

Trust Accounting Report Pack



Tabs3 Billing



PracticeMaster



General Ledger



Accounts Payable




Trust Accounting

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Version 19 (Monday, April 29, 2019)

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Purposes & Benefits of TAS Reports

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

Purposes & Benefits of TAS Reports			
Report	Purpose	Benefit	When to Run
<u>1099 Form</u>	Fulfills IRS reporting requirements.	Eliminates manual preparation of 1099-MISC forms. Streamlines mandatory annual reporting.	Annually and as needed.
<u>1099 Report</u>	Verify 1099 information before printing forms or preparing the APS merge 1099 file. Provides a list of trust accounts who have paid payees more than a specified amount in a calendar year. Optionally include detailed information for each disbursement.	Easily determine if Federal ID numbers are entered and verify which 1099 box is set up for the payee.	Annually and as needed.
<u>Bank Account List</u>	Provides a list of bank accounts including their current balance and last check number used. Also includes GLS account numbers and Tabs3 transaction codes for integration purposes.	Provides quick access to bank account balance.	As needed.
<u>Check Register by Check Number</u>	Provides a listing of checks, deposits, and EFTs for a specified date range. Include or exclude voided checks.	Provides a complete list of checks in check number order with an optional running balance. Easy to spot missing check numbers.	Annually and as needed.
<u>Check Register by Payee</u>	Provides a listing of all checks and EFTs for specified Payees. Include or exclude voided checks.	Easily determine if checks or EFTs have been written to a payee and what Trust account it was from.	As needed.
<u>Check Register by Trust Account</u>	Includes activity by individual trust account for a range of trust accounts. Transactions are printed in date order. Voided checks are included.	Easily review activity for trust accounts. Includes reference numbers for editing purposes.	As needed.
<u>Client Trust Ledger</u>	Includes activity by trust account for a range of trust accounts. Transactions are printed in date order. Voided checks are not included. Optionally exclude zero balance trusts or no activity trusts.	Includes a running balance after each transaction. This report can be given to the client as a record of all activity on the account.	As needed.
<u>Payee List</u>	Provides a list of payees and addresses in alphabetical order.	Easily review address information, Federal ID numbers and which 1099 box is set up for the payee.	As needed.

Purposes & Benefits of TAS Reports			
Report	Purpose	Benefit	When to Run
<u>Reconciliation Report</u>	Shows reconciled trust transactions, unreconciled trust transactions, or both in a summary or detail format. Option to include checks, deposits, EFTs, or all trust transactions.	Provides a paper listing of all trust transactions reconciled during the current reconciliation. A useful tool for determining where discrepancies reside when not in balance.	As needed.
<u>Reconciliation Discrepancy Report</u>	Shows the current bank account balance, detail information on unreconciled transactions, the ending balance of the previous reconciliation, the difference between the calculated beginning balance and the beginning balance from your bank statement, and the previously reconciled total.	Allows you to quickly and easily locate issues that prevent the Reconciliation from balancing.	As needed.
<u>Three-Way Reconciliation Report</u>	Provides a comparison of the total of all Client Trust Ledgers through the selected statement date, the ending balance and outstanding amounts from the selected statement, and the Check Register balance up to the statement date. A warning will be displayed if these totals do not match.	Easily determine if trust bank accounts are in balance. Helps satisfy trust account audit requests.	Monthly and as needed.
<u>Transaction Entry List</u>	The Transaction Entry List is used to provide trust transactions that can be accessed using the transaction entry program. Separate entry lists can be printed according to your View Options.	Provides the ability to instantly print the items in your Transaction Entry List without leaving the transaction entry window.	As needed.
<u>Transaction Verification List</u>	Provides a paper audit trail of all trust transactions entered from all sources in bank account or entry order. Changes and deletions are also included. Separate lists are maintained for each User ID.	Allows users to check their work after each data entry session.	Usually after each data entry session. TAS can be configured to not allow deletion of the verification lists unless they have been printed.
<u>Trust Account List</u>	Provides a list of trust accounts with their respective balances and grand totals in detail or summary format. Flexible subtotaling options allow subtotaling by bank account or attorney or both. Use current balances or specify balances as of a selected date.	A "totals only" report can be printed. Zero balance trusts can be excluded and a list of trust accounts whose balances fall below the desired minimum balance can be printed. Optionally include dates of last deposit, check, and EFT.	As needed.

Purposes & Benefits of TAS Reports			
Report	Purpose	Benefit	When to Run
<u>Voided Check List</u>	Provides a list of checks that have been voided.	Provides an audit trail of voided checks that includes the date the check was voided.	As needed.

Optional Report Footer

Footer

Print Footer

Print User Initials

Print Horizontal Ruling Line

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

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

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

MLJ	Monday 11/26/2018 9:51 am
-----	---------------------------

Criteria Page

Date: 11/28/2018	TAS Client Trust Ledger Jensen, Martin & Anderson, P.C.	Page: 1
System Date: 11/28/2018	Time: 09:03 AM	User ID: CATHY
Trust Account Selection Criteria:		
Trust Account Number:	101.00	Thru: 101.00
Name Search Key:		Thru: Z
Bank Number:	1	Thru: 1
Responsible Attorney:	1	Thru: 99
Open Date:	mm/dd/yyyy	Thru: mm/dd/yyyy
Transaction Selection Criteria:		
Date:	10/01/2018	Thru: 10/31/2018
Client Trust Ledger Options:		
Include Zero Balance Trusts:	Yes	
Include Only Active Trusts:	No	
Include Voided Checks:	No	
Print Subtotals Only:	No	
Start Account on New Page:	Yes	
Sort Options:		
Trust Account Order:	Numeric	
Print Trust Subtotals:	Yes	
Sort by Responsible Attorney:	Yes	

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

Attorney List

Date: 11/28/2018

TAS Attorney List
Jensen, Martin & Anderson, P.C.

Page: 1

Attorney

1	MLJ	Michael L. Jensen
2	PAM	Paula Ann Martin
3	RPA	Ronald P. Anderson
4	ROB	Robert O. Burns
5	KIM	Kendra I. Michaels
6	DHB	Daniel H. Brady
7	CB	Cheryl Bradley
8	JAN	Jennifer A. Noonan
9	JIM	Jason I. Masterson
10	JPP	Jimmy P. Praum
39	OLD	*Old / Archived Timekeepers

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The Attorney List shows the information in the attorney file. Each line of the report consists of the attorney number, initials and name. An * next to the Attorney's name indicates the Attorney is marked inactive. A Responsible Attorney is assigned to each trust account thereby allowing reports to be printed by attorney. The list can be sorted alphabetically by attorney initials or numerically by attorney number. The attorneys in the Tabs3 Trust Account file match the timekeepers in Tabs3 Billing.

Bank Account List

Date: 11/26/2018		TAS Bank Account List			Page: 1	
		Jensen, Martin & Anderson, P.C.				
<u>Bank Account</u>	<u>Description</u>	<u>Current Balance</u>	<u>Last Check #</u>	<u>Allow Neg</u>	<u>Protect PDF</u>	
1	First Bank IOLTA Account	5,550.00	45340	N	N	
Bank Name: First Bank IOLTA Account Account #: 6027-2913-8451						
Tabs3 Statement/WIP Terminology Balance: Your retainer balance is Opening Balance: Opening retainer balance Closing Balance: Closing retainer balance Bill Remit Amount: As per our agreement please remit: Target Remit Amount: To meet your minimum retainer balance, please remit:						
Tabs3 Tcodes: <u>Reg Pymt</u> <u>Fee Pymt</u> <u>Exp Pymt</u> <u>Adv Pymt</u> Allow Auto Payments: Y Create Payments as: EFTs						
2	First Bank Interest Bearing	<i>Inactive</i>	9,133.92	4546	N	N
Bank Name: First Bank Interest Bearing Account #: 572643200						
Tabs3 Statement/WIP Terminology Balance: Your retainer balance is Opening Balance: Opening Retainer Balance Closing Balance: Closing Retainer Balance Bill Remit Amount: To maintain a retainer balance, please remit Target Remit Amount: To update your retainer balance, please remit						
Tabs3 Tcodes: <u>Reg Pymt</u> <u>Fee Pymt</u> <u>Exp Pymt</u> <u>Adv Pymt</u> Allow Auto Payments: Y Create Payments as: Checks						

Example of information shown when integrating with Tabs3 (and GLS)

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The Bank Account Lists shown below display the information in the bank account file. The information on the Bank Account List will differ depending on whether you are integrating with Tabs3 (and GLS) or GLS only.

Definitions for Bank Account List

- Bank Acct** Bank account number defined in TAS. Up to 99 different bank accounts can be defined. Each bank account can have unlimited trust accounts.
- Inactive** If the bank account is marked as inactive, "Inactive" will be displayed in red.
- Current Balance** Current balance of all trust accounts in the bank account. The current balance does not include unpaid check transactions.
- Last Check #** The last check number used. This field is used to determine the default check number when printing checks or adding a check that has already been printed. The default check number is determined by adding "1" to the number in this field.
- Allow Neg** This field determines whether a negative balance is allowed for the individual trust accounts in the bank account.

Protect PDF This field determines whether password protection is enabled for reconciliation reports for the bank account.

Note: The following information prints only if you are integrating with Tabs3 General Ledger Software (GLS) without Tabs3. If you integrate with Tabs3 and GLS, the GLS journal and account numbers are determined based on the GLS integration settings specified for Tabs3 payments in Tabs3 Billing.

Debit GLS Account The Debit GLS Account represents the GLS account that is debited for the transaction (typically a GLS cash account).

Jrnl GLS journal number. All GLS journal entries are posted to this GLS journal.

GLS Pymt Accounts These account numbers represent the GLS accounts that can be credited for the check or EFT to the payee of "FIRM".

Note: The following information prints only if you are integrating with Tabs3 Billing Software *and* Tabs3 General Ledger Software (GLS).

Tab3 Pymt Tcodes These Tabs3 transaction code numbers represent the Tabs3 payment transactions that can be posted for the check or EFT to the payee of "FIRM".

Allow Auto Payments This field determines whether the bank account is configured to allow Tabs3 to create automatic trust payments when generating final statements in Tabs3.

Create Payments as This field determines whether the automatic trust payments created for the account will be created as check transactions or EFT transactions. This field will not print unless the **Allow Auto Payments** option is set to Y.

Bank Account	Description	Current Balance	Last Check #	Allow Neg	Protect PDF		
1	First Bank IOLTA Account	5,550.00	45340	N	N		
Bank Name: First Bank IOLTA Account Account #: 6027-2913-8451 Tabs3 Statement/WIP Terminology Balance: Your retainer balance is Opening Balance: Opening retainer balance Closing Balance: Closing retainer balance Bill Remit Amount: As per our agreement please remit: Target Remit Amount: To meet your minimum retainer balance, please remit:							
GLS Accounts:		Debit 1120.00	Reg Pymt 4900.00	Fee Pymt 4900.00	Exp Pymt 4400.00	Adv Pymt 1210.00	Jrnl 1
2	First Bank Interest Bearing	9,133.92	4546	N	N		
Bank Name: First Bank Interest Bearing Account #: 572643200 Tabs3 Statement/WIP Terminology Balance: Your retainer balance is Opening Balance: Opening Retainer Balance Closing Balance: Closing Retainer Balance Bill Remit Amount: To maintain a retainer balance, please remit Target Remit Amount: To update your retainer balance, please remit							
GLS Accounts:		Debit 1120.00	Reg Pymt 4900.00	Fee Pymt 4900.00	Exp Pymt 4400.00	Adv Pymt 1210.00	Jrnl 1

Example of information shown when integrating with GLS (but without Tabs3)

Payee List

Date: 11/28/2018

TAS Payee List
Jensen, Martin & Anderson, P.C.

Page: 1

<u>Payee Name & Address</u>	<u>Federal ID #</u>	<u>1099 Box</u>
IOLTA Interest		N
Lancaster County Clerk 555 South 10th Street Lincoln, NE 68508		N
Lancaster County Sheriff 555 South 10th Street Lincoln, NE 68508		N
Lancaster County Treasurer 555 South 10th Street Lincoln, NE 68508		N
Medicare & Medicaid Services 7500 Security Boulevard Baltimore MD 21244-1850		N
FIRM 1621 Cushman Drive Lincoln, NE 68512	12-3456789	7
Phillips/Marcus 27550 Cottonwood Drive San Bernardino, CA 92408	231-90-8253	N
Williams/John Rural Route #3 Box 57 Greenwood, NE 68533	368-12-0987	N
Bryan/LGH East Medical Center 1600 South 48th Street Lincoln, NE 68506	47-5205856	6
D & B Real Estate Management Co. 7589 Van Gogh Street P.O. Box 64352 Lincoln, NE 68501	47-8383182	1
St. John's Hospital Medical Records Department 1823 South Street Lincoln, NE 68502	47-9382777	6

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The list shown above represents the information in the payee file. The payee file saves you time by not having to enter the same payee name and address repeatedly. A special payee called "FIRM" allows General Ledger Software journal entries and Tabs3 payments to be created and posted automatically when integrating with GLS and Tabs3. When using "FIRM" as a payee, the firm's name is retrieved from the Firm Information file in System Configuration and is printed on checks and reports. You have the ability to select a beginning and ending payee when printing this list. You can optionally print the list in Federal ID # order.

Definitions for Payee List

- Federal ID #** This number represents the Federal ID Number or Social Security Number of the payee if an IRS Form 1099-MISC is desired for the payee.
- 1099 Box** Indicates whether the payee will have a 1099-MISC form printed and the box in which the information will print.
- "N"** *No form will be printed.*
 - "1"** *The information will print in Box 1 (rents) on the 1099 form.*
 - "3"** *The information will print in Box 3 (prizes, awards, etc.) on the 1099 Form.*
 - "6"** *The information will print in Box 6 (medical and health care payments) on the 1099 Form.*
 - "7"** *The information will print in Box 7 (nonemployee compensation) on the 1099 Form.*
 - "14"** *The information will print in Box 14 (gross proceeds paid to attorneys) on the 1099 Form.*

Trust Account List

Date: 11/28/2018		TAS Trust Account List				Page: 1	
Bank Account: 1 First Bank IOLTA Account							
Trust	Name/Description	Attorney	Contact/Phone	Minimum Balance	Current Balance		
1.00-1	Administrative Account Re: For tracking all Firm and interest adjustments Last Deposit: 10/17/2018 Last Check: 11/15/2018	001 MLJ		0.00	75.00		
101.00-1	Williams/John Re: State v. Williams Last Deposit: 11/17/2018 Last Check: 11/15/2018	002 PAM	Williams/John 770-598-2354x45691 45338	2,000.00	1,461.35	Last EFT: 10/31/2018	
600.00-1	Olson/Gary J. Re: Last Will & Testament Last Deposit: 10/31/2018 Last Check: (none)	001 MLJ	Olson/Gary J. 402-423-7788	2,000.00	4,666.67	Last EFT: (none)	
850.00-1	White/Kelly Re: Divorce Last Deposit: 11/17/2018 Last Check: 11/25/2018	005 KIM	White/Kelly 213-474-4336 45340	1,000.00	885.00	Last EFT: 10/31/2018	
850.01-1	White/Kelly Re: Last Will & Testament Last Deposit: 11/17/2018 Last Check: (none)	005 KIM	White/Kelly 213-474-4336	1,500.00	1,000.00	Last EFT: (none)	
				First Bank IOLTA Account Total:	8,088.02		
				Unpaid/Pending Transactions:	2,558.63		
				Adjusted Bank Balance:	10,646.65		
				Current Bank Balance:	10,567.65		
				Discrepancy:	79.00		

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[Reports | Trust Account List](#)

The Trust Account List can be printed in detail or summary format. You can elect to print totals only. Examples of trust account lists are shown above and on the following page. The program tabs for this report include the standard **Trust Account** tab as well as the **Options** tab and a unique **Sort** tab. The **Options** tab allows you to select whether the report should be printed in detail or summary format; whether to print a current balance or the balance on a specified date; whether only trust accounts with balances below the desired minimum balance should be selected; whether zero balance trust accounts should be included; and whether to print the last transaction dates. The **Sort** tab allows you to select a primary and secondary order of bank account, attorney, or none; print a "totals only" report; subtotal by trust account; and print trust accounts in alphabetical or numerical order.

Unpaid Check Transactions Note: The trust account balances shown on the Trust Account List include unpaid check transactions. Therefore, if an unpaid check transaction exists that results in a zero balance for a trust account, the trust account will not be included on the list unless the **Include Zero Balance Trusts** check box is selected.

Note: The **Unpaid/Pending Transactions**, **Adjusted Balance**, **Current Balance**, and **Discrepancy** fields will only be included on the Trust Account List when the report is run for all trust accounts belonging to a specific bank account. Additionally, the report must be run with a **Primary Order** of Bank Account in order for these fields to print.

The first Trust Account List shown on the following page is a detail list printed in alphabetical order with a primary sort order of bank account and no secondary sort order. The remaining Trust Account Lists on the following two pages are "totals only" reports with various sort orders selected. The Trust Account List shown above is a summary list printed in numerical order using a primary sort of bank account and no secondary sort order. The "Totals Only" check box is cleared. Zero balance trust accounts are included. Last transaction dates are included.

Definitions for Trust Account List

Trust #	Trust ID. The bank account number is shown following the Trust ID and a dash character.
Attorney	The responsible attorney number and initials.
Desired Minimum Bal	The value defined in the Desired Minimum Balance field of the trust account file. You can select to include only trust accounts whose current balance is less than the desired minimum balance.
Current Balance or mm/dd/yyyy Balance	This field will be included on the detail report if you are integrating with Tabs3 and an amount greater than zero has been entered. This field will not be shown or used if the Tabs3 Amount to Bill field has an amount greater than zero. <i>(Not shown on the sample report.)</i>
Tabs3 Target Balance	This field will be included on the detail report if you are integrating with Tabs3 and an amount greater than zero has been entered.
Tabs3 Amt to Bill	This field will be included on the detail report if you are integrating with Tabs3 and an amount greater than zero has been entered.
Use Trust to Pay, Auto Trans Amt	These fields will be included on the detail report if you are integrating with Tabs3 and the trust account is configured to create automatic trust payments.
Name Search	The Name Search field is used for alphabetical sorting.
Last Deposit, Last Check, Last Check #, Last EFT	The date of the last deposit, last check date and check number, and last EFT date. This information is shown only if the Print Last Transaction Dates check box is selected. Although a trust balance can be printed as of a specified date, all trust transactions are used when determining the last transaction dates.
Unpaid/Pending Transactions	Unpaid checks (checks with a check number of 0) + Pending automatic trust transactions. Pending transactions are trust transactions that have not yet been committed by running a Tabs3 Billing final statement or assigning a check number to an unpaid automatic check. If the report is printed with Print Current Balance selected, this will include all unpaid and Pending transactions, including future-dated transactions. If the Report is printed with Print Balance as of mm/dd/yyyy selected, all unpaid and Pending items up to and including the cut-off date specified will be included.
Adjusted Bank Balance	Adjusted Bank Balance = Bank Account Total + Unpaid/Pending Transactions.
Current Bank Balance	The Current Bank Balance is taken from the Bank Account file. If the report is printed with Print Current Balance selected, this line will only print if the balance differs from the Adjusted Bank Balance. If the Report is printed with Print Balance as of mm/dd/yyyy selected, this line will print the balance from the Bank Account file minus all deposits dated beyond the cutoff date and plus all paid Checks/EFTs dated beyond the cutoff date.
Discrepancy	Discrepancy = Adjusted Bank Balance - Current Bank Balance. This line will only print if the Current Bank Balance differs from the Adjusted Bank Balance.

Note: When running the Trust Account List to locate a discrepancy, you must leave the Ending Timekeeper field blank. Additionally, discrepancy information will not print if you do not have rights to view secure clients.

Date: 11/28/2018

TAS Trust Account List
Jensen, Martin & Anderson, P.C.

Page: 1

1.00-1	Administrative Account Re: For tracking all Firm and interest adjustments	001 MLJ				
	Contact:				Date Opened: 11/24/2017	
	Desired Minimum Bal: 0.00				Fed ID: 12-3456789	
	Name Search: Admin				Business:	
					Current Balance:	75.00
101.00-1	Williams/John Re: State v. Williams 21225 Amberwood Chicago IL 60662	002 PAM				
	Contact: Williams/John				Date Opened: 08/30/2018	
	Business: 770-598-2354x45691				Fed ID: 12-3456789	
	Desired Minimum Bal: 2,000.00				Current Balance:	1,461.35
	Use Trust to pay: All					
	Auto Trans Amt: Both current work and A/R					
	Tab3 Target Bal: 3,000.00					
	Name Search: Williams/John					
600.00-1	Olson/Gary J. Re: Last Will & Testament 4500 W. Covington Ave. Lincoln NE 68503	001 MLJ				
	Contact: Olson/Gary J.				Date Opened: 11/28/2018	
	Desired Minimum Bal: 2,000.00				Fed ID: 12-3456789	
	Name Search: Olson/Gary J.				Business: 402-474-9916	
					Current Balance:	4,666.67
850.00-1	White/Kelly Re: Divorce 201, 122nd Avenue East Los Angeles CA 98507	005 KIM				
	Contact: White/Kelly				Date Opened: 10/31/2018	
	Desired Minimum Bal: 1,000.00				Fed ID: 12-3456789	
	Use Trust to pay: All				Business: 213-474-4336	
	Auto Trans Amt: Both current work and A/R				Current Balance:	885.00
	Tab3 Amt to Bill: 2,500.00					
	Name Search: White/Kelly					
850.01-1	White/Kelly Re: Last Will & Testament 201, 122nd Avenue East Los Angeles CA 98507	005 KIM				
	Contact: White/Kelly				Date Opened: 11/28/2018	
	Desired Minimum Bal: 1,500.00				Fed ID: 12-3456789	
	Name Search: White/Kelly				Business: 213-474-4336	
					Current Balance:	1,000.00
					First Bank IOLTA Account Total:	8,088.02
					Unpaid/Pending Transactions:	2,528.65
					Adjusted Bank Balance:	10,616.67
					Current Bank Balance:	10,537.67
					Discrepancy:	79.00

Detail Account List, Primary Order = Bank Account

Date: 11/28/2018	TAS Trust Account List	Page: 1
	Trust 1.00 Subtotal:	86.05
	Trust 101.00 Subtotal:	3,000.00
	Trust 121.01 Subtotal:	9,133.92
	Trust 300.00 Subtotal:	20,474.25
	Trust 850.00 Subtotal:	1,875.00
	Trust 850.01 Subtotal:	1,000.00
	Trust 850.02 Subtotal:	<u>4,773.50</u>
	Grand Total:	40,342.72

Totals Only, Subtotal by Trust Account, Primary Order = None, Secondary Order = None

Date: 11/28/2018	TAS Trust Account List	Page: 1
	Trust 1.00 Subtotal:	86.05
	Trust 101.00 Subtotal:	3,000.00
	Trust 300.00 Subtotal:	20,474.25
	Trust 850.00 Subtotal:	1,875.00
	Trust 850.01 Subtotal:	<u>1,000.00</u>
	First Bank IOLTA Account Total:	26,435.30
	Unpaid/Pending Transactions:	<u>0.00</u>
	Adjusted Bank Balance:	26,435.30
	Trust 121.01 Subtotal:	<u>9,133.92</u>
	First Bank Interest Bearing Total:	9,133.92
	Unpaid/Pending Transactions:	<u>0.00</u>
	Adjusted Bank Balance:	9,133.92
	Trust 850.02 Subtotal:	<u>4,773.50</u>
	Medical Care Account Total:	4,773.50
	Unpaid/Pending Transactions:	<u>0.00</u>
	Adjusted Bank Balance:	4,773.50
	Grand Total:	<u><u>40,342.72</u></u>

Totals Only, Subtotal by Trust Account, Primary Order = Bank Account, Secondary Order = None

Date: 11/28/2018	TAS Trust Account List	Page: 1
		Trust 1.00 Subtotal: 86.05
		Trust 121.01 Subtotal: 9,133.92
		Trust 300.00 Subtotal: 20,474.25
		Michael L. Jensen Total: 29,694.22
		Trust 101.00 Subtotal: 3,000.00
		Trust 850.02 Subtotal: 4,773.50
		Paula Ann Martin Total: 7,773.50
		Trust 850.00 Subtotal: 1,875.00
		Trust 850.01 Subtotal: 1,000.00
		Kendra I. Michaels Total: 2,875.00
		Grand Total: 40,342.72

Totals Only, Subtotal by Trust Account, Primary Order = Attorney, Secondary Order = None

Trust Transaction Entry List

Date: 11/28/2018	Trust Entry List by Trust ID					Page: 1
101.00 Williams/John						
State v. Williams						
Bank	Ref #	Date	Check #	Amount	Description	Payee
1	1	08/26/2018	Deposit	2,000.00	Initial Deposit -- Check 1011	
1	2	09/26/2018	45335	200.00	Payment of August Invoice	FIRM
1	3	10/27/2018	45336	723.40	Payment of September Invoice	FIRM
1	4	10/31/2018	Deposit	1,923.40	Retainer Payment Received	
1	5	10/31/2018	45337	1,382.35	Payment of October Invoice	FIRM
1	6	11/15/2018	45338	251.23	Blood Testing - Direct Payment	Bryan/LGH East Medical Center
1	7	11/17/2018	Deposit	1,633.58	Retainer Payment Received, Thank You!	
			Checks	2,556.98		
			Deposits	5,556.98		
			EFTs	0.00		
			Credit Cards	0.00		
			Total	3,000.00		

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The report shown above is an example of an Trust Transaction Entry List. This list can be printed from within the Trust Transactions data entry window. 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.

Deposit Receipts

Date: 11/28/2018	Trust Deposit Receipt		Page: 1
Trust ID:	101.00-01 Williams/John State v. Williams		
Receipt Type:	Deposit	Received By:	DAN
Reference:	4	Date:	10/31/2018
<hr/>			
Description:	Retainer Payment Received		
			Amount: 1,923.40

Menu

[File](#) | [Open](#) | [Transactions](#) |



A receipt can be printed for deposit transactions. The receipt displays general information about the deposit, including the **Trust ID**, **Work Description**, **Receipt Type**, **Reference**, **Received By**, **Date**, **Description**, and **Amount**.

Combined Transaction Summary

Date: 11/28/2018	TAS Combined Transaction Summary		Page: 1
Bank Account:	First Bank IOLTA Account		
Bank Description:	First Bank IOLTA Account		
Account #:	6027-2913-8451		
Deposit Date:	11/17/2018		
Description:	Client 850.00 & 850.01 (White, deposit)		
	Date	Trust ID Description	Amount
	11/17/2018	850.01 Initial Deposit.	1,000.00
	11/17/2018	850.00 Deposit to replenish retainer.	1,000.00
		Total Amount (2 items):	2,000.00
Depositor's Signature: _____			

Menu

[File](#) | [Open](#) | [Combine Trust Transactions](#)

A Combined Transaction Summary provides bank account information and an itemized list of the individual trust transactions that make up the combined transaction.

Transaction Verification List

Date: 11/28/2018		TAS Transaction Entry Verification List							Page: 1	
User: (BLANK) Blank User										
Trust	Bank	Ref #	Type	Check #	Trans Date	Date Entered	Amount	Description	Payee	
1.00	1	7	Dep		10/31/2018	11/28/2018	19.00	Interest	Administrative Account	
1.00	1	8	EFT		10/31/2018	11/28/2018	7.95	Service Charge	Administrative Account	
300.00	1	1	Dep		09/22/2018	09/23/2018	25,000.00	Initial Deposit	Dawson/Charles L.	
300.00	1	2	Chk	45341	11/18/2018	11/18/2018	4,525.75	Payment of October invoice	1621 Cushman Drive Lincoln, NE 68512 Dawson/Charles L.	
							Checks:	4,525.75		
							Deposits:	25,019.00		
							EFTs:	7.95		
Trust Checksum = 60,200										
Changed Entries										
New										
300.00	1	1	Dep		09/22/2018	09/23/2018	25,000.00	Initial Deposit	Dawson/Charles L.	
Old										
300.00	1	1	Dep		11/28/2018	11/28/2018	25,000.00			
New										
300.00	1	2	Chk	45341	11/18/2018	11/18/2018	4,525.75	Payment of October invoice	1621 Cushman Drive Lincoln, NE 68512 Dawson/Charles L.	
Old										
300.00	1	2	Chk	45341	11/18/2018	11/28/2018	4,525.75		1621 Cushman Drive Lincoln, NE 68512	
New										
850.01	1	1	Dep		11/17/2018	11/28/2018	1,000.00	Initial Deposit.	White/Kelly	
Old										
850.01	1	1	Dep		11/17/2018	11/28/2018	1,000.00			
Deleted Entries										
121.01	2	7	Chk	0	10/28/2018	10/28/2018	1,437.43	Payment of September Invoice	1621 Cushman Drive Lincoln, NE 68512 Phillips/Marcus	
Total Transaction Count = 8										

Menu [File](#) | [Open](#) | [Transactions](#) | [Esc](#)

The TAS Transaction Verification List is a listing of all trust transactions (checks, electronic funds transfers, and deposits) that have been added, changed or deleted since the last time the list was printed. This list is optional and is provided so you can verify the accuracy of the transactions that were entered. The list can be printed in either entry order or bank account order. Every user has their own verification list. The Transaction Verification List shown was printed in entry order.

Definitions for Transaction Verification List

- Date** The date in the heading represents the date the verification list was printed.
- Trust** Trust ID.
- Bank** Bank account number.
- Ref #** Reference number identifying the transaction for editing purposes.
- Type** Indicates whether the transaction was a check, deposit, or EFT. "Chk" = check transaction, "Dep" = deposit transaction and "EFT" = electronic funds transfer transaction.

Check #	Check number. If this field is blank, then the transaction is a deposit, or EFT. If this field = "0", then the check is an unpaid check transaction (<i>i.e., the transaction was entered with a check number of "0" indicating that the check will be printed later using the Print Checks program</i>).
Trans Date	Date of the transaction.
Date Entered	Date the transaction was entered.
Description	The trust account description. The trust account name is printed below the description.
Payee	Name and address of the party being paid. Payees are included only on check and EFT transactions. If the check or EFT was made out to the payee of "FIRM", the firm's name is retrieved from the Firm Information file in System Configuration and is printed on the report.
Trust Checksum	Total of the Trust IDs (the decimal is not used in the addition, <i>i.e., 30000 + 30000 + 45000 etc.</i>). The purpose of this number is to provide a cross-total for batched entries. By manually totaling the Trust IDs from the checks, deposits, and EFTs entered, and comparing the total to the checksum, you can ensure that all trust transactions have been entered and assigned to the proper trust account.
Changed Entries	Any transactions that are edited will be listed under the Changed Entries section. The record under the "New" heading reflects the changes. The record under the "Old" heading reflects the record before the changes.
Deleted Entries	Any trust transactions that are deleted will be listed under the Deleted Entries section.
Total Transaction Count	Total number of transactions on the list including changes and deletions. Each changed transaction (<i>i.e., both old and new</i>) counts as one transaction.

¹ Not shown on the sample report.

Checks

YOUR COMPANY NAME HERE www.yourcompanyname.com 123 W MAIN STREET ANYTOWN, USA 12345 (555) 555-5555		YOUR FINANCIAL INSTITUTION MAIN BRANCH ANYTOWN, USA 12345 11-000/0000		1034
		DATE	NUMBER	AMOUNT
		11/15/2018		****\$251.23
PAY *** TWO HUNDRED FIFTY-ONE & 23/100 DOLLARS				
TO THE ORDER OF LGH East Medical Center Bryan 1600 South 48th Street Lincoln, NE 68506		NOT VALID UNLESS PRESENTED FOR PAYMENT WITHIN 6 MONTHS OF THE ISSUE DATE. IOLTA TRUST ACCOUNT		
Blood Testing - Direct Payment				
⑈001034⑈ ⑆0000000000⑆ 00 00 000000⑈				

YOUR COMPANY NAME	DATE	TRUST NAME	PAY TO DESCRIPTION	AMOUNT
	11/15/2018	John Williams Account: 101.00-1	Blood Testing - Direct Payment	251.23

CHECK DATE	CHECK NO.	CHECK AMOUNT
11/15/2018	1034	251.23

YOUR COMPANY NAME			
Pay To: LGH East Medical Center Bryan			
Date	Trust Name	Description	Amount
11/15/2018	John Williams Account: 101.00-1	Blood Testing - Direct Payment	251.23
Check Date	Check #	Check Amt	
11/15/2018	1034	251.23	

(L1329HB) 1940828

Standard TAS Check Layout L1329

Menu

[Checks | Print Checks](#)

TAS gives you the option to print checks using TAS or print checks outside of TAS. A Quick Print feature is available when using the Trust Transactions program allowing you to print a check without leaving the Trust Transactions program.

The check shown above was printed by TAS. The program tabs for the Print Checks program include the standard **Trust Accounts** and **Transactions** tabs.

Before printing checks, you may be given the option to print unlimited test patterns. If a test pattern is printed and you are using checks with preprinted check numbers, the check number used for the test pattern(s) will automatically be voided.

Batches of checks can be printed in trust account order or entry order. The order is a system-wide setting that is specified in TAS Customization.

The information on the check stub of the check shown is duplicated on the third part of the laser check form (optional). The check number is printed on the check along with a spelled out amount. The Trust ID is printed on the check stub. These options are defined in the TAS Check Printer Setup window.

Settings for a TAS Check printer can be configured in the Print Setup program. The TAS Print Checks program was designed to print checks using a 12 point font (i.e., 10 characters per inch) on forms from Nelco.

The date used for the check is the trust transaction date.

YOUR COMPANY NAME HERE www.yourcompanyname.com 123 W MAIN STREET ANYTOWN, USA 12345 (555) 555-5555		YOUR FINANCIAL INSTITUTION MAIN BRANCH ANYTOWN, USA 12345 11-000/0000	1010
		DATE 11/15/2018	NUMBER 1010
		AMOUNT ****\$251.23	
PAY *** TWO HUNDRED FIFTY-ONE & 23/100 DOLLARS			
TO THE ORDER OF MEMO		LGH East Medical Center Bryan 1600 South 48th Street Lincoln, NE 68506 YOUR COMPANY NAME HERE VOID AFTER 90 DAYS Blood Testing - Direct Payment	
@00 10 10 @ @000000000000000000 00 00 000000 @			

YOUR COMPANY NAME	DATE	TRUST NAME	PAY TO	AMOUNT
	11/15/2018	John Williams Account: 101.00-1	LGH East Medical Center Bryan Blood Testing - Direct Payment	251.23

CHECK DATE	CHECK NO.	CHECK AMOUNT
11/15/2018	1010	251.23

YOUR COMPANY NAME			
Pay To: LGH East Medical Center Bryan			
Date	Trust Name	Description	Amount
11/15/2018	John Williams Account: 101.00-1	Blood Testing - Direct Payment	251.23

Check Date	Check #	Check Amt
11/15/2018	1010	251.23

[L1329AHB] 1940828

Alternate TAS Check Layout L1329A

YOUR COMPANY NAME 123 Main St Anywhere, US 12345 PH: (555) 555-555 Fax: (555) 555-6666		Your Bank Name Here 100 S. Main Street Anytown, MI 45000 10-00/000	1329
		DATE 11/15/2018	NUMBER AMOUNT ****\$251.23
PAY *** TWO HUNDRED FIFTY-ONE & 23/100 DOLLARS			
TO THE ORDER OF LGH East Medical Center Bryan 1600 South 48th Street Lincoln, NE 68506		Void after 60 days Company Name _____ AUTHORIZED SIGNATURE _____ AUTHORIZED SIGNATURE	
Blood Testing - Direct Payment			
⑈001329⑈ ⑆011111111111⑆0000000000⑈			

YOUR COMPANY NAME		PAY TO LGH East Medical Center Bryan	1329
DATE 11/15/2018	TRUST NAME John Williams Account: 101.00-1	DESCRIPTION Blood Testing - Direct Payment	AMOUNT 251.23

CHECK DATE	CHECK NO.	CHECK AMOUNT
11/15/2018	1329	251.23

YOUR COMPANY NAME		1329
Pay To: LGH East Medical Center Bryan		
<u>Date</u>	<u>Trust Name</u>	<u>Description</u>
11/15/2018	John Williams Account: 101.00-1	Blood Testing - Direct Payment
	<u>Check Date</u>	<u>Check #</u>
	11/15/2018	1329
	<u>Check Amt</u>	<u>Amount</u>
	251.23	251.23

CHECK SAMPLES[L1329BHB] 4015179

Alternate TAS Check Layout L1329B

Check Register by Check Number

Date: 11/28/2018		TAS Check Register by Check Number					Page: 1		
Jensen, Martin & Anderson, P.C.									
Bank Account: 1 First Bank IOLTA Account									
Check #	Date	Recon	Trust ID	Trust Name/Check Description	Payee	Beginning Balance:	Deposits	Withdrawals	Balance
									0.00
Deposit	08/19/2018	Y	1.00	Administrative Account Initial Deposit to open account			200.00		200.00
Deposit	08/26/2018	Y	101.00	Williams/John Initial Deposit -- Check 1011			2,000.00		2,200.00
Deposit	09/16/2018	Y	1.00	Administrative Account Interest Deposited to account			0.63		2,200.63
45335	09/26/2018		101.00	Williams/John Payment of August Invoice	Jensen, Martin & Anderson, P.C.			200.00	2,000.63
EFT	09/30/2018	Y	1.00	Administrative Account Interest Transferred to IOLTA	IOLTA Interest			0.63	2,000.00
Deposit	10/17/2018		1.00	Administrative Account Interest Deposited			3.22		2,003.22
Deposit	10/20/2018		850.00	White/Kelly Initial Deposit - Check 2322			1,000.00		3,003.22
45336	10/27/2018		101.00	Williams/John Payment of September Invoice	Jensen, Martin & Anderson, P.C.			723.40	2,279.82
Deposit	10/31/2018		101.00	Williams/John Retainer Payment Received			1,923.40		4,203.22
EFT	10/31/2018		1.00	Administrative Account Interest transferred to IOLTA	IOLTA Interest			3.22	4,200.00
45337	10/31/2018		101.00	Williams/John Payment of October Invoice	Jensen, Martin & Anderson, P.C.			1,382.35	2,817.65
45338	11/15/2018		101.00	Williams/John Blood Testing - Direct Payment	Bryan/LGH East Medical Center			251.23	2,566.42
45339	11/15/2018		1.00	Administrative Account Payment for Auditory Fees	Lancaster County Treasurer			125.00	2,441.42
Deposit	11/17/2018		101.00	Williams/John Retainer Payment Received, Thank You!			1,633.58		4,075.00
Deposit	11/17/2018		850.00	White/Kelly Deposit to replenish retainer.			1,000.00		5,075.00
Deposit	11/17/2018		850.01	White/Kelly Initial Deposit.			1,000.00		6,075.00
45340	11/25/2018		850.00	White/Kelly Payment of October Statement	Jensen, Martin & Anderson, P.C.			125.00	5,950.00
Total Calculated Balance:							8,760.83	2,810.83	5,950.00
Deposits for Bank Acct 1							8,760.83		
EFTs for Bank Acct 1							0.00	3.85	
Checks for Bank Acct 1								2,806.98	

Date: 11/28/2018		TAS Check Register by Check Number				Page: 1	
Jensen, Martin & Anderson, P.C.							
Bank Account: 1 First Bank IOLTA Account							
<u>Check #</u>	<u>Date</u>	<u>Recon</u>	<u>Trust ID</u>	<u>Trust Name/Check Description</u>	<u>Payee</u>	<u>Deposits</u>	<u>Withdrawals</u>
0	11/30/2018		850.01	White/Kelly Payment	Jensen, Martin & Anderson, P.C.		1,000.00
45341	11/30/2018		101.00	Williams/John Fee payment	Jensen, Martin & Anderson, P.C.		1,062.50
45342	11/30/2018		120.01	Klein/Daniel P. Advance payment	Jensen, Martin & Anderson, P.C.		500.00
45343	11/30/2018		850.00	White/Kelly Payment	Jensen, Martin & Anderson, P.C.		865.00
						0.00	3,427.50
Deposits for Bank Acct 1						0.00	
EFTs for Bank Acct 1						0.00	0.00
Checks for Bank Acct 1							3,427.50

Menu [Checks | Check Registers | By Check Number](#)

The Check Register By Check Number prints a list of checks, deposits, and EFTs in bank order for a specified date range for selected bank accounts. You can also use this report to generate a list of automatic trust payments, including Pending payments. The Check Register on the previous page was printed with a running balance, whereas the check register above was printed to include automatic trust payments only.

When printed without a running balance, checks are printed in check number order. Deposits and EFTs are combined in one section following the checks and are printed in date order and then entry order. A separate total for checks, deposits, and EFTs is printed for each bank account following the deposits and EFTs section.

When printed with a running balance, the transactions are printed in date order with deposits, EFTs, and checks intermingled. Additionally, transactions with the same date are sorted by type (deposits, negative EFTs, positive EFTs, checks) and then by check number and entry order.

When printed with the **Automatic Trust Payments Only** option selected and automatic trust payments are configured as EFTs, all EFTs are printed in date order.

When printed with the **Automatic Trust Payments Only** option selected and automatic trust payments are configured as checks, Pending checks (checks with a check number of 0) are printed first, followed by committed checks printed in check number order.

The program tabs for this report include the standard **Transactions** tab as well as the **Options** tab. The **Options** tab allows you to specify a range of bank accounts; whether to include totals only or a running balance on the report; whether automatic trust payments or only Pending automatic payments should be included; whether voided checks or only voided checks should be included; and whether outstanding transactions, reconciled transactions or both outstanding and reconciled transactions should be included. Unpaid check transactions are only included when the check number range uses a beginning check number of "0" (or the report is being run for Pending automatic payments only).

Definitions for Check Register by Check Number

- Date (report heading)** Represents the Report Date entered when the report was printed. The date range of the report (if selected) is shown in the heading below the page number.
- Check #** Check number. A check number of "0" indicates an unpaid check transaction. This field will also show "Deposit" for deposit transactions and "EFT" for EFT transactions.
- Date (column heading)** Date of the transaction.
- Recon** Reconciled during the Bank Account Reconciliation program. This field is left blank if the transaction has not been "tagged" as reconciled. "Y" indicates the transaction has been "tagged" as a reconciled transaction.
- Void** The word "Void" is printed in the **Withdrawals** column for checks that have been voided. Check numbers that have been voided as test patterns include the text "Check Test Pattern" in the **Payee** column.
- Balance** This column prints only if the **Include Running Balance** check box was selected.

Total Calculated Balance A calculated amount. This calculation will differ depending on whether unpaid checks are included on the report. *(Unpaid check transactions are checks with a check number of 0.)*

When including unpaid checks: Bank Account Balance + Total Paid Checks + Total EFTs – Total Deposits – Total Unpaid Checks before the cutoff date = Total Calculated Balance. The Bank Account Balance is retrieved from the Bank Account file. The Total Paid Checks, Total EFTs, and Total Deposits are those transactions with a transaction date after the ending date specified.

When excluding unpaid checks: Bank Account Balance + Total Paid Checks + Total EFTs – Total Deposits = Total Calculated Balance. The Bank Account Balance is retrieved from the Bank Account file. The Total Paid Checks, Total EFTs, and Total Deposits are those transactions with a transaction date after the ending date specified.

Beginning Balance A calculated amount. Total Calculated Balance – Total Deposits + Total Checks + Total EFTs = Beginning Balance. The Total Checks, Total EFTs, and Total Deposits are those transactions with a transaction date within the transaction date range specified.

***1 When the report is printed without a running balance, the asterisks indicate the check number is out of sequence.

Check Register By Payee

Date: 11/28/2018		TAS Check Register by Payee			Page: 1	
Jensen, Martin & Anderson, P.C.						
Payee	Check #	Date	Amount	Trust	Check Description	
Bryan/LGH East Medical Center	45338	11/15/2018	251.23	101.00	Blood Testing - Direct Payment	
Bryan/LGH East Medical Center Totals		Checks:	251.23			
D & B Real Estate Management Co.	EFT	10/25/2018	443.75	121.01	Real Estate Taxes	
D & B Real Estate Management Co. Totals		EFTs:	443.75			
Jensen, Martin & Anderson, P.C.	4544	08/23/2018	267.00	121.01	Payment of July Invoice	
	45335	09/26/2018	200.00	101.00	Payment of August Invoice	
	4545	09/27/2018	167.50	121.01	Payment of August Invoice	
	45336	10/27/2018	723.40	101.00	Payment of September Invoice	
	45337	10/31/2018	1,382.35	101.00	Payment of October Invoice	
	45340	11/25/2018	125.00	850.00	Payment of October Statement	
Jensen, Martin & Anderson, P.C. Totals		Checks:	2,865.25			
IOLTA Interest	EFT	09/30/2018	0.63	1.00	Interest Transferred to IOLTA	
	EFT	10/31/2018	3.22	1.00	Interest transferred to IOLTA	
IOLTA Interest Totals		EFTs:	3.85			
Lancaster County Treasurer	45339	11/15/2018	125.00	1.00	Payment for Auditory Fees	
Lancaster County Treasurer Totals		Checks:	125.00			
St. John's Hospital	2001	10/25/2018	1,250.00	850.02	Purchase medical supplies and new clothing for Brianne	
St. John's Hospital Totals		Checks:	1,250.00			
Grand Totals		Checks:	4,491.48			
		EFTs:	447.60			

Menu [Checks](#) | [Check Registers](#) | [By Payee](#)

The Check Register By Payee prints a check register by payee for a selected range of payees. Grand totals are included at the end of the report as well as totals by payee. The program tabs for this report include the standard **Trust Transactions** tab as well as

the **Options** tab. The **Options** tab allows you to specify a report date, a range of payees, whether to print a criteria page, include voided checks, and whether to start each payee on a new page. You also have the option to only include transactions with no Payee.

Definitions for Check Register By Payee

- Date (report heading)** Represents the Report Date entered when the report was printed. The date range of the report (if selected) is shown in the heading below the page number.
- Payee** Payee name for the check and EFT transactions. If the check or EFT was written to a payee of "FIRM", then the firm's name from the Firm Information entered in the System Configuration is printed on the report.
- Check #** Check number. The text "EFT" prints in this field for EFT transaction. The text "Unpaid" prints in this field for the unpaid check transactions (i.e., transactions with a check number of "0").
- Date (column heading)** Date of the transaction.
- Trust** The Trust ID that the check or EFT was written from.
- Total Checks and EFTs** Total checks or EFTs in the transaction file within the report's date range for the payee.
- Grand Totals** The total checks or EFTs within the date range selected for all payees included on the report.
- Void** The word "Void" is printed left justified in the **Amount** column for checks that have been voided.

Check Register By Trust Account

Date: 11/28/2018	TAS Check Register by Trust Account Jensen, Martin & Anderson, P.C.	Page: 1			
Attorney: 2 Paula Ann Martin					
<u>Date</u>	<u>Check #</u>	<u>Ref #</u>	<u>Description</u>	<u>Amount</u>	<u>Payee</u>
101.00-1 Williams/John					
State v. Williams					
08/26/2018	Deposit	1	Initial Deposit -- Check 1011	2,000.00	
09/26/2018		45335	2 Payment of August Invoice	200.00	Jensen, Martin & Anderson, P.C.
10/27/2018		45336	3 Payment of September Invoice	723.40	Jensen, Martin & Anderson, P.C.
10/31/2018	Deposit	4	Retainer Payment Received	1,923.40	
10/31/2018		45337	5 Payment of October Invoice	1,382.35	Jensen, Martin & Anderson, P.C.
11/15/2018		45338	6 Blood Testing - Direct Payment	251.23	Bryan/LGH East Medical Center
11/17/2018	Deposit	7	Retainer Payment Received, Thank You!	1,633.58	
			Opening Balance:	\$0.00	
			Total Deposits:	5,556.98CR	
			Total Checks:	2,556.98DB	
			Closing Balance:	\$3,000.00	
			Grand Totals: Opening Balance:	\$0.00	
			Total Deposits:	5,556.98CR	
			Total Checks:	2,556.98DB	
			Closing Balance:	\$3,000.00	
<u>Bank Account</u>	<u>Opening Bal</u>	<u>Debits</u>	<u>Credits</u>	<u>Closing Bal</u>	
1 First Bank IOLTA Account	0.00	2,556.98	5,556.98	3,000.00	
The Bank Account totals do not include unpaid checks or pending transactions.					

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The Check Register By Trust Account prints a check register by individual trust account for a selected range of trust accounts. Grand totals are included at the end of the report as well as totals by bank account. The program tabs for this report include the standard **Trust Accounts**, **Transactions** and **Sort** tabs as well as the **Options** tab. The **Options** tab allows you to specify a report date, whether to print a criteria page, and whether to include trust accounts with no activity.

Definitions for Check Register By Trust Account

Date (report heading)	Represents the Report Date entered when the report was printed. The date range of the report (if selected) is shown in the heading below the page number.
Date (column heading)	Date of the transaction.
Check #	Check number. The text "Deposit" prints in this column for deposit transactions. The text "EFT" prints in this column for EFT transactions. The text "Unpaid" prints in this column for unpaid check transactions (i.e., check transactions with a check number of "0").
Ref #	Reference number identifying the transaction for editing purposes.
Amount	Amount of transaction.
Payee	Payee name for check and EFT transactions. If the transaction was entered with a payee of "FIRM", then the firm's name from the Firm Information entered in System Configuration is printed on the report.
Void	The word "Void" is printed left justified in the Amount column for checks that have been voided.
Opening Balance	A calculated amount: Closing Balance + Total Checks + EFTs – Total Deposits = Opening Balance. See the Closing Balance definition for more information.
Total Deposits, Checks and EFTs	Total deposits, checks or EFTs in the transaction file within the report's date range.
Closing Balance	A calculated figure. The trust account balance from the trust account is retrieved. This figure is used if no ending date is selected. If an ending date is selected, all deposits after the ending date are deducted from the trust account balance and all checks and EFTs after the ending date are added to the trust account balance.
Grand Totals	These figures are added for each trust account on the report. For example, the Grand Total Opening Balance = Opening Balance + Opening Balance + Opening Balance, etc.
Bank Account Totals	Totals of each bank account's trust accounts are also included on the report. Unpaid check transactions and pending transactions are not included in the Bank Account Totals.
Debits	Total Checks + Total EFTs – Unpaid Checks – Pending Transactions for all trust accounts for each bank account on the report.
Credits	Total deposits for all trust accounts for each bank account on the report.

Reconciliation Report

Date: 03/25/2018		TAS Detail Reconciliation Report			Page: 1
Bank Account #:	6027-2913-8451	First Bank IOLTA Account			
Trust Bank:	1, 3	As of the Period Ending			
		October 31, 2018			
Cleared Checks					
Date	Check #	Trust ID	Name/Description	Payee	Amount
10/25/2018	2001	850.02-3	Kelly Ann White Purchase medical supplies and new clothing for Brianne	St. John's Hospital	-1,250.00
10/31/2018	45337	101.00-1	John Williams Payment of October Invoice		-1,382.35
				(-) Total Cleared Checks	2 items -2,632.35
Cleared EFTs					
Date	Trust ID	Name/Description	Payee	Amount	
10/31/2018	1.00-1	Administrative Account Interest transferred to IOLTA	IOLTA Interest	-3.22	
				(-) Total Cleared EFTs	1 item -3.22
Cleared Deposits					
Date	Trust ID	Name/Description	Payee	Amount	
10/17/2018	1.00-1	Administrative Account Interest Deposited		3.22	
10/17/2018	850.02-3	Kelly Ann White Deposit of balance of Medical Care Account from National Federal Bank		5,023.50	
10/20/2018	850.00-1	Kelly Ann White Initial Deposit - Check 2322		1,000.00	
10/28/2018	Bank-3	Monthly deposits for medical account (White/Brianne) Combined Transaction		1,000.00	
10/31/2018	101.00-1	John Williams Retainer Payment Received		1,923.40	
				(+) Total Cleared Deposits	5 items 8,950.12
Reconciliation Balances					
				Statement Beginning Balance	2,000.00
				Cleared Withdrawals	3 items -2,635.57
				Cleared Deposits	5 items 8,950.12
				Cleared Balance	8,314.55
				Statement Ending Balance	8,314.55
				Difference	In Balance

Date: 03/25/2018		TAS Detail Reconciliation Report			Page: 2
Bank Account #:	6027-2913-8451	First Bank IOLTA Account			
Trust Bank:	1, 3	Thru: 10/31/2018			
Outstanding Checks					
Date	Check #	Trust ID	Name/Description	Payee	Amount
10/27/2018	45336	101.00-1	John Williams Payment of September Invoice		-723.40
				(-) Total Outstanding Checks	1 item -723.40
				(-) Total Outstanding EFTs	0 items 0.00
				(+) Total Outstanding Deposits	0 items 0.00
				Total Voided Checks	0 items 0.00
Account Balances as of 10/31/2018					
				Statement Ending Balance	8,314.55
				Total Outstanding Items	1 item -723.40
				Adjusted Bank Account Balance	7,591.15

Detail Reconciliation Report in **Date** order.

Date: 03/25/2018		TAS Summary Reconciliation Report		Page: 1
Bank Account #:	6027-2913-8451			First Bank IOLTA Account
Trust Bank:	1, 3			Thru: 10/31/2018
Cleared Checks				
Date	Check #			Amount
10/25/2018	2001			-1,250.00
10/31/2018	45337			-1,382.35
Total Cleared Checks		2 items		-2,632.35
Cleared EFTs				
Date			Amount	
10/31/2018			-3.22	
Total Cleared EFTs		1 item		-3.22
Cleared Deposits				
Date			Amount	
10/17/2018			3.22	
10/17/2018			5,023.50	
10/20/2018			1,000.00	
10/28/2018			1,000.00	
10/31/2018			1,923.40	
Total Cleared Deposits		5 items		8,950.12
Reconciliation Balances				
Statement Beginning Balance				2,000.00
Cleared Withdrawals		3 items		-2,635.57
Cleared Deposits		5 items		8,950.12
Cleared Balance				8,314.55
Statement Ending Balance				8,314.55
Difference				In Balance
Account Balances as of 10/31/2018				
Statement Ending Balance				8,314.55
Total Outstanding Items		1 item		-723.40
Adjusted Bank Account Balance				7,591.15

Summary Reconciliation Report in **Check #** order.

Menu

Reports | Reconciliation Reports

The Bank Account Reconciliation Report can be printed for outstanding transactions, reconciled transactions, or both. You can select to include checks, deposits, EFTs, or all transactions. You can print a detailed report with each transaction or a summary report with only the calculations. The calculations used by the Bank Account Reconciliation are included only when checks, deposits, and EFTs are included as well as reconciled transactions. A reprinted Reconciliation Report will include all information in a detailed report, which includes reconciled as well as outstanding checks, deposits, and EFTs.

The Bank Account Reconciliation Report consists of two or more pages. You can choose to print a detail or a summary report, whether to include outstanding transactions, and whether to print in **Date** order or **Check #** order. Counts for reconciled checks, deposits and EFTs are shown as well as counts for outstanding checks, deposits and EFTs. *(Note: Negative EFTs are shown in the Deposits section as a positive amount; this is because negative EFTs increase the balance of a trust account.)*

The Current Bank Balance is compared to the Calculated Bank Balance to determine if any discrepancies exist. This information is included only when both reconciled and outstanding entries are included as well as checks, deposits and EFTs.

Definitions for Reconciliation Report

Date The date the report was printed.

Bank Account # The bank account number assigned by the banking institution to the physical bank account being reconciled.

Trust Bank The TAS Bank Account numbers assigned to the physical bank account being reconciled.

Trust ID Trust ID. The bank account number is shown following the Trust ID and a dash character. Combined transactions (which can contain transactions assigned to multiple Trust IDs) will display the word "Bank" followed by a dash character and the bank account number.

Reconciliation Balances

Statement Beginning Balance The Beginning Balance is entered by the user in the **Beginning Balance** field of the Reconciliation Settings window when the Reconciliation is started.

Cleared Withdrawals This figure is system generated.
Cleared Withdrawals = Total Cleared Checks plus Total Cleared EFTs.

Cleared Deposits This figure is system generated.
Total Cleared Deposits = the sum of all cleared deposit transactions. *(Note: Negative EFTs are shown in the Deposits section as a positive amount; this is because negative EFTs increase the balance of a trust account.)*

Cleared Balance This figure is system generated.
Cleared Balance = Statement Beginning Balance minus Cleared Withdrawals plus Cleared Deposits.

Statement Ending Balance This figure is entered by the user when the reconciliation is started or by clicking the **Settings** button in the Reconciliation window. It represents the ending balance from the bank statement.

Difference This figure is system generated.
Difference = Cleared Balance minus Statement Ending Balance.

Account Balances as of

Total Outstanding Items This figure is system generated.
Total Outstanding Items = Total Outstanding Checks minus Total Outstanding EFTs plus Total Outstanding Deposits.

Calculated Balance **Calculated Balance =** Total of all transactions dated through the statement date.

Total Unpaid Items The total dollar amount of all unpaid checks and pending automatic trust payments. This line is only displayed if unpaid items exist for the bank account.

Adjusted Bank Account Balance **Adjusted Bank Account Balance = Calculated Balance plus Total Unpaid Items.** *(Note: Unpaid items always have a negative value.)*

Current Balance¹ Retrieved from the Bank Account file. The **Current Balance** is adjusted as follows to exclude any transactions after the Statement Date. Any deposits after the Statement Date are subtracted and any paid checks or EFTs after the Statement Date are added to the **Current Balance**. Unpaid checks are not included in this figure. This line is only displayed if a discrepancy exists between the **Current Balance** and the **Adjusted Bank Account Balance**.

Discrepancy¹ **Discrepancy = Adjusted Bank Account Balance minus Current Balance.** This line is only displayed if a discrepancy exists between the **Current Balance** and the **Adjusted Bank Account Balance**.

¹Not shown on the sample report.

Reconciliation Discrepancy Report

Date: 11/28/2018	TAS Reconciliation Discrepancy Report		Page: 1		
TAS Bank Account(s):	1				
Bank Account #:	6027-2913-8451 - First Bank IOLTA Account				
Statement Date:	10/31/2018				
Beginning Balance Comparison					
Current Balance		5,927.81			
Total Unreconciled Transactions		3,950.00			
Calculated Beginning Balance		1,977.81			
Statement Beginning Balance		2,000.00			
Discrepancy		-22.19			
Last Reconciliation					
Statement Date		09/30/2018			
Statement Ending Balance		2,000.00			
Reconciliation Report		recon_20180930_1.pdf			
Unreconciled Transactions					
Trust ID	Date	Check #	Description	Deposits	Withdrawals
1.00	10/17/2018	Deposit	Interest Deposited	3.22	
850.00	10/20/2018	Deposit	Initial Deposit - Check 2322	1,000.00	
101.00	10/27/2018	45336	Payment of September Invoice		723.40
1.00	10/31/2018	EFT	Interest transferred to IOLTA		3.22
101.00	10/31/2018	Deposit	Retainer Payment Received	1,923.40	
101.00	10/31/2018	45337	Payment of October Invoice		1,382.35
1.00	11/15/2018	45339	Payment for Auditory Fees		125.00
101.00	11/15/2018	45338	Blood Testing - Direct Payment		251.23
101.00	11/17/2018	Deposit	Retainer Payment Received, Thank You!	1,633.58	
850.00	11/17/2018	Deposit	Deposit to replenish retainer.	1,000.00	
850.01	11/17/2018	Deposit	Initial Deposit.	1,000.00	
850.00	11/25/2018	45340	Payment of October Statement		125.00
			Total Unreconciled Deposits	6,560.20	
			Total Unreconciled EFTs	0.00	3.22
			Total Unreconciled Checks		2,606.98
			Total Unreconciled Transactions	3,950.00	
The bank account balance was manually edited on 07/31/2018.					

The report above is an example of the Reconciliation Discrepancy Report. A prompt to run the Reconciliation Discrepancy Report is displayed when a **Beginning Balance** that does not match the calculated beginning balance is entered in the Reconciliation Settings window. This report provides information to help you identify and correct transactions or balance changes that prevent your reconciliation from balancing. Transactions are sorted in the following order: Date, Trust ID, Reconciled Status (Cleared before Outstanding). The **Last Reconciliation** section is only displayed if the previously finalized reconciliation was performed in Version 18 or later.

A note will be displayed at the end of the report if the bank account balance was manually edited in Version 18 or later.

Definitions for Reconciliation Discrepancy Report

- Date** The system date when the report was printed.
- TAS Bank Account(s)** The TAS bank account number(s) assigned to the bank account. If multiple TAS bank accounts use the same **Bank Account #**, each linked account will be displayed.
- Bank Account #** The bank account number taken from the **Account #** field of the Bank Account window.
- Statement Date** The statement date entered in the **Statement Date** field of the Reconciliation Settings window.

Beginning Balance Comparison

Current Balance The current balance is the sum of all trust transactions for the bank account regardless of date (excluding unpaid checks and any pending automatic trust payments).

Total Unreconciled Transactions The sum of all unreconciled trust transactions for the bank account regardless of date. These transactions are itemized in the **Unreconciled Transactions** section of the report.

Calculated Beginning Balance **Calculated Beginning Balance = Current Balance minus Total Unreconciled Transactions.**

Statement Beginning Balance The balance entered in the **Beginning Balance** field of the Reconciliation Settings window.

Discrepancy **Discrepancy = Calculated Beginning Balance minus Statement Beginning Balance.**

Last Reconciliation

Statement Date The statement date of the previously reconciled statement.

Statement Ending Balance The ending balance of the previously reconciled statement.

Reconciliation Report The name of the PDF reconciliation report for the previous reconciliation. The PDF file is located in the Reconciliation folder, which is a subfolder of the Current Working Directory.

Note: The **Last Reconciliation** section is only displayed if the previously finalized reconciliation was performed in Version 18 or later.

Three-Way Reconciliation Report

Date: 10/31/2018	Trust Three-Way Reconciliation Report	Page: 1	
First Bank IOLTA Account As of the Period Ending October 31, 2018			
Bank Account #:	2067-8831-4297		
Trust Bank:	1		
Client Trust Ledger			
Trust ID	Trust Account Name/Description	Amount	
Balance		Balance	
1.00	Administrative Account For tracking all Firm and interest adjustments	200.00	
101.00	John Williams State v. Williams	0.00	
600.00	Gary J. Olson Last Will & Testament	5,000.00	
850.00	Kelly Ann White Divorce	10.00	
850.01	Kelly Ann White Last Will & Testament	0.00	
Client Trust Ledger Balances			5,210.00
Reconciliation Statement Ending Balance		4,200.00	
Add All Outstanding Deposits		5,000.00	
Less All Outstanding EFTs		-382.35	
Less All Outstanding Checks		-1,382.35	
Less All Unpaid Transactions		-2,225.30	
Adjusted Bank Account Balance			5,210.00
Check Register			
Check Register Balance			5,210.00

Menu

[Reports | Three-Way Reconciliation](#)

Some states require multiple forms of proof that trust bank accounts are in balance. The Three-Way Reconciliation Report provides a comparison of balances between three different files, making it easy to determine if any discrepancies exist between account balances in the system.

Definitions for Three-Way Reconciliation Report

Date	The system date when the report was printed.	
Date As Of the Period Ending	The statement date entered in the Statement Date field of the Reconciliation Settings window.	
Bank Account #	The account number assigned by the banking institution. This information is drawn from the Account # field of the Bank Account file.	
Trust Bank	The TAS Bank Accounts linked to the Account # in the Bank Account # field. Multiple TAS Bank Accounts can be assigned to a single physical bank account.	
Client Trust Ledger Balances	The sum of all Client Trust Ledger balances assigned to the selected bank account(s) through the statement date specified for the report. An asterisk in this field indicates that the balance does not match the Adjusted Bank Account Balance or the Check Register Balance . ¹	
Reconciliation Statement Ending Balance	The Ending Balance from the reconciliation used to run the report.	
	Outstanding Deposits/EFTs/Checks	Each figure represents the total amount of outstanding deposits, EFTs, and checks with a date on or before the statement date. These figures are added or subtracted from the Reconciliation Statement Ending Balance along with any unpaid transactions to determine the Adjusted Bank Account Balance .
Unpaid Transactions	Total amount of any pending automatic trust payments or unpaid checks dated on or before the statement date.	
Adjusted Bank Account Balance	Adjusted Bank Account Balance = Reconciliation Statement Ending Balance plus All Outstanding Deposits minus All Outstanding EFTs minus All Outstanding Checks minus All Unpaid Transactions . An asterisk in this field indicates that the balance does not match the Client Trust Ledger Balances or the Check Register Balance . ¹	
Check Register Balance	The balance is determined by taking the balance of the Check Register by Trust Account when run for the selected bank account with no beginning transaction date and an ending transaction date from the selected reconciliation. All deposits are added to the opening balance, and all checks and EFTs are subtracted from the balance to provide the Closing Balance in the Grand Totals section of the Check Register. Unpaid checks and pending transactions are not included in the total. An asterisk in this field indicates that the balance does not match the Client Trust Ledger Balances or the Adjusted Bank Account Balance . ¹	

¹Not shown on the sample report.

Voided Check List

Date: 11/17/2018		TAS Voided Check List			Page: 1
		Burns, Jensen & Powers, P.C.			
Bank Acct #:	1 First Bank IOLTA Account				
		Void			
<u>Check #</u>	<u>Trust</u>	<u>Date</u>	<u>User ID</u>		<u>Amount</u>
1023	200.03	09/22/2018	MLJ		25.00
1028	Pattern	09/05/2018	MLJ		0.00
	Bank Account Total:				25.00

The Voided Check List provides an audit trail of voided checks that includes the date the check was voided. Checks can be voided by using the Void Checks program or when a test pattern is printed before printing checks (provided the check printer is configured so that the check number is preprinted on checks). The Voided Check List can be printed for a range of dates and bank accounts.

Definitions for Voided Check List

- Date** Report Date entered when the list was printed.
- Void Date** The date specified in the Void Date field when the check was voided.
- User ID** User ID of the operator who voided the check.
- Pattern** Indicates the check number was automatically voided by TAS when a test pattern was printed.

Client Trust Ledger

Date: 11/28/2018		TAS Client Trust Ledger			Page: 1	
Attorney: 2 Paula Ann Martin		From 10/01/2018 Thru 10/31/2018				
101.00-1 Williams/John						
State v. Williams						
<u>Date</u>	<u>Check #</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Payee</u>	
		Opening Balance:		\$1,800.00		
10/27/2018	45336	Payment of September Invoice	723.40DB	1,076.60		
10/31/2018	Deposit	Retainer Payment Received	1,923.40CR	3,000.00		
10/31/2018	45337	Payment of October Invoice	1,382.35DB	1,617.65		
		Total Deposits:	1,923.40CR			
		Total Checks:	2,105.75DB			
		Closing Balance:		\$1,617.65		
		Current Balance:		\$3,617.65		
		Discrepancy:		-\$2,000.00		
850.02-3 White/Kelly						
Medical Care of Brianne						
<u>Date</u>	<u>Check #</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Payee</u>	
10/17/2018	Deposit	Deposit of balance of Medical Care Account from National Federal Bank	5,023.50CR	5,023.50		
10/25/2018	Deposit	Monthly deposit from Kelly White for Brianne	500.00CR	5,523.50		
10/25/2018	2001	Purchase medical supplies and new clothing for Brianne	1,250.00DB	4,273.50	St. John's Hospital	
10/28/2018	Deposit	Monthly deposit from Robert White for Brianne	500.00CR	4,773.50		
		Total Deposits:	6,023.50CR			
		Total Checks:	1,250.00DB			
		Closing Balance:		\$4,773.50		
Grand Totals:		Opening Balance:		\$1,800.00		
		Total Deposits:	7,946.90CR			
		Total Checks:	3,355.75DB			
		Closing Balance:		\$6,391.15		
<hr/>						
Bank Account		Opening Balance	Debits	Credits	Closing Balance	
1 First Bank IOLTA Account		1,800.00	2,105.75	1,923.40	1,617.65	
3 Medical Care Account		0.00	1,250.00	6,023.50	4,773.50	
The Bank Account totals do not include unpaid checks or pending transactions.						

The Client Trust Ledger shows all activity for selected trust accounts within a selected date range including a running balance. The program tabs for this report include the standard **Trust Accounts**, **Transactions** and **Sort** tabs as well as the **Options** tab. The **Options** tab allows you to include zero balance trusts, include voided checks, include only active trusts, print subtotals only, and to select whether each trust account should begin on a new page of the report. The Client Trust Ledger shown above includes detail transactions; whereas, the Client Trust Ledger shown on the following page includes subtotals only.

Date: 11/28/2018		TAS Client Trust Ledger		Page: 1	
Attorney: 2 Paula Ann Martin		From 10/01/2018 Thru 10/31/2018			
101.00-1 Williams/John					
State v. Williams					
	Opening Balance:				\$1,800.00
	Total Deposits:	1,923.40CR			
	Total Checks:	2,105.75DB			
	Closing Balance:				\$1,617.65
	Current Balance:				\$3,617.65
	Discrepancy:				-\$2,000.00
850.02-3 White/Kelly					
Medical Care of Brianne					
	Total Deposits:	6,023.50CR			
	Total Checks:	1,250.00DB			
	Closing Balance:				\$4,773.50
Grand Totals:	Opening Balance:				\$1,800.00
	Total Deposits:	7,946.90CR			
	Total Checks:	3,355.75DB			
	Closing Balance:				\$6,391.15
<hr/>					
Bank Account	Opening Balance	Debits	Credits	Closing Balance	
1 First Bank IOLTA Account	1,800.00	2,105.75	1,923.40	1,617.65	
3 Medical Care Account	0.00	1,250.00	6,023.50	4,773.50	
The Bank Account totals do not include unpaid checks or pending transactions.					

Definitions for Client Trust Ledger

- Date** Represents the Report Date entered when the report was printed. The date range of the report (if selected) is shown in the heading below the page number.
- Check #** Check number. The word "Deposit" prints in this column for deposit transactions. The word "EFT" prints in this column for EFT transactions. The word "Unpaid" prints for unpaid check transactions (i.e., transactions with a check number of "0").
- Amount** Transaction amount. CR indicates the amount is being credited (added) to the trust account and is shown for all deposit transactions. DB indicates the amount is being debited (deducted) from the trust account and is shown for all check and EFT transactions.
- Payee** Payee name for check and EFT transactions. If the transaction was entered with a payee of "FIRM", then the firm's name from the Firm Information entered in System Configuration is printed on the report.
- Opening Balance** Total of all trust transactions for the trust account dated prior to the beginning cut-off date. No Opening Balance will be displayed if the opening balance is 0.00.
- Total Deposits, Checks and EFTs** Total deposits, checks, or EFTs in the transaction file within the report's date range.
- Closing Balance** A calculated amount. Opening Balance + Total Deposits – Total Checks – Total EFTs = Closing Balance.
- Current Balance** The Current Balance is determined by taking the Current Trust Balance (as shown in the Trust Account Information window on the Balances tab), subtracting all credits with a date beyond the ending cut-off date, and adding all debits with a date beyond the ending cut-off date. The line will not be displayed if the Current Balance is equal to the Closing Balance for the account.
- Discrepancy** Closing Balance – Current Balance. The line will not be displayed if the Current Balance is equal to the Closing Balance for the account.

- Grand Totals** These figures are added for each trust account on the report. For example, the Grand Total Opening Balance = Opening Balance + Opening Balance + Opening Balance, etc.
- Bank Account Totals** Totals of each bank account's trust accounts. Unpaid check transactions and pending transactions are not included in the Bank Account Totals.
- Debits** Total Checks + Total EFTs – Unpaid Checks – Pending Transactions for all trust accounts for each bank account on the report.
- Credits** Total Deposits for all trust accounts for each bank account on the report.

1099 Report & 1099 Form

Date: 11/28/2018		Trust 1099 Report			Page: 1
		Jensen, Martin & Anderson, P.C.			
		Reporting Year: 2017			
Trust	Trust Name	Federal ID	Box	YTD Paid	
Firm	Jensen, Martin & Anderson, P.C.	12-3456789			
	Payee: Bryan/LGH East Medical Center	47-5205856	6	251.23	
	Payee: D & B Real Estate Management Co.	47-8383182	1	443.75	
	Payee: Jensen, Martin & Anderson, P.C.	12-3456789	7	2,865.25	
	Payee: St. John's Hospital	47-9382777	6	1,250.00	
		Total for Firm:		4,810.23	
		Grand Total:		<u>4,810.23</u>	

Summary 1099 Report

Date: 11/28/2018

Trust 1099 Report
Jensen, Martin & Anderson, P.C.
Reporting Year: 2017

Page: 1

Trust	Trust Name	Federal ID	Box	YTD Paid
Firm	Jensen, Martin & Anderson, P.C.	12-3456789		
Payee:	Bryan/LGH East Medical Center	47-5205856	6	
	<u>Date</u>	<u>Check #</u>	<u>Description</u>	
	11/15/2017	45338	Blood Testing - Direct Payment	251.23
	Total for Bryan/LGH East Medical:			251.23
Payee:	D & B Real Estate Management Co.	47-8383182	1	
	<u>Date</u>	<u>Check #</u>	<u>Description</u>	
	10/25/2017	EFT	Real Estate Taxes	443.75
	Total for D & B Real Estate Mana:			443.75
Payee:	Jensen, Martin & Anderson, P.C.	12-3456789	7	
	<u>Date</u>	<u>Check #</u>	<u>Description</u>	
	08/23/2017	4544	Payment of July Invoice	267.00
	09/26/2017	45335	Payment of August Invoice	200.00
	09/27/2017	4545	Payment of August Invoice	167.50
	10/27/2017	45336	Payment of September Invoice	723.40
	10/31/2017	45337	Payment of October Invoice	1,382.35
	11/25/2017	45340	Payment of October Statement	125.00
	Total for FIRM:			2,865.25
Payee:	St. John's Hospital	47-9382777	6	
	<u>Date</u>	<u>Check #</u>	<u>Description</u>	
	10/25/2017	2001	Purchase medical supplies and new clothing for Brianne	1,250.00
	Total for St. John's Hospital:			1,250.00
	Total for Firm:			4,810.23
	Grand Total:			4,810.23

Detail 1099 Report

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[Reports | 1099 Information | 1099 Forms](#)

The TAS 1099 programs offer you the ability to print a 1099 report, 1099 forms or create a merge file to be used to integrate with APS. The reports shown on the previous page and above are summary and detail Trust 1099 Reports, respectively. The Summary 1099 Report shows a total of all check and EFT transactions for each payee. The Detail 1099 Report lists multiple check and EFT transactions, for each payee, in date order. Page 40 shows examples of 1099-MISC forms.

The TAS 1099 Forms program was designed to print using a 12 point font (10 characters per inch). The paid information will print on the form in Box 1, Box 3, Box 6, Box 7 or Box 14 depending on the **1099 Info** option in the payee file. Unpaid checks (i.e., check transactions with a check number of zero) will not be included in the totals.

The program tabs for the 1099 Report and 1099 Forms programs include the standard **Trust Accounts** tab as well as the **Options** tab. The **Options** tab includes a detail or summary report option, a payee range, a field to specify the reporting year and a minimum year-to-date amount paid. The **Options** tab for the 1099 Report program also allows you to specify whether each trust account should begin on a new page of the report. The **Options** tab for the 1099 Forms program also allows you to specify whether the trust account or the firm should be the payer on the 1099 forms.

TAS allows you to print 1099 forms using your firm or the trust account as the payer. If the Federal ID number for the trust account is the same as the Federal ID number specified for the firm in Firm Information of System Configuration, then the payer will be the law firm. The 1099 Report prints the 1099 information for the firm first.

Definitions for 1099 Report & 1099 Form

Date	The Report Date entered when the report was printed.
YTD Paid	This amount is calculated based on the check and EFT transactions that have a date within the specified reporting year.
Box	Indicates the box on the 1099-MISC Form that the 1099 information will print in. This information is stored in the payee file. "1" The information will print in Box 1 (rents) on the 1099 Form. "3" The information will print in Box 3 (prizes, awards, etc.) on the 1099 Form. "6" The information will print in Box 6 (medical and health care payments) on the 1099 Form. "7" The information will print in Box 7 (nonemployee compensation) on the 1099 Form. "14" The information will print in Box 14 (gross proceeds paid to attorneys) on the 1099 Form.

