.40	170.40
		1 MLJ:	120.00			2.90							
		3 RPA:	47.50										
09/27/2018	7591		1,267.50	8.00	0 Miscellaneous	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							
09/27/2018	7591									167.50R			1,437.43
10/28/2018	7595		4,254.10	20.83	0 Miscellaneous	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										
10/28/2018	7595									269.93R			5,673.85
11/09/2018	7613									5,000.00R			673.85
11/28/2018	7613		2,425.00	8.50								2,425.00	3,098.85
		1 MLJ:	2,425.00										
<b>Subtotal</b>													
			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										
<b>Total Balance Forward:</b>													
			8,114.10	38.58		187.18		235.00		5,704.43		8,536.28	267.00
		1 MLJ:	4,596.60		0 Miscellaneous	131.80	0 Miscellaneous	15.00					267.00
		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										

Menu [Reports | Management | 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.<sup>1</sup>
- 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.



<b>P</b>	A "P" following a fee amount represents a progress billing amount (Type 6).
<b>Hours</b>	Optional column. The total number of Hours to Bill for fees on each statement.
<b>Payment Amount</b>	Amount of the payment. The letter following the payment amount indicates the payment type. "R" indicates a regular payment (Type "1"), "F" indicates a fee payment (Type "2"), "E" indicates an expense payment (Type "3"), "A" indicates an advance payment (Type "3"). A negative payment amount indicates a payment reversal or refund.
<b>Apply to Stmt #</b>	Optional column. Statement number to which the payment was applied. If a specific statement number was not selected when the payment was entered, this column will be blank.
<b>Bill Total</b>	Optional column. Includes the total amount billed on the statement (fees + expenses + advances + finance charge + fee tax + advance tax + expense tax). Any billed finance charge and tax amounts are included even if those columns are excluded from the report. Payments and Previous Balance are not included in this figure.
<b>Balance Due</b>	Optional column. Balance Due. The Balance Due information is calculated and is not stored in the client ledger file. Balance Due = (Fees + Expenses + Advances + Finance Charge + Fee Tax + Expense Tax + Advance Tax) minus Payment Amount.
<b>Non-billable</b>	Optional non-billable information. Totals for non-billable transactions appearing on the statement. Includes the total amount for non-billable fees in the Fees column, the total for non-billable expenses in the Expenses column, and the total non-billable advances in the Advances column. Also includes the total number of non-billable hours for fees in the Hours column.
<b>Write-Up<sup>1</sup> Write-Down</b>	Including the optional Non-billable information will also include a <b>Write-Up</b> or <b>Write-Down</b> row on the report if transactions were adjusted. When the Hours column is included on the report, the value of the hours written up is included in the Write-Up amount and the value of the hours written down is included in the Write-Down amount. Courtesy discount is always included in the Write-Down amount.
<b>Write Off</b>	Write off. Write off amounts are included based on the write off transaction date.
<b>Billed Timekeeper &amp; Cost Type Information</b>	Optional detailed billed information. Selecting the <b>Detail Information for each Statement</b> check box on the Options tab shows the amounts billed by timekeeper and Cost Type.
<b>Total</b>	Progress fees (Type 6) are not included in the Fee Subtotal and Total lines—they are totaled in the Progress Billed line. Write Offs are not included in the total figures but are included in the Balance Due.
<b>Progress</b>	Total progress billings on the report.

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

# Receipt Allocation Report

Date: 11/28/2018		Tab3 Detail Receipt Allocation Report Jensen, Martin & Anderson, P.C.														Page: 1	
	10/01/2018 to 10/31/2018				09/01/2018 to 09/30/2018												
	Billed Hours	Billed Amount	Receipts	Effect. Rate	Billed Hours	Diff.	% Chg.	Billed Amount	Diff.	% Chg.	Receipts	Diff.	% Chg.	Effect. Rate	Diff.	% Chg.	
<b>100.00 M Phillips/Marcus</b>																	
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%
<b>Total Fees</b>		<b>92.85</b>	<b>17,427.00</b>	<b>20,431.18</b>	<b>181.77</b>	<b>124.50</b>	<b>-31.65</b>	<b>-25.42%</b>	<b>20,731.25</b>	<b>-3,304.25</b>	<b>-16.00%</b>	<b>19,675.34</b>	<b>756.84</b>	<b>4.00%</b>	<b>163.53</b>	<b>18.24</b>	<b>11.15%</b>
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%			
<b>Total Expenses</b>			<b>76.90</b>	<b>107.10</b>					<b>397.58</b>	<b>-320.68</b>	<b>-81.00%</b>	<b>173.18</b>	<b>-66.08</b>	<b>-38.00%</b>			
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%			
<b>Total Advances</b>			<b>240.00</b>	<b>875.66</b>					<b>365.00</b>	<b>-125.00</b>	<b>-34.00%</b>	<b>150.00</b>	<b>725.66</b>	<b>484.00%</b>			
Fee Tax			642.08	0.00					724.25	-82.17	-11.00%	0.00	0.00	0.00%			
<b>Totals</b>		<b>92.85</b>	<b>18,385.98</b>	<b>21,413.94</b>	<b>181.77</b>	<b>124.50</b>	<b>-31.65</b>	<b>-25.42%</b>	<b>22,218.08</b>	<b>-3,832.10</b>	<b>-17.00%</b>	<b>19,998.52</b>	<b>1,415.42</b>	<b>7.00%</b>	<b>163.53</b>	<b>18.24</b>	<b>11.15%</b>
<b>101.00 M Williams/John</b>																	
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%
<b>Total Fees</b>		<b>38.25</b>	<b>8,268.75</b>	<b>38,325.95</b>	<b>216.18</b>	<b>18.25</b>	<b>20.00</b>	<b>109.59%</b>	<b>4,462.50</b>	<b>3,806.25</b>	<b>85.00%</b>	<b>4,115.30</b>	<b>34,210.65</b>	<b>831.00%</b>	<b>244.52</b>	<b>-28.34</b>	<b>-11.59%</b>
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%			
<b>Total Expenses</b>			<b>37.35</b>	<b>216.54</b>					<b>104.95</b>	<b>-67.60</b>	<b>-64.00%</b>	<b>1.25</b>	<b>215.29</b>	<b>17223.00%</b>			
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%			
<b>Total Advances</b>			<b>89.50</b>	<b>567.50</b>					<b>253.00</b>	<b>-163.50</b>	<b>-65.00%</b>	<b>4.00</b>	<b>563.50</b>	<b>14088.00%</b>			
<b>Totals</b>		<b>38.25</b>	<b>8,395.60</b>	<b>39,109.99</b>	<b>216.18</b>	<b>18.25</b>	<b>20.00</b>	<b>109.59%</b>	<b>4,820.45</b>	<b>3,575.15</b>	<b>74.00%</b>	<b>4,120.55</b>	<b>34,989.44</b>	<b>849.00%</b>	<b>244.52</b>	<b>-28.34</b>	<b>-11.59%</b>
<b>Unallocated Payments</b>				<b>217.76</b>													
<b>GRAND TOTALS</b>																	
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	3,536.66	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%	132.92	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%	6,840.25	22,925.25	345.00%	190.00	-20.11	-10.58%
<b>Total Fees</b>		<b>131.10</b>	<b>25,695.75</b>	<b>58,757.13</b>	<b>191.81</b>	<b>142.75</b>	<b>-11.65</b>	<b>-8.16%</b>	<b>25,193.75</b>	<b>502.00</b>	<b>2.00%</b>	<b>23,790.64</b>	<b>34,966.49</b>	<b>147.00%</b>	<b>173.89</b>	<b>17.92</b>	<b>10.31%</b>
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%			
<b>Total Expenses</b>			<b>114.25</b>	<b>323.64</b>					<b>502.53</b>	<b>-388.28</b>	<b>-77.00%</b>	<b>174.43</b>	<b>149.21</b>	<b>86.00%</b>			
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%			
<b>Total Advances</b>			<b>329.50</b>	<b>1,443.16</b>					<b>618.00</b>	<b>-288.50</b>	<b>-47.00%</b>	<b>154.00</b>	<b>1,289.16</b>	<b>837.00%</b>			
Fee Tax			642.08	0.00					724.25	-82.17	-11.00%	0.00	0.00	0.00%			
<b>Totals</b>		<b>131.10</b>	<b>26,781.58</b>	<b>60,523.93</b>	<b>191.81</b>	<b>142.75</b>	<b>-11.65</b>	<b>-8.16%</b>	<b>27,038.53</b>	<b>-256.95</b>	<b>-1.00%</b>	<b>24,119.07</b>	<b>36,404.86</b>	<b>151.00%</b>	<b>173.89</b>	<b>17.92</b>	<b>10.31%</b>
<b>Unallocated Payments</b>				<b>217.76</b>													

Date: 11/28/2018

**Tab3 Summary Receipt Allocation Report**  
Jensen, Martin & Anderson, P.C.

Page: 1

	10/01/2018 to 10/31/2018				07/01/2018 to 09/30/2018				Current Amount Due
	Billed Hours	Billed Amount	Write Offs	Receipts	Billed Hours	Billed Amount	Write Offs	Receipts	
<b>100.00 M Phillips/Marcus</b>									
Real Estate Acquisition									
<b>Total Fees</b>	92.85	17,427.00	550.00	20,431.18	146.63	24,426.87	371.39	19,675.34	9,244.06
<b>Total Expenses</b>		76.90	75.00	107.10		459.78	0.00	173.18	150.15
<b>Total Advances</b>		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
<b>Totals</b>	<b>92.85</b>	<b>18,385.98</b>	<b>683.00</b>	<b>21,413.94</b>	<b>146.63</b>	<b>26,173.53</b>	<b>378.52</b>	<b>19,998.52</b>	<b>10,017.97</b>
<b>251.00 M Stevenson/Thomas</b>									
Divorce									
<b>Total Fees</b>	0.01	2.49	125.75	2.49	355.72	72,360.00	0.00	68,289.75	18,667.24
<b>Total Expenses</b>		0.00	0.00	0.00		217.34	0.00	217.34	217.34
<b>Total Advances</b>		0.00	0.00	0.00		304.91	0.00	304.91	304.91
<b>Totals</b>	<b>0.01</b>	<b>2.49</b>	<b>125.75</b>	<b>2.49</b>	<b>355.72</b>	<b>72,882.25</b>	<b>0.00</b>	<b>68,812.00</b>	<b>19,189.49</b>
<b>253.00 M Jones/Steven</b>									
General Litigation									
<b>Total Expenses</b>		70.21	0.00	53.15		53.15	0.00	0.00	70.21
<b>Total Advances</b>		160.00	0.00	238.70		238.70	0.00	0.00	160.00
<b>Totals</b>	<b>0.00</b>	<b>230.21</b>	<b>0.00</b>	<b>291.85</b>	<b>0.00</b>	<b>291.85</b>	<b>0.00</b>	<b>0.00</b>	<b>230.21</b>
<b>Progress Billing</b>		4,324.25				1,506.25			6,060.71
<b>GRAND TOTALS</b>									
<b>Total Fees</b>	92.86	17,429.49	675.75	20,433.67	502.35	96,786.87	371.39	87,965.09	27,911.30
<b>Total Expenses</b>		147.11	75.00	160.25		730.27	0.00	390.52	437.70
<b>Total Advances</b>		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
<b>Totals</b>	<b>92.86</b>	<b>18,618.68</b>	<b>808.75</b>	<b>21,708.28</b>	<b>502.35</b>	<b>99,347.63</b>	<b>378.52</b>	<b>88,810.52</b>	<b>29,437.67</b>
<b>Progress Billing</b>		4,324.25				1,506.25			35,268.17

Date: 11/28/2018		<b>Tab3 Detail Receipt Allocation Report</b>								Page: 1
		10/01/2018 to 10/31/2018				01/01/2018 to 10/31/2018				Current
		Billed Hours	Billed Amount	Write Offs	Receipts	Billed Hours	Billed Amount	Write Offs	Receipts	Amount Due
<b>100.00 M Phillips/Marcus</b>										
Real Estate Acquisition										
1	Michael L. Jensen	39.60	5,447.00	183.34	5,223.99	985.60	208,403.25	554.73	36,085.56	3,081.35
2	Jennifer A. Martin	33.25	8,312.50	208.33	7,882.38	965.13	238,608.75	208.33	42,831.10	3,501.54
3	Ronald P. Anderson	20.00	3,667.50	158.33	4,185.14	947.00	179,429.37	158.33	30,959.51	2,661.17
	Pri 001 MLJ				1,668.23				3,664.64	
	Org 001 MLJ				374.90				9,485.20	
	Org 002 JAM				74.98				1,897.04	
	Org 007 JMF				1,021.56				6,574.91	
<b>Total Fees</b>		<b>92.85</b>	<b>17,427.00</b>	<b>550.00</b>	<b>20,431.18</b>	<b>2,897.73</b>	<b>626,441.37</b>	<b>921.39</b>	<b>131,497.96</b>	<b>9,244.06</b>
0	Miscellaneous		24.75	0.00	48.20		546.25	0.00	385.95	0.00
1	Phone		13.75	24.98	36.48		1,542.08	24.98	261.36	50.02
2	Photocopies		38.40	50.02	22.42		706.55	50.02	265.42	100.13
<b>Total Expenses</b>			<b>76.90</b>	<b>75.00</b>	<b>107.10</b>		<b>2,794.88</b>	<b>75.00</b>	<b>912.73</b>	<b>150.15</b>
0	Miscellaneous		15.00	0.00	189.10		505.00	0.00	214.10	0.00
1	Filing Fees		75.00	40.00	75.00		455.00	40.00	255.00	160.00
2	Processor Fees		60.00	18.00	115.58		375.58	18.00	285.58	72.00
3	Outside Services		90.00	0.00	495.98		1,144.45	0.00	591.43	0.00
<b>Total Advances</b>			<b>240.00</b>	<b>58.00</b>	<b>875.66</b>		<b>2,480.03</b>	<b>58.00</b>	<b>1,346.11</b>	<b>232.00</b>
Fee Tax			642.08	0.00	0.00		24,816.88	7.13	0.00	391.76
<b>Totals</b>		<b>92.85</b>	<b>18,385.98</b>	<b>683.00</b>	<b>21,413.94</b>	<b>2,897.73</b>	<b>656,533.16</b>	<b>1,061.52</b>	<b>133,756.80</b>	<b>10,017.97</b>
<b>GRAND TOTALS</b>										
1	Michael L. Jensen	39.60	5,447.00	183.34	5,223.99	985.60	208,403.25	554.73	36,085.56	3,081.35
2	Jennifer A. Martin	33.25	8,312.50	208.33	7,882.38	965.13	238,608.75	208.33	42,831.10	3,501.54
3	Ronald P. Anderson	20.00	3,667.50	158.33	4,185.14	947.00	179,429.37	158.33	30,959.51	2,661.17
	Pri 001 MLJ				1,668.23				3,664.64	
	Org 001 MLJ				374.90				9,485.20	
	Org 002 JAM				74.98				1,897.04	
	Org 007 JMF				1,021.56				6,574.91	
<b>Total Fees</b>		<b>92.85</b>	<b>17,427.00</b>	<b>550.00</b>	<b>20,431.18</b>	<b>2,897.73</b>	<b>626,441.37</b>	<b>921.39</b>	<b>131,497.96</b>	<b>9,244.06</b>
0	Miscellaneous		24.75	0.00	48.20		546.25	0.00	385.95	0.00
1	Phone		13.75	24.98	36.48		1,542.08	24.98	261.36	50.02
2	Photocopies		38.40	50.02	22.42		706.55	50.02	265.42	100.13
<b>Total Expenses</b>			<b>76.90</b>	<b>75.00</b>	<b>107.10</b>		<b>2,794.88</b>	<b>75.00</b>	<b>912.73</b>	<b>150.15</b>
0	Miscellaneous		15.00	0.00	189.10		505.00	0.00	214.10	0.00
1	Filing Fees		75.00	40.00	75.00		455.00	40.00	255.00	160.00
2	Processor Fees		60.00	18.00	115.58		375.58	18.00	285.58	72.00
3	Outside Services		90.00	0.00	495.98		1,144.45	0.00	591.43	0.00
<b>Total Advances</b>			<b>240.00</b>	<b>58.00</b>	<b>875.66</b>		<b>2,480.03</b>	<b>58.00</b>	<b>1,346.11</b>	<b>232.00</b>
Fee Tax			642.08	0.00	0.00		24,816.88	7.13	0.00	391.76
<b>Totals</b>		<b>92.85</b>	<b>18,385.98</b>	<b>683.00</b>	<b>21,413.94</b>	<b>2,897.73</b>	<b>656,533.16</b>	<b>1,061.52</b>	<b>133,756.80</b>	<b>10,017.97</b>

**Menu**      [Reports](#) | [Management](#) | [Receipt Allocation Report](#)

The reports shown on pages 130 through 132 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.

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

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

# Client Analysis Report

Date: 11/28/2018		Tab3 Client Analysis Report							Page: 1		
August 2018 Thru October 2018											
	Non-Bill Hours	Non-Bill Amount	Billed Hours	Original Hours	Hours Diff.	Hours Ratio	Billed Rate	Fees Billed	Write-Up/Down	Courtesy Discount	
<b>101.00M Williams/John</b>											
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	
<b>Subtotal</b>	<b>0.80</b>	<b>187.50</b>	<b>18.55</b>	<b>18.55</b>	<b>0.00</b>	<b>100.00%</b>	<b>212.67</b>	<b>3,945.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>121.01M Phillips/Marcus</b>											
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	
<b>Subtotal</b>	<b>1.00</b>	<b>272.50</b>	<b>30.08</b>	<b>30.08</b>	<b>0.00</b>	<b>100.00%</b>	<b>213.93</b>	<b>6,435.00</b>	<b>170.90</b>	<b>0.00</b>	
<b>200.01M Peterson Insurance Co.</b>											
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	
<b>Subtotal</b>	<b>1.20</b>	<b>200.00</b>	<b>15.60</b>	<b>15.60</b>	<b>0.00</b>	<b>100.00%</b>	<b>189.62</b>	<b>2,958.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>200.02M Peterson Insurance Co.</b>											
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	
<b>Subtotal</b>	<b>0.00</b>	<b>0.00</b>	<b>10.40</b>	<b>10.40</b>	<b>0.00</b>	<b>100.00%</b>	<b>161.11</b>	<b>1,675.50</b>	<b>0.00</b>	<b>0.00</b>	
<b>200 Peterson Insurance Co.</b>											
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	
<b>Subtotal</b>	<b>1.20</b>	<b>200.00</b>	<b>26.00</b>	<b>26.00</b>	<b>0.00</b>	<b>100.00%</b>	<b>178.21</b>	<b>4,633.50</b>	<b>0.00</b>	<b>0.00</b>	
<b>GRAND TOTALS</b>											
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	
<b>Totals</b>	<b>3.00</b>	<b>660.00</b>	<b>74.63</b>	<b>74.63</b>	<b>0.00</b>	<b>100.00%</b>	<b>201.17</b>	<b>15,013.50</b>	<b>170.90</b>	<b>0.00</b>	

Date: 11/28/2018		Tab3 Client Analysis Report						Page: 1	
August 2018 Thru October 2018									
	Billed Hours	Billed Rate	Fees Billed	Expenses Billed	Advances Billed	Total Billed	Payments	Payment Ratio	Effect. Rate
<b>101.00M Williams/John</b>									
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		
<b>Subtotal</b>	<b>18.55</b>	<b>212.67</b>	<b>3,945.00</b>	<b>74.50</b>	<b>51.50</b>	<b>4,071.00</b>	<b>1,617.65</b>	<b>40.00%</b>	<b>212.67</b>
<b>121.01M Phillips/Marcus</b>									
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		
<b>Subtotal</b>	<b>30.08</b>	<b>213.93</b>	<b>6,435.00</b>	<b>187.18</b>	<b>235.00</b>	<b>6,857.18</b>	<b>704.43</b>	<b>10.00%</b>	<b>213.93</b>
<b>200.01M Peterson Insurance Co.</b>									
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		
<b>Subtotal</b>	<b>15.60</b>	<b>189.62</b>	<b>2,958.00</b>	<b>63.35</b>	<b>25.00</b>	<b>3,046.35</b>	<b>275.00</b>	<b>9.00%</b>	<b>189.62</b>
<b>200.02M Peterson Insurance Co.</b>									
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		
<b>Subtotal</b>	<b>10.40</b>	<b>161.11</b>	<b>1,675.50</b>	<b>215.25</b>	<b>265.00</b>	<b>2,155.75</b>	<b>0.00</b>	<b>0.00%</b>	<b>161.11</b>
<b>200 Peterson Insurance Co.</b>									
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		
<b>Subtotal</b>	<b>26.00</b>	<b>178.21</b>	<b>4,633.50</b>	<b>278.60</b>	<b>290.00</b>	<b>5,202.10</b>	<b>275.00</b>	<b>5.00%</b>	<b>178.21</b>
<b>GRAND TOTALS</b>									
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		
<b>Totals</b>	<b>74.63</b>	<b>201.17</b>	<b>15,013.50</b>	<b>540.28</b>	<b>576.50</b>	<b>16,130.28</b>	<b>2,597.08</b>	<b>16.00%</b>	<b>201.17</b>

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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.<sup>1</sup>
- (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.

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

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



# Client Realization Report

Date: 11/28/2018		Tab3 Detail Client Realization Report						Page: 1	
		Jensen, Martin & Anderson, P.C.							
		Original Hours	Billed Hours	Realization Rate	Original Value	Billed Amount	Billing Realization	Collection Amount	Collection Realization
<b>100.00M Phillips/Marcus</b>									
Real Estate Acquisition									
1	Michael L. Jensen	96.85	96.85	163.97	13,014.49	15,880.25	122.02%	11,874.06	74.77%
2	Jennifer A. Martin	75.25	75.25	218.52	16,443.75	16,443.75	100.00%	15,339.80	93.29%
3	Ronald P. Anderson	54.25	54.25	187.56	10,175.00	10,175.00	100.00%	9,432.11	92.70%
	Fee Tax					1,458.93		767.62	52.62%
	Fees	226.35	226.35	194.20	39,633.24	43,957.93	110.91%	37,413.59	85.11%
0 Miscellaneous									
1	Phone					107.05		96.75	90.38%
2	Photocopies					86.63		80.91	93.40%
	Expenses					56.40		40.42	71.67%
						250.08		218.08	87.20%
0 Miscellaneous									
1	Filing Fees					40.00		40.00	100.00%
2	Processor Fees					180.00		180.00	100.00%
3	Witness Fees					80.00		80.00	100.00%
	Advances					90.00		90.00	100.00%
						390.00		390.00	100.00%
	<b>Subtotal</b>					44,598.01		38,021.67	85.25%
<b>120.00M Berger/Randall</b>									
Real Estate Investment									
	Progress Billing					5,637.50		0.00	0.00%
	Fees	0.00	0.00	0.00	0.00	5,637.50	0.00%	0.00	0.00%
0 Miscellaneous									
1	Phone					646.25		570.44	88.27%
	Expenses					300.00		264.81	88.27%
						946.25		835.25	88.27%
0 Miscellaneous									
1	Filing Fees					12.00		12.00	100.00%
2	Processor Fees					150.00		150.00	100.00%
3	Witness Fees					65.00		65.00	100.00%
	Advances					80.00		80.00	100.00%
						307.00		307.00	100.00%
	<b>Subtotal</b>					6,890.75		1,142.25	16.58%
<b>200.01M Peterson Insurance Co.</b>									
General Legal Counsel									
1	Michael L. Jensen	20.50	20.50	250.00	5,125.00	5,125.00	100.00%	5,125.00	100.00%
2	Jennifer A. Martin	18.00	18.00	160.00	2,880.00	2,880.00	100.00%	2,880.00	100.00%
3	Ronald P. Anderson	6.25	6.25	125.00	781.25	781.25	100.00%	781.25	100.00%
	Fees	44.75	44.75	196.34	8,786.25	8,786.25	100.00%	8,786.25	100.00%
0 Miscellaneous									
1	Phone					21.34		21.34	100.00%
2	Photocopies					9.75		9.75	100.00%
	Expenses					9.30		9.30	100.00%
						40.39		40.39	100.00%
0 Miscellaneous									
1	Filing Fees					4.00		4.00	100.00%
2	Processor Fees					75.00		75.00	100.00%
	Advances					25.00		25.00	100.00%
						104.00		104.00	100.00%
	<b>Subtotal</b>					8,930.64		8,930.64	100.00%
<b>TOTALS</b>									
1	Michael L. Jensen	117.35	117.35	179.00	18,139.49	21,005.25	115.80%	16,999.06	80.93%
2	Jennifer A. Martin	93.25	93.25	207.23	19,323.75	19,323.75	100.00%	18,219.80	94.29%
3	Ronald P. Anderson	60.50	60.50	181.10	10,956.25	10,956.25	100.00%	10,213.36	93.22%
	Fee Tax					1,458.93		767.62	52.62%
	Progress Billing					5,637.50		0.00	0.00%
	Fees	271.10	271.10	215.35	48,419.49	58,381.68	120.57%	46,199.84	79.13%
0 Miscellaneous									
1	Phone					774.64		688.53	88.88%
2	Photocopies					396.38		355.47	89.68%
	Expenses					65.70		49.72	75.68%
						1,236.72		1,093.72	88.44%
0 Miscellaneous									
1	Filing Fees					56.00		56.00	100.00%
2	Processor Fees					405.00		405.00	100.00%
3	Witness Fees					170.00		170.00	100.00%
	Advances					170.00		170.00	100.00%
						801.00		801.00	100.00%
	<b>Totals</b>					60,419.40		48,094.56	79.60%

Date: 11/28/2018		Tab3 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
<b>100.00M Phillips/Marcus</b>												
Real Estate Acquisition												
	Fees	242.73	242.73	180.42	43,150.74	43,794.25	101.49%	207.37	37,413.59	85.43%	2,578.52	3,802.14
	Expenses					312.28			218.08	69.83%	32.00	62.20
	Advances					520.58			390.00	74.92%	0.00	130.58
	<b>Subtotal</b>					44,627.11			38,021.67	85.20%	2,610.52	3,994.92
<b>210.01M Peterson Insurance Co.</b>												
General Legal Counsel												
	Fees	44.75	44.75	196.34	8,786.25	8,786.25	100.00%	44.75	8,786.25	100.00%	0.00	0.00
	Expenses					40.39			40.39	100.00%	0.00	0.00
	Advances					104.00			104.00	100.00%	0.00	0.00
	<b>Subtotal</b>					8,930.64			8,930.64	100.00%	0.00	0.00
<b>TOTALS</b>												
	Fees	598.66	596.96	193.40	118,346.99	115,781.74	97.83%	560.70	108,749.58	93.93%	3,230.02	3,802.14
	Expenses					529.62			435.42	82.21%	32.00	62.20
	Advances					825.49			694.91	84.18%	0.00	130.58
	<b>Totals</b>					117,136.85			109,879.91	93.80%	3,262.02	3,994.92

**Menu**      [Reports](#) | [Management](#) | [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.<sup>1</sup>
- 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.

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

## Timekeeper Analysis Report

Date: 11/28/2018		<b>Tab3 Timekeeper Analysis Report</b>			Page: 1	
Jensen, Martin & Anderson, P.C.						
September 2018 Thru November 2018						
	Billed Hours	Billed Amount	Write Offs	Fee Receipts	Effective Rate	
<b>001 Michael L. Jensen</b>						
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	
<b>Subtotal</b>	104.78	42,139.10	1,916.03	63,019.90	402.17	
<b>002 Paula Ann Martin</b>						
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	
<b>Subtotal</b>	88.30	36,041.25	1,525.54	68,395.25	408.17	
<b>003 Ronald P. Anderson</b>						
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	
<b>Subtotal</b>	28.25	8,606.25	0.00	15,434.46	304.65	
<b>GRAND TOTALS</b>						
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	
<b>Totals</b>	221.33	86,786.60	3,441.57	146,849.61	392.11	

Date: 11/28/2018		Tab3 Timekeeper Analysis Report by Month										Page: 1		
September 2018 Thru November 2018		Jensen, Martin & Anderson, P.C.												
	Billed Hours	Original Hours	Hours Diff.	Hours Ratio	Billed Amount	Original Value	Amount Difference	Amount Ratio	Write Offs	Fee Receipts	Receipt Ratio	Billed Rate	Effective Rate	
<b>September</b>														
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
<b>Subtotal</b>		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
<b>October</b>														
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
<b>Subtotal</b>		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
<b>November</b>														
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
<b>Subtotal</b>		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
<b>GRAND TOTALS</b>														
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
<b>Totals</b>		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

Menu [Reports | Productivity | 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: 11/28/2018											
Tab3 Timekeeper Realization Report											
Jensen, Martin & Anderson, P.C.											
Page: 1											
July 1, 2018 thru September 30, 2018											
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
<b>Totals</b>	<b>234.25</b>	<b>234.25</b>	<b>479.33</b>	<b>112,321.25</b>	<b>112,283.75</b>	<b>99.97%</b>	<b>232.06</b>	<b>111,236.16</b>	<b>99.07%</b>	<b>0.00</b>	<b>1,047.59</b>

Date: 11/28/2018											
Tab3 Timekeeper Realization Report											
Jensen, Martin & Anderson, P.C.											
Page: 1											
July 1, 2018 thru September 30, 2018											
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%			
<b>Totals</b>	<b>234.25</b>	<b>234.25</b>	<b>479.33</b>	<b>112,321.25</b>	<b>112,283.75</b>	<b>99.97%</b>	<b>111,236.16</b>	<b>99.07%</b>			

**Menu**      [Reports | Management | 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.

<b>Billed Amount</b>	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.
<b>Billing Realization</b>	The percentage of professional work performed that is actually billed to clients. Billed Amount divided by Original Value.
<b>Est. Hours Collected</b>	Collection Realization multiplied by Billed Hours.
<b>Collection Amount</b>	The total amount of work-in-process payments and updated payments applied to fees on updated statements with a statement date within the specified period (i.e., not the payment transaction date or payment allocation date).
<b>Collection Realization</b>	The percentage of work billed and updated that is actually collected. Collection Amount divided by Billed Amount.
<b>Write Offs</b>	Total write offs for statements billed and updated for the specified period. Write off figures are accumulated for the billing period for which the write off was performed (i.e., not the write off date).
<b>Uncollected</b>	Billed Amount minus Collection Amount minus Write Offs.

## Timekeeper Productivity Report

Date: 11/28/2018

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

Page: 1

	Sep 2018	Oct 2018	Total	YTD Total
<b>1 Michael L. Jensen</b>				
<b>Billed</b>				
Hours Worked	37.60	42.25	79.85	79.85
Billed Hours	39.67	42.41	82.08	82.08
Write-Up Hours	3.07	0.16	3.23	3.23
Write-Down Hours	1.00	0.00	1.00	1.00
Worked Value	8,952.50	9,887.50	18,840.00	18,840.00
Write-Up Hours Value	617.50	40.00	657.50	657.50
Write-Down Hours Value	200.00	0.00	200.00	200.00
Billed Amount	9,338.24	9,716.39	19,054.63	19,054.63
Write-Up Amount	0.00	0.00	0.00	0.00
Write-Down Amount	31.76	73.29	105.05	105.05
Courtesy Discount	0.00	137.82	137.82	137.82
Total Write-Up	617.50	40.00	657.50	657.50
Total Write-Down	231.76	211.11	442.87	442.87
Worked Rate	248.36	229.97	238.63	238.63
Billed Rate	235.40	229.11	232.15	232.15
Write Offs	0.00	0.00	0.00	0.00
Effective Rate	235.40	229.11	232.15	232.15
<b>Worked</b>				
Billable Hours Worked	37.60	42.25	79.85	146.50
Non-billable Hours Worked	0.00	0.00	0.00	1.50
Hours to Bill	39.67	42.41	82.08	148.89
Worked Value	8,952.50	9,887.50	18,840.00	34,427.50
Non-billable Amount	37.50	0.00	37.50	440.00
Amount to Bill	9,338.24	9,716.39	19,054.63	34,682.13
Total Hours	37.60	42.25	79.85	148.00
Total Amount	8,990.00	9,887.50	18,877.50	34,867.50

*You can pick and choose which values you want included on the report.  
The reports on page 143 and page 144 are the same except that the report on page 143 includes rows for Write-Up Hours Value and Write-Down Hours Value whereas the report on page 144 does not. Billed and Worked Percentages are not included on these reports and neither is Cumulative WIP.*

Date: 11/28/2018

**Tab3 Timekeeper Productivity Report**  
Jensen, Martin & Anderson, P.C.

Page: 1

	Sep 2018	Oct 2018	Total	YTD Total
<b>1 Michael L. Jensen</b>				
<b>Billed</b>				
Hours Worked	37.60	42.25	79.85	79.85
Billed Hours	39.67	42.41	82.08	82.08
Write-Up Hours	3.07	0.16	3.23	3.23
Write-Down Hours	1.00	0.00	1.00	1.00
Worked Value	8,952.50	9,887.50	18,840.00	18,840.00
Billed Amount	9,338.24	9,716.39	19,054.63	19,054.63
Write-Up Amount	0.00	0.00	0.00	0.00
Write-Down Amount	31.76	73.29	105.05	105.05
Courtesy Discount	0.00	137.82	137.82	137.82
Total Write-Up	617.50	40.00	657.50	657.50
Total Write-Down	231.76	211.11	442.87	442.87
Worked Rate	248.36	229.97	238.63	238.63
Billed Rate	235.40	229.11	232.15	232.15
Write Offs	0.00	0.00	0.00	0.00
Effective Rate	235.40	229.11	232.15	232.15
<b>Worked</b>				
Billable Hours Worked	37.60	42.25	79.85	146.50
Non-billable Hours Worked	0.00	0.00	0.00	1.50
Hours to Bill	39.67	42.41	82.08	148.89
Worked Value	8,952.50	9,887.50	18,840.00	34,427.50
Non-billable Amount	37.50	0.00	37.50	440.00
Amount to Bill	9,338.24	9,716.39	19,054.63	34,682.13
Total Hours	37.60	42.25	79.85	148.00
Total Amount	8,990.00	9,887.50	18,877.50	34,867.50



Date: 11/28/2018 <b>Tab3 Timekeeper Productivity Report</b> Page: 1				
Jensen, Martin & Anderson, P.C.				
	Sep 2018	Oct 2018	Total	YTD Total
<b>1 Michael L. Jensen</b>				
<b>Billed</b>				
Billed Hours	39.67	42.41	82.08	82.08
Billed Amount	9,338.24	9,716.39	19,054.63	19,054.63
Billed Rate	235.40	229.11	232.15	232.15
<b>2 Paula A. Martin</b>				
<b>Billed</b>				
Billed Hours	4.00	1.75	5.75	5.75
Billed Amount	1,100.00	425.32	1,525.32	1,525.32
Billed Rate	275.00	243.04	265.27	265.27
<b>3 Ron P. Anderson</b>				
<b>Billed</b>				
Billed Hours	6.08	1.46	7.54	7.54
Billed Amount	861.25	215.48	1,076.73	1,076.73
Billed Rate	141.65	147.59	142.80	142.80
<b>4 Ronald O. Burns</b>				
<b>Billed</b>				
Billed Hours	6.75	3.07	9.82	9.82
Billed Amount	1,181.25	513.35	1,694.60	1,694.60
Billed Rate	175.00	167.21	172.57	172.57
<b>5 Kendra I. Michaels</b>				
<b>Billed</b>				
Billed Hours	4.00	0.00	4.00	4.00
Billed Amount	600.00	0.00	600.00	600.00
Billed Rate	150.00	0.00	150.00	150.00
<b>GRAND TOTALS</b>				
	Sep 2018	Oct 2018	Total	YTD Total
<b>Billed</b>				
Billed Hours	60.50	48.69	109.19	109.19
Billed Amount	13,080.74	10,870.54	23,951.28	23,951.28
Billed Rate	216.21	223.26	219.35	219.35

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

Date: 11/28/2018 <b>Tab3 Timekeeper Productivity Report</b> Page: 1				
Jensen, Martin & Anderson, P.C.				
	Sep 2018	Oct 2018	Total	YTD Total
<b>1 Michael L. Jensen</b>				
<b>Billed</b>				
Hours Worked	37.60	42.25	79.85	79.85
(HW / Grand Total HW)	64.4%	87.3%	74.8%	74.8%
Billed Hours	39.67	42.41	82.08	82.08
(BH / Grand Total BH)	65.6%	87.1%	75.2%	75.2%
Write-Up Hours	3.07	0.16	3.23	3.23
(WUH / Hours Worked)	8.2%	0.4%	4.0%	4.0%
Write-Down Hours	1.00	0.00	1.00	1.00
(WDH / Hours Worked)	2.7%	0.0%	1.3%	1.3%
<b>Worked Value</b>	<b>8,952.50</b>	<b>9,887.50</b>	<b>18,840.00</b>	<b>18,840.00</b>
(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
<b>Worked</b>				
Billable Hours Worked	37.60	42.25	79.85	146.50
(BHW / Total Hours)	100.0%	100.0%	100.0%	99.0%
Non-billable Hours Worked	0.00	0.00	0.00	1.50
(NBHW / Total Hours)	0.0%	0.0%	0.0%	1.0%
Hours to Bill	39.67	42.41	82.08	148.89
(HHB / Total Hours)	105.5%	100.4%	102.8%	100.6%
<b>Worked Value</b>	<b>8,952.50</b>	<b>9,887.50</b>	<b>18,840.00</b>	<b>34,427.50</b>
(WV / Total Amount)	89.6%	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	34,882.13
(AB / Total Amount)	103.9%	98.3%	100.9%	99.5%
<b>Total Hours</b>	<b>37.60</b>	<b>42.25</b>	<b>79.85</b>	<b>148.00</b>
(TH / Grand Total Hours)	62.0%	87.3%	73.3%	59.0%
<b>Total Amount</b>	<b>8,990.00</b>	<b>9,887.50</b>	<b>18,877.50</b>	<b>34,867.50</b>
(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.*

**Menu**

[Reports | Productivity | Timekeeper Productivity Report](#)

The Timekeeper Productivity Report shows billed information, worked information or a combination of both for a range of timekeepers and timekeeper levels. You can select exactly which items you want included on the reports and optionally include percentages. Any range of months during the current reporting year can be included on the report. Totals are shown for all months selected on the report as well as year-to-date totals, which include the figures from the first month of the reporting year thru the Ending Reporting Month specified on the **Options** tab. Optional information is selected on the **Format** tab, as well as the option to print in portrait or landscape format.

For example, assume your current reporting month is October and your fiscal year runs from January through December. If you were to run the report for August through October, the Total figures would include August through October amounts and the YTD Total figures would include January through October amounts. You have the option to print one timekeeper per page and to print zero activity timekeepers. Various figures from this report can optionally be generated in a graphical format (*page 167*).

**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.

<b>Write-Down Hours</b>	Total write-down for hours billed during the month. This figure is calculated based on the total Worked Hours for transactions billed for the month minus the total Hours to Bill for the same transactions.
%	Percentage comparison to the Grand Total Write-Down Hours in the same column on the report.
<b>Worked Value</b>	A calculated amount for all transactions billed during the month based on Hours Worked multiplied by Rate.
%	Percentage comparison to the Grand Total Worked Value in the same column on the report.
<b>Write-Up Hours Value</b>	A calculated amount for all transactions billed during the month based on (Billed Hours - Hours Worked) multiplied by rate.
%	Write-Up Hours Value divided by Worked Value.
<b>Write-Down Hours Value</b>	A calculated amount for all transactions billed during the month based on (Hours Worked - Billed Hours) multiplied by rate.
%	Write-Down Hours Value divided by Worked Value.
<b>Billed Amount</b>	Total billable fees billed during that month. <i>(Note: The Billed Amount includes the Write-Up Amount and Write-Down Amount but does not include Write Offs or any previous balance that was manually entered for the client on the <b>A/R &amp; Fund Balances</b> tab of the Client file.)</i>
%	Percentage comparison to the Grand Total Billed Amt in the same column on the report.
<b>Write-Up Amount</b>	Total write-up for fees billed during the month.
%	Write-up percentage [Write-Up divided by (Billed Amt - Write-Up + Write-Down)].
<b>Write-Down Amount</b>	Total write-downs for fees billed during the month.
%	Write-down percentage [Write-Down divided by (Billed Amt - Write-Up + Write-Down)].
<b>Courtesy Discount</b>	Dollar value of any billed and updated courtesy discounts.
%	Courtesy Discount divided by Worked Value.
<b>Total Write-Up</b>	Write-Up Hours Value plus Write-Up Amount.
%	Total Write-Up divided by Worked Value.
<b>Total Write-Down</b>	Write-Down Hours Value plus Write-Down plus Courtesy Discount.
%	Total Write-Down divided by Worked Value.
<b>Worked Rate</b>	Hourly worked rate (Billed Amount divided by Hours Worked).
<b>Billed Rate</b>	Hourly billing rate (Billed Amt divided by Hours).
<b>Write Offs</b>	Write offs for that month by working timekeeper. Write off figures are accumulated 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.
<b>Effective Rate</b>	Effective hourly billing rate [(Billed Amt minus Write Offs) divided by Billed Hours].

## Worked Portion Definitions

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

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

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

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

<b>Total</b>	When the “Compare to Recommended Hours” check box is selected, the percentage for the timekeeper’s worked hours in the <b>Total</b> column is compared to the hours specified in the <b>Recommended Hours per Month</b> 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).
<b>YTD Total</b>	The percentage for the timekeeper’s worked hours in the <b>YTD Total</b> column is compared to the hours specified in the <b>Recommended Hours per Month</b> 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).
<b>Total in Grand Totals</b>	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 <b>Total</b> column is compared to the hours specified in the <b>Recommended Hours per Month</b> 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).
<b>YTD Total in Grand Totals</b>	The percentage for the Grand Total worked hours in the <b>YTD Total</b> column is compared to the hours specified in the <b>Recommended Hours per Month</b> 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: 11/28/2018 <b>Tab3 Category Productivity Report</b> Page: 1				
Jensen, Martin & Anderson, P.C.				
	Sep 2018	Oct 2018	Total	YTD Total
<b>1 Business Consulting</b>				
<b>Billed</b>				
Hours Worked	3.50	6.65	10.15	10.15
Billed Hours	3.65	6.94	10.59	10.59
Worked Value	605.00	1,405.25	2,010.25	2,010.25
Billed Amount	581.99	1,201.79	1,783.78	1,783.78
Billed Rate	159.45	173.17	168.44	168.44
<b>5 Other Consulting</b>				
<b>Billed</b>				
Hours Worked	40.85	35.25	76.10	76.10
Billed Hours	42.85	35.25	78.10	78.10
Worked Value	9,393.75	8,043.75	17,437.50	17,437.50
Billed Amount	9,893.75	7,893.75	17,787.50	17,787.50
Billed Rate	230.89	223.94	227.75	227.75
<b>15 Business Tax</b>				
<b>Billed</b>				
Hours Worked	1.00	6.50	7.50	7.50
Billed Hours	1.00	6.50	7.50	7.50
Worked Value	250.00	1,625.00	1,875.00	1,875.00
Billed Amount	250.00	1,625.00	1,875.00	1,875.00
Billed Rate	250.00	250.00	250.00	250.00
<b>20 Real Estate</b>				
<b>Billed</b>				
Hours Worked	8.25	0.00	8.25	8.25
Billed Hours	8.25	0.00	8.25	8.25
Worked Value	1,590.00	0.00	1,590.00	1,590.00
Billed Amount	1,590.00	0.00	1,590.00	1,590.00
Billed Rate	192.73	0.00	192.73	192.73
<b>GRAND TOTALS</b>				
	Sep 2018	Oct 2018	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: 11/28/2018 <b>Tab3 Category Productivity Report</b> Page: 1				
Jensen, Martin & Anderson, P.C.				
	Sep 2018	Oct 2018	Total	YTD Total
<b>1 Business Consulting</b>				
<b>Billed</b>				
Hours Worked	3.50	6.65	10.15	10.15
(HW / Grand Total HW)	100.0%	100.0%	100.0%	100.0%
Billed Hours	3.65	6.94	10.59	10.59
(BH / Grand Total BH)	100.0%	100.0%	100.0%	100.0%
Write-Up Hours	0.15	0.29	0.44	0.44
(WUH / Hours Worked)	4.3%	4.4%	4.3%	4.3%
Write-Down Hours	0.00	0.00	0.00	0.00
(WDH / Hours Worked)	0.0%	0.0%	0.0%	0.0%
Worked Value	605.00	1,405.25	2,010.25	2,010.25
(WV / Grand Total WV)	100.0%	100.0%	100.0%	100.0%
Write-Up Hours Value	26.70	61.85	88.55	88.55
(WUHV / Worked Value)	4.4%	4.4%	4.4%	4.4%
Write-Down Hours Value	0.00	0.00	0.00	0.00
(WDHV / Worked Value)	0.0%	0.0%	0.0%	0.0%
Billed Amount	581.99	1,201.79	1,783.78	1,783.78
(BA / Grand Total BA)	100.0%	100.0%	100.0%	100.0%
Write-Up Amount	0.00	0.00	0.00	0.00
(WUA / Worked Value)	0.0%	0.0%	0.0%	0.0%
Write-Down Amount	49.71	115.31	165.02	165.02
(WDA / Worked Value)	8.2%	8.2%	8.2%	8.2%
Courtesy Discount	0.00	150.00	150.00	150.00
(CD / Worked Value)	0.0%	10.7%	7.5%	7.5%
Total Write-Up	26.70	61.85	88.55	88.55
(TWU / Worked Value)	4.0%	4.0%	4.0%	4.0%
Total Write-Down	49.71	265.31	315.02	315.02
(TWD / Worked Value)	8.0%	19.0%	16.0%	16.0%
Worked Rate	166.28	180.72	175.74	175.74
Billed Rate	159.45	173.17	168.44	168.44
Write Offs	0.00	0.00	0.00	0.00
Effective Rate	159.45	173.17	168.44	168.44
<b>Worked</b>				
Billable Hours Worked	3.50	6.65	10.15	45.15
(BHW / Total Hours)	100.0%	100.0%	100.0%	97.8%
Non-billable Hours Worked	0.00	0.00	0.00	1.00
(NHW / Total Hours)	0.0%	0.0%	0.0%	2.2%
Hours to Bill	3.65	6.94	10.59	45.75
(HB / Total Hours)	104.3%	104.4%	104.3%	99.1%
Worked Value	605.00	1,405.25	2,010.25	10,004.00
(WV / Total Amount)	94.2%	95.2%	95.8%	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%

**Menu**      [Reports | Productivity | Category Productivity Report](#)

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

For example, assume your current reporting month is October and your fiscal year runs from January through December. If you were to run the report for August through October, the Total figures would include August through October amounts and the YTD Total figures would include January through October amounts. You have the option to print one category per page and to print zero activity categories, as well as to print in portrait or landscape orientation. Various figures from this report can optionally be generated in a graphical format (*page 167*).

## 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.

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

## Worked Portion Definitions

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

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

<b>%</b>	Percentage comparison to category's Total Billable and Non-billable Hours (Billable Hours Worked divided by Total Hours).
<b>Non-billable Hours Worked</b>	Total non-billable hours worked during the month including hours on hold.
<b>%</b>	Percentage comparison to category's Total Billable and Non-billable Hours (Non-billable Hours Worked divided by Total Hours).
<b>Hours to Bill</b>	Total billable hours to bill during the month including hours on hold.
<b>%</b>	Percentage comparison to category's Total Hours (Hours to Bill divided by Total Hours).
<b>Worked Value</b>	A calculated amount for all transactions during the month based on Billable Hours Worked multiplied by rate of transactions. Transactions on hold are included. Does not include write-up or write-down.
<b>%</b>	Percentage comparison to category's Total Amount (Worked Value divided by Total Amount).
<b>Non-billable Amount</b>	Total non-billable fee amount for transactions entered during the month. Transactions on hold are included.
<b>%</b>	Percentage comparison to category's Total Amount (Non-billable Amount divided by Total Amount).
<b>Amount to Bill</b>	Total billable fee amount for transactions entered during the month. Includes write-up and write-down.
<b>%</b>	Percentage comparison to category's Total Amount (Amount to Bill divided by Total Amount).
<b>Total Hours</b>	Billable Hours Worked + Non-billable Hours Worked.
<b>%</b>	Percentage comparison to Grand Total Hours.
<b>Total Amount</b>	Worked Value + Non-billable Amount.
<b>%</b>	Percentage comparison to Grand Total Amount.
<b>WIP Hours to Bill</b>	Accumulative billable work-in-process hours to bill through the ending reporting month selected (including credits and excluding non-billable hours).
<b>WIP Amount</b>	Accumulative billable work-in-process amounts through the ending reporting month selected (includes credits, write-ups and write-downs, and excluding non-billable hours).
<b>Average Age</b>	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). <i>[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.]</i>

## Timekeeper Profitability Report

Date: 11/28/2018	<b>Tab3 Timekeeper Profitability Report</b> Jensen, Martin & Anderson, P.C.				Page: 1
	<b>Aug 2018</b>	<b>Sep 2018</b>	<b>Oct 2018</b>	<b>Total</b>	
<b>1 Michael L. Jensen</b>					
Billed Fees	15000	17633	16907	43285	
Overhead	10000	10000	10000	30000	
Fee % of Overhead	150%	176%	169%	144%	
Net Profit	5000	7633	6907	13285	
<b>2 Paula Ann Martin</b>					
Billed Fees	12938	15271	12725	41037	
Overhead	10000	10000	10000	30000	
Fee % of Overhead	129%	153%	127%	137%	
Net Profit	2938	5271	2725	11037	
<b>3 Ronald P. Anderson</b>					
Billed Fees	13000	17310	10456	40766	
Overhead	10000	10000	10000	30000	
Fee % of Overhead	130%	173%	105%	136%	
Net Profit	3000	7310	456	10766	
<b>GRAND TOTALS</b>					
Billed Fees	40938	50214	40088	125088	
Overhead	30000	30000	30000	90000	
Fee % of Overhead	137%	167%	134%	139%	
Net Profit	10938	20214	10088	35088	

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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 167).

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

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



**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: 11/28/2018		Tab3 Detail Timekeeper Status Report										Page: 1
		Jensen, Martin & Anderson, P.C.										
Primary Timekeeper	Hours	WIP Amount	0-30	31-60	61-90	Accounts Receivable			Balance	Total WIP + A/R		
						91-120	121-180	181+				
<b>1 Michael L. Jensen</b>												
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		
<b>Total:</b>		<b>11,009.25</b>	<b>0.00</b>	<b>6,057.54</b>	<b>2,276.66</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8,334.20</b>	<b>19,343.45</b>		
<b>2 Paula Ann Martin</b>												
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		
<b>Total:</b>		<b>9,126.93</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>9,126.93</b>		
Unapplied Payments:						694.25	Balance Due:		-694.25			
<b>3 Ronald P. Anderson</b>												
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		
<b>Total:</b>		<b>2,842.28</b>	<b>20,907.00</b>	<b>1,972.01</b>	<b>131.00</b>	<b>75.00</b>	<b>0.00</b>	<b>0.00</b>	<b>23,085.01</b>	<b>25,927.29</b>		
<b>5 Kendra I. Michaels</b>												
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		
<b>Total:</b>		<b>2,200.00</b>	<b>0.00</b>	<b>990.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>990.00</b>	<b>3,190.00</b>		
<b>GRAND TOTALS</b>												
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		
<b>Total:</b>		<b>25,178.46</b>	<b>20,907.00</b>	<b>9,019.55</b>	<b>2,407.66</b>	<b>75.00</b>	<b>0.00</b>	<b>0.00</b>	<b>32,409.21</b>	<b>57,587.67</b>		
Unapplied Payments:						694.25	Balance Due:		31,714.96			

**Menu** [Reports | Management | 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 Tab3 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<sup>1</sup>** Total amount of Type 6 "progress fees" in work-in-process.
- Progress Billed<sup>1</sup>** 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<sup>1</sup>** Progress Billed minus Fees Due (*from the A/R & Fund Balances tab in the Client file*).

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

## Client Budget Report

Date: 11/28/2018	<b>Tab3 Client Budget Report</b> Jensen, Martin & Anderson, P.C.	Page: 1				
<b>Primary Timekeeper: 3 Ronald P. Anderson</b>						
Hours	Budget	Fees	Expenses	Advances	Total	Budget
<b>415.00 M MegaConstruction Corporation</b>						
<b>Corporate Merger - Megabuilders and BuilderCorp</b>						
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%	
<b>Total</b>	<b>1,892.90</b>	<b>0.00</b>	<b>766,895.00</b>	<b>643.25</b>	<b>767,613.25</b>	<b>900,000.00</b>
% of Budget		85%	0%	0%	85%	

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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.<sup>1</sup>
- (Timekeeper)<sup>1</sup>** 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.

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

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

### Task Code Budget Report

Date: 11/28/2018		Tab3 Task Code Budget Report						Page: 1			
		Jensen, Martin & Anderson, P.C.									
Phase/Task	ACTIVITY					Budget	EXPENSE				
	Billed	WIP	Total				Billed	WIP	Total	Budget	
<b>550.00 M Federated Casualty, Ltd.</b>								Timekeeper: 1 MLJ			
Andrew C. Gilbert v. Federated Casualty											
L100	Case Assessment, Development and Administration	575	281	856	214%	400	60	24	84	84%	100
L200	Pre-Trial Pleadings and Motions	250	0	250	25%	1000	7	0	7	6%	125
L300	Discovery	0	0	0	0%	1000	0	0	0	0%	125
L400	Trial Preparation and Trial	0	0	0	0%	2000	0	0	0	0%	250
L500	Appeal	0	0	0	0%	750	0	0	0	0%	100
<b>Total</b>		<b>825</b>	<b>281</b>	<b>1106</b>	<b>21%</b>	<b>5150</b>	<b>67</b>	<b>24</b>	<b>91</b>	<b>13%</b>	<b>700</b>

Date: 11/28/2018		<b>Tab3 Task Code Budget Report</b> Jensen, Martin & Anderson, P.C.					Page: 1				
Phase/Task	ACTIVITY				Budget	EXPENSE				Budget	
	Billed	WIP	Total			Billed	WIP	Total			
<b>200.01 M Peterson Insurance Co.</b>											
General Legal Counsel										Timekeeper: 1 MLJ	
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
<b>Subtotal for L100</b>		8504	125	8629	105%	8200	0	0	0	0%	100
<b>Total</b>		8504	125	8629	105%	8200	0	0	0	0%	100
<b>200.02 M Peterson Insurance Co.</b>											
Maintenance of Insurance Policies										Timekeeper: 3 RPA	
L100	Case Assessment, Development and Adm	3137	0	3137	63%	5000	485	0	485	24%	2000
<b>Total</b>		3137	0	3137	63%	5000	485	0	485	24%	2000

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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.<sup>1</sup>
- 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.

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

## Productivity Report by Category for Each Timekeeper

Date: 11/28/2018		<b>Tab3 Productivity Report By Category For Each Timekeeper</b>				Page: 1
		Jensen, Martin & Anderson, P.C.				
Timekeeper			Billed YTD		Rate	
	Hours		Amount			
<b>1 Michael L. Jensen</b>						
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	
<b>Total for 1 Michael L. Jensen</b>	<b>303.08</b>		<b>141,190.80</b>		<b>465.85</b>	
<b>2 Paula Ann Martin</b>						
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	
<b>Total for 2 Paula Ann Martin</b>	<b>281.30</b>		<b>123,107.67</b>		<b>437.64</b>	
<b>3 Ronald P. Anderson</b>						
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	
<b>Total for 3 Ronald P. Anderson</b>	<b>159.75</b>		<b>67,070.39</b>		<b>419.85</b>	
<b>4 Robert O. Burns</b>						
40 Business Law	130.45	100%	97,837.50	100%	750.00	
<b>Total for 4 Robert O. Burns</b>	<b>130.45</b>		<b>97,837.50</b>		<b>750.00</b>	
<b>Grand Total</b>	<b>874.58</b>		<b>429,206.36</b>		<b>490.76</b>	

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[Reports | Productivity | Productivity by Category for each Timekeeper](#)

The report shown above is a Productivity Report By Category For Each Timekeeper. This report shows year-to-date billed hours, amounts and effective billing rates by category for each timekeeper as well as a grand total figure. When selecting options for this report, you are able to specify a range of working timekeepers and categories to include. This report can optionally be generated in a graphical format (*page 167*).

### Definitions for Productivity Report by Category for Each Timekeeper

**Timekeeper** Working timekeeper's number and name.

**(category)** Category number and description.

<b>Hours</b>	Hours billed year-to-date (taken from the Hours to Bill field).
<b>%</b>	Percentage comparison to the total hours for the timekeeper.
<b>Amount</b>	Fees billed year-to-date. The Amount does not include write offs but does include credits.
<b>%</b>	Percentage comparison to the total amount for the timekeeper.
<b>Rate</b>	Effective billing rate (Amount divided by Hours).

## Productivity Report by Tcode for Each Timekeeper

Date: 11/28/2018		<b>Tab3 Productivity Report By Tcode For Each Timekeeper</b>				Page: 1
		Jensen, Martin & Anderson, P.C.				
Timekeeper		Billed YTD		Amount	Rate	
		Hours				
<b>1 Michael L. Jensen</b>						
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
<b>Total for 1 Michael L. Jensen</b>		<b>303.08</b>		<b>141,190.80</b>		<b>465.85</b>
<b>2 Paula Ann Martin</b>						
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
<b>Total for 2 Paula Ann Martin</b>		<b>281.30</b>		<b>123,107.67</b>		<b>437.64</b>
<b>3 Ronald P. Anderson</b>						
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
<b>Total for 3 Ronald P. Anderson</b>		<b>159.75</b>		<b>67,070.39</b>		<b>419.85</b>
<b>4 Robert O. Burns</b>						
1		125.45	96%	94,087.50	96%	750.00
2	Outside conference with	5.00	4%	3,750.00	4%	750.00
<b>Total for 4 Robert O. Burns</b>		<b>130.45</b>		<b>97,837.50</b>		<b>750.00</b>
<b>Grand Total</b>		<b>874.58</b>		<b>429,206.36</b>		<b>490.76</b>

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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.

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

## Conflict of Interest Report

Client Name	Description	File	Field
Date: 11/28/2018 <span style="float: right;">Page: 1</span>			
<b>Tab3 Conflict of Interest Report</b> Jensen, Martin & Anderson, P.C.			
Phonetic Search Text: "SMITH"			
200.03 Jefferson Insurance Co.	Acquisition of Mid-State Insurance	Archive	Fee Arch Ref #: 10/19/2018
Office conference with Peter <u>Smith</u> , insurance salesman for company.			
600.00 Ace Manufacturing Company	General Legal Counsel	Archive	Fee Arch Ref #: 09/12/2018
Letter to Mr. <u>Smith</u> .			
600.00 Ace Manufacturing Company	General Legal Counsel	Archive	Fee Arch Ref #: 09/21/2018
Outside conference with Mr. <u>Smith</u> concerning personnel matters at Ace Manufacturing Co.			
600.00 Ace Manufacturing Company	General Legal Counsel	Archive	Fee Arch Ref #: 09/06/2018
Outside conference with Mr. <u>Smith</u> .			
600.00 Ace Manufacturing Company	General Legal Counsel	Archive	Fee Arch Ref #: 09/07/2018
Telephone conference with Mr. <u>Smith</u> , President of Ace Manufacturing Co.			
800.00 ABC Insurance Company	Death Benefits	Client	Misc. Desc. 1
Insured: Harvey <u>Smith</u>			
800.00 ABC Insurance Company	Death Benefits	Archive	Fee Arch Ref #: 09/07/2018
Letter to Mrs. <u>Smith</u> .			
800.00 ABC Insurance Company	Death Benefits	Archive	Fee Arch Ref #: 09/19/2018
Attended meeting with Mrs. <u>Smith</u> and family.			
800.00 ABC Insurance Company	Death Benefits	Archive	Fee Arch Ref #: 09/06/2018
Attended meeting with Mrs. <u>Smith</u> and ABC Insurance Co.			
800.00 ABC Insurance Company	Death Benefits	Archive	Fee Arch Ref #: 09/28/2018
Office conference with Mrs. <u>Smith</u> .			
800.00 ABC Insurance Company	Death Benefits	Archive	Fee Arch Ref #: 09/14/2018
Review and revise letter to Mrs. <u>Smith</u> .			
800.00 ABC Insurance Company	Death Benefits	Archive	Fee Arch Ref #: 09/14/2018
Draft and prepare letter to Mrs. <u>Smith</u> regarding insurance benefits.			
900.00 Sherman/Natalie K.	Divorce	Archive	Fee Arch Ref #: 10/12/2018
Letter to <u>Smith</u> London & O'Neill requesting financial net worth of spouse.			
Total finds for SMITH: 13			

Menu [Reports | Conflict of Interest Search](#)

The report shown above is a Conflict of Interest Report. This report is generated after a Conflict of Interest Check is performed in Tab3. 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

<b>Date</b>	The date the report was generated.
<b>Search Text</b>	The text searched for. The text "Phonetic Search Text" will be printed if the <b>Use Phonetic Search</b> option was selected.
<b>Client</b>	Client ID.
<b>Name</b>	Client name.
<b>Description</b>	Work description. An asterisk before the work description indicates the work description will not be included on the client's statement. <sup>1</sup>
<b>File</b>	File where the conflict was found. The files that can optionally be searched include the client file, the client notes file, the archive file, and the transaction files (i.e., the fee, cost, payment and client funds files).



- 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.
- The text "\*\*\*\*Transaction not found\*\*\*\*" or "\*\*\*\*Contact not found\*\*\*\*" will be printed if the transaction or contact no longer exists, such as if a fee or cost was final billed and updated while the report was being run, or a contact was renamed, merged, or delete. This text can also indicate that the record contains errors such as invalid characters.<sup>1</sup>

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

## Email Statements Report

Date: 11/30/2018		<b>Tab3 Email Statements Report</b>				Page: 1
Jensen, Martin & Anderson, P.C.						
Email	Date	Contact	Email Address	PDF File Name	Stmt Date	User ID
<b>101.00 Williams/John</b>						
RE: State v. Williams						
11/30/2018		John Williams	jw2000@net.com	101.00_Stmt_7580.pdf	11/30/2018	RON
<b>121.01 Phillips/Marcus</b>						
RE: Real Estate Acquisition						
11/30/2018		Marcus Phillips	markp@emach.net	121.01_Stmt_7578.pdf	11/30/2018	RON
<b>200.01 Peterson Insurance Co.</b>						
RE: General Legal Counsel						
11/30/2018		Paul Franklin	pfranklin@petersoninsurance.com	200_Stmt_7577.pdf	11/30/2018	RON
<b>415.00 MegaConstruction Corporation</b>						
RE: Corporate Merger - Megabuilders and BuilderCorp						
11/30/2018		James R. Tatiki, Sr.	jt@megaconcorp.com	415.00_Stmt_7576.pdf	11/30/2018	RON
<b>850.00 White/Kelly</b>						
RE: Divorce						
11/30/2018		Kelly White	kelly_white_la@hushmail.com	850_Stmt_7579.pdf	11/30/2018	RON
11/30/2018		Kelly White	kelly@homeoffice.net	850.00_Stmt_7579_Dup.pdf	11/30/2018	RON

**Menu**                      [Statements](#) | [Email](#) | [Email Statements Report](#)

The Email Statements Report shows all email statements that are successfully sent to clients who are set up to receive email statements. This report does not show emails that were deleted from the Email 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, email dates, or user IDs. For each email that meets the selected criteria, the client, email date, recipient information, file name, statement date, and User ID of the sender are included in the report.

### Definitions for Email Statements Report

- Date** The date the report was generated.
- (client)** Client ID, client name, and work description.
- Email Date** Date the email was sent to the Outlook Outbox or to the recipient via SMTP, based on the firm's Email Statements Method setting.
- Contact** Full name of the email recipient. This is usually the Bill To Name, unless the To field is edited in the Email Preview window.
- Email Address** Email address to which the email was sent. This address is also displayed in the client's Bill To record, unless the To field is edited in the Email 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 email is sent.<sup>1</sup> (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 email. This field will appear as strike-through text if the updated statement is undone after the email is sent.<sup>1</sup>
- User ID** User ID of the user who sent the email.

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

## Top Client Report

Date: 11/28/2018		<b>Tab3 Top Client Report</b>				Page: 1
		<b>Ranked by Billed Fees</b>				
		Jensen, Martin & Anderson, P.C.				
From 10/01/2018 Thru 12/31/2018						
Rank		Billed Fees	Fees Paid	Total Billed	Total Paid	Write Offs
1	<b>415M MegaConstruction Corporation</b>	40,547.50	109,065.00	40,636.53	145,011.69	0.00
2	<b>121M Phillips/Marcus</b>	5,000.00	1,270.40	5,252.25	5,269.93	0.00
3	<b>200M Peterson Insurance Co.</b>	3,101.25	366.00	3,500.94	1,726.00	0.00
4	<b>101M Williams/John</b>	3,057.50	1,491.65	3,147.60	1,617.65	0.00
5	<b>850M White/Kelly</b>	840.00	840.00	990.00	1,115.00	0.00
Grand Totals						
	<b>Top Clients Total</b>	<b>52,546.25</b>	<b>113,033.05</b>	<b>53,527.32</b>	<b>154,740.27</b>	<b>0.00</b>

Date: 11/28/2018		<b>Tab3 Top Matter Report</b>					Page: 1	
		<b>Ranked by Fees Paid</b>						
		Jensen, Martin & Anderson, P.C.						
From 10/01/2018 Thru 12/31/2018								
Rank		WIP Fees	Billed Fees	All Fees	Fees Paid	% Grand Total	Current Amount Due	Prim Tmkr
1	<b>121.01M Phillips/Marcus</b> RE: Real Estate Acquisition	2,337.50	4,254.10	6,591.60	5,102.90	66.1%	673.85	1 MLJ
2	<b>200.02M Peterson Insurance Co.</b> RE: Maintenance of Insurance Policies	1,451.00	1,584.50	3,035.50	1,451.00	18.8%	704.75	3 RPA
3	<b>101.00M Williams/John</b> RE: State v. Williams	4,482.50	0.00	4,482.50	887.50	11.5%	-694.25	2 PAM
4	<b>200.01M Peterson Insurance Co.</b> RE: General Legal Counsel	5,600.00	1,516.75	7,116.75	275.00	3.6%	2,660.35	1 MLJ
5	<b>100.00M Larson/Michael</b> RE: Larson v. Bel-Cor	2,934.75	0.00	2,934.75	0.00	0.0%	0.00	1 MLJ
Grand Totals								
	<b>Top Matters Total</b>	<b>16,805.75</b>	<b>7,355.35</b>	<b>24,161.10</b>	<b>7,716.40</b>	<b>100.0%</b>	<b>3,344.70</b>	
	<b>Other Matters Total</b>	<b>4,505.47</b>	<b>0.00</b>	<b>4,505.47</b>	<b>0.00</b>	<b>0.0%</b>	<b>0.00</b>	
	<b>All Matters Total</b>	<b>21,311.22</b>	<b>7,355.35</b>	<b>28,666.57</b>	<b>7,716.40</b>	<b>100.0%</b>	<b>3,344.70</b>	

Date: 11/28/2018	<b>Tabs3 Top Matter Report Ranked by Total WIP</b> Jensen, Martin & Anderson, P.C.	Page: 1
<b>Primary Timekeeper: 1 Michael L. Jensen</b> From 10/01/2018 Thru 12/31/2018		
Rank		Total WIP
1	<b>200.01M Peterson Insurance Co.</b> RE: General Legal Counsel	5,612.00
2	<b>100.00M Larson/Michael</b> RE: Larson v. Bel-Cor	2,934.75
3	<b>121.01M Phillips/Marcus</b> RE: Real Estate Acquisition	2,337.50
<b>Total for Primary Timekeeper 1</b>		<b>11,109.25</b>

Menu [Reports](#) | [Client](#) | [Top Client Report](#)

The reports shown on page 162 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

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

<b>WIP Fees</b>	Optional column. The total amount of fees in work-in-process during the period. Credit transactions and transactions on hold are included. Progress fee transactions (Type 6) and non-billable transactions are included.
<b>WIP Expenses</b>	Optional column. The total amount of expenses in work-in-process during the period. Credit transactions and transactions on hold are included. Non-billable transactions are included.
<b>WIP Advances</b>	Optional column. The total amount of advances in work-in-process during the period. Credit transactions and transactions on hold are included. Non-billable transactions are included.
<b>Total WIP</b>	Optional column. Total amount of transactions in work-in-process during the period. Credit transactions and transactions on hold are included.
<b>Billed Hours</b>	Optional column. The fee hours billed during the period.
<b>Billed Hours Worked</b>	Optional column. The fee hours worked that were billed during the period.
<b>Billed Fees</b>	Optional column. The total fee amount billed during the period.
<b>Billed Expenses</b>	Optional column. The total expense amount billed during the period.
<b>Billed Advances</b>	Optional column. The total advance amount billed during the period.
<b>Finance Charges</b>	Optional column. The total finance charge amount billed during the period.
<b>Total Billed</b>	Optional column. The total amount billed, including fees, expenses, advances, taxes and finance charges during the period.
<b>All Hours to Bill</b>	Optional column. The total number of hours to bill for work-in-process and billed fee transactions during the period.
<b>All Hours Worked</b>	Optional column. The total number of hours worked for work-in-process and billed fee transactions during the period.
<b>All Fees</b>	Optional column. The total amount for work-in-process and billed fees during the period.
<b>All Expenses</b>	Optional column. The total amount for work-in-process and billed expenses during the period.
<b>All Advances</b>	Optional column. The total amount for work-in-process and billed advances during the period.
<b>Total WIP + Billed</b>	Optional column. The sum of <b>Total WIP</b> and <b>Total Billed</b> .
<b>Write Offs</b>	Optional column. Write off amounts during the period. There can be a write off amount for each working timekeeper, expense type, advance type, fee tax, expense tax, advance tax and finance charge.
<b>Fees Paid</b>	Optional column. Total amount of payments during the period that have been applied to fees. This figure is based on the payment date and includes both work-in-process and processed payments.
<b>Expenses Paid</b>	Optional column. Total amount of payments during the period that have been applied to expenses. This figure is based on the payment date and includes both work-in-process and processed payments.
<b>Advances Paid</b>	Optional column. Total amount of payments during the period that have been applied to advances. This figure is based on the payment date and includes both work-in-process and processed payments.
<b>Finance Charges Paid</b>	Optional column. Total amount of payments during the period that have been applied to finance charges. This figure is based on the payment date and includes both work-in-process and processed payments.
<b>Unallocated Payments</b>	Optional column. Total amount of payments during the period that remain unapplied. This figure is based on the payment date and includes both work-in-process and processed payments.
<b>Total Paid</b>	Optional column. Total amount of payments during the period. This figure is based on the payment date and includes both work-in-process and processed payments.

<b>Current Amount Due</b>	Optional column. The <b>Current Amount Due</b> figure shows what is currently due at the time the report is run. It is important to note that the period specified does 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).
<b>% Total</b>	Printed when the <b>Include % of Total</b> check box is selected. Percent calculated based on whether the <b>Include Totals for Other Clients/Matters</b> check box is selected. If selected, the percent will equal (Client or Matter Value) divided by (Total Ranked Clients + Total Other Clients or Matters). If cleared, the percent will equal (Client or Matter Value) divided by (Total Ranked Clients or Matters). If a Report Order other than None is selected, the percentages will be calculated separately for each report order.
<b>% Grand Total</b>	Printed when the <b>Include % of Total and Grand Totals</b> check boxes are selected. Percent calculated based on whether <b>Include Totals for Other Clients/Matters</b> is selected. If selected, the percent will equal (Client or Matter Value) divided by (Total Ranked Clients or Matters + Total Other Clients or Matters for 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.
<b>Total for Other Clients/Matters</b>	Printed when the <b>Include Totals for Other Clients/Matters</b> check box is selected. Includes totals for clients/matters that met the client range and date period criteria, but did not qualify to be included on the Top Client Report.

## Client Inactivity Report

Date: 11/28/2018		<b>Tab3 Client Inactivity Report</b> Jensen, Martin & Anderson, P.C.		Page: 1		
No Activity From: 10/01/2018 Thru 10/31/2018						
Client	Name	Last Date	Activity	User ID	Pri	
100.00	Larson/Michael Larson v. Bel-Cor	09/14/2018	Fee	MLJ	1	MLJ
101.00	Williams/John State v. Williams	09/30/2018	Statement	RON	2	PAM
102.00	Gilbert/Andrew C. Auto Accident	09/12/2018	Advance	PAULA	2	PAM
120.01	Klein/Daniel P. Klein vs. Simmons Construction	09/09/2018	Fee	RON	3	RPA
121.01	Phillips/Marcus Real Estate Acquisition	09/30/2018	Statement	RON	1	MLJ
200.01	Peterson Insurance Co. General Legal Counsel	09/30/2018	Statement	RON	1	MLJ
200.02	Peterson Insurance Co. Maintenance of Insurance Policies	09/30/2018	Statement	RON	3	RPA
300.00	McBride/John Copyright Infringement	08/16/2018	Fee	MLJ	1	MLJ
415.00	MegaConstruction Corporation Corporate Merger - Megabuilders and BuilderCorp	09/30/2018	Statement	RON	3	RPA
850.00	White/Kelly Divorce	08/31/2018	Statement	RON	5	KIM
850.01	White/Kelly Last Will & Testament	09/30/2018	Statement	RON	5	KIM
Number of Clients printed: 11 Number of Clients analyzed: 1058						

**Menu**      [Reports | Client | 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.

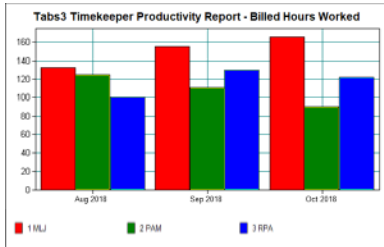
### Definitions for Client Inactivity Report

<b>Date</b>	The date the report was generated.
<b>Client</b>	Client ID.
<b>Name</b>	Client name. Listed under the name is the work description of the client.
<b>Last Date</b>	The date of last activity for the client, based on the date in the associated record.
<b>Fees</b>	The Transaction Date is used.
<b>Costs</b>	The Transaction Date is used.
<b>Statements</b>	The Statement Date is used.
<b>Payments</b>	The Transaction Date is used.
<b>Payment Adjustments</b>	The Adjustment Date is used.
<b>Write Offs</b>	The Write Off Date is used.
<b>Client Funds</b>	The Transaction Date is used.

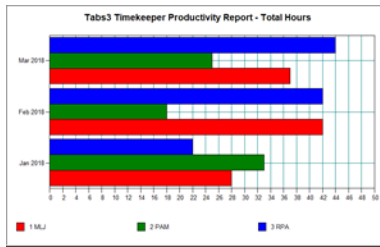
**Activity** The type of record that contains the last activity for the client. Costs are listed as either Advances or Expenses.

**User ID** User ID of the user who entered the last activity for the client.

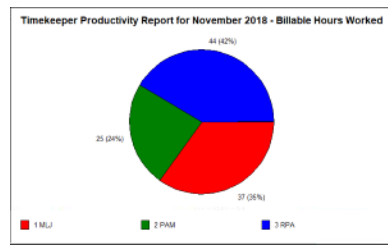
### Graphical Report Examples



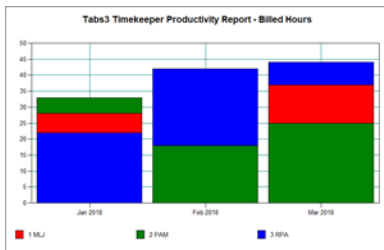
Vertical Bar Graph



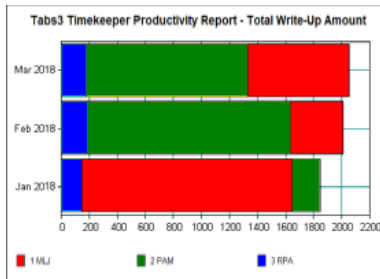
Horizontal Bar Graph



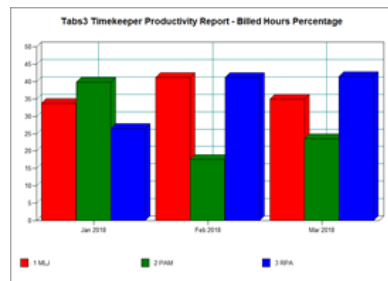
Standard Pie Chart



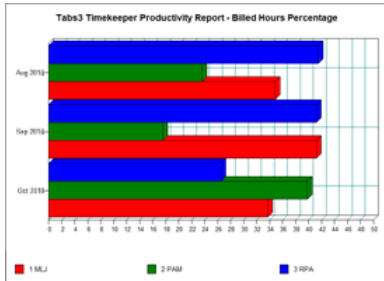
Stacked Vertical Bar Graph



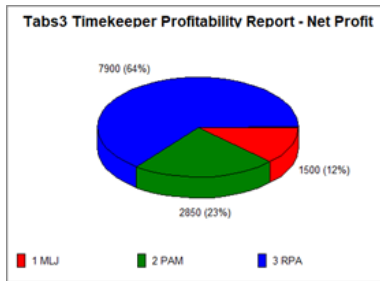
Stacked Horizontal Bar Graph



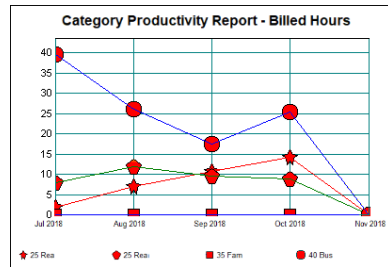
3D Vertical Bar Graph



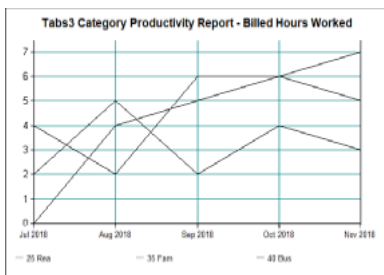
3D Horizontal Bar Graph



3D Pie Chart



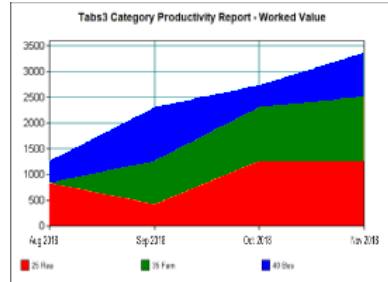
Line Plot



Line Plot (No Points)



3D "Manhattan" Bar Graph



Strata Graph

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.