

## What's New List for Version 18 of Tabs3, PracticeMaster, and Tabs3 Financial Software

### Highlights

#### ***Date-Based Reports***

- All period-based reports in Tabs3 Billing are now date based, which means they can be run for previous months, and no longer rely on advancing the current reporting month.

#### ***Improved Fee and Cost Entry***

- Use the new Fee Recap icon in PracticeMaster for a summary of fees entered for a timekeeper on a specified date. See which rate you charge when adding or changing a fee and cost entry in PracticeMaster, as well as when using the Convert to Fee feature.

#### ***Import Bank Transactions***

- Save time by importing transactions downloaded from your bank's website directly into Tabs3 General Ledger and Trust Accounting software. The software will automatically match transactions for you to review.

#### ***Enhanced Reconciliation***

- Easily enter Interest and Service Charge adjustments. The new Undo Reconciliation program lets you undo reconciliations performed in Version 18 or later.

#### ***Automatic Trust Payments***

- Using settings you define, automatically create a payment from your client's trust account when you generate your client's statement. You can also combine trust transactions for easier reconciliation.

#### ***Three-Way Reconciliation Report***

- Run the new Three-Way Reconciliation Report to easily compare the Client Trust Ledger, Reconciliation, and Check Register balances to verify that each file's balance matches the other files.

#### ***Print Receipts***

- Print a receipt in the Tabs3 Payment Entry and Client Funds, as well as Trust Accounting Deposits for any form of payment.

## Tabs3 Changes

### ***Period-Based Reports are now Date-Based Reports***

The following reports are now date based and can be run for previous periods. The figures on these reports are now calculated using the statement date and no longer rely on advancing the current reporting month.

- Timekeeper Productivity Report
- Category Productivity Report
- Timekeeper Profitability Report
- Productivity Report by Category for each Timekeeper
- Productivity Report by Tcode for each Timekeeper

### ***Set Current Reporting Month***

- The Set Current Reporting Month window replaces the Advance Current Reporting Month window. This window is used to set the month in report definitions and when running reports.
- Setting the Current Reporting Month can be done at any time and for any reporting period.

### ***Undo Statements***

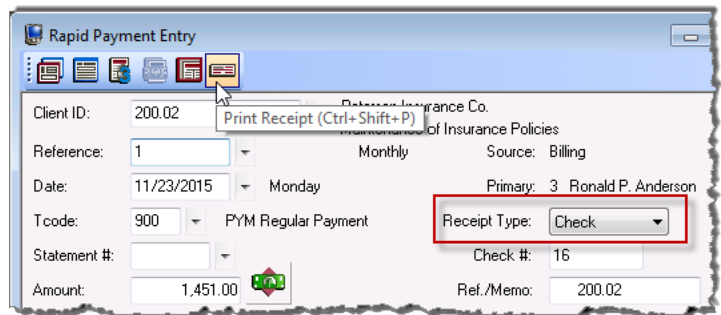
- Removed the **Month to Adjust** section because all reporting figures are now date based.

### ***Change Beginning Reporting Month (discontinued feature)***

- Removed the Change Beginning Reporting Month program.
- The **First Month of Reporting Year** field can now be edited in Customization at any time because all reporting figures are date based.

### ***Print Receipts***

- Added the ability to print a receipt in the Payment Entry and Client Funds programs for any form of payment. Previously you could only print receipts for credit card payments.

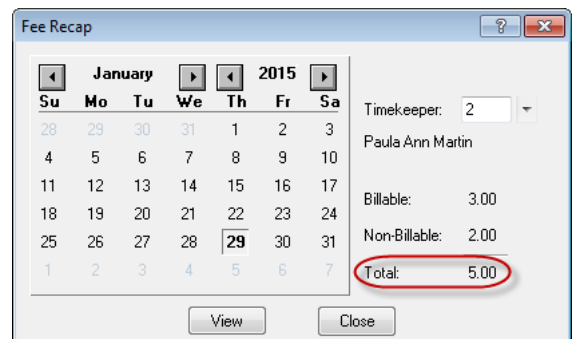


### ***Fee Recap***

- The Fee Recap window now displays a total of billable and non-billable hours.

### ***Statements***

- Added a new statement terminology line for customizing the optional Task Code Summary heading (**Statements | Statement Setup | Statement Customization | Terminology tab | Line 76**).



## Default Bill To Record's Description

- On the **Billing Preferences** tab of the Client file, the **Description** of the default Bill To record has changed from "Default Billing Address for this Matter" to "Address shown on the Address tab". Functionality has not changed.

## New ProPay Payment Processing Solution for Credit Card Payments & Client Funds Payments

- Integration with ProPay replaces the discontinued PayFuse integration.
- Now has a simplified annual PCI self-assessment questionnaire.
- Process eChecks, i.e., directly debit a client's checking or savings account.
- Process additional payments without the need to reenter card or bank account information.
- Access ProPay Merchant Account reports directly from Tabs3.

## PracticeMaster Changes

### Fee and Cost Entry

- PracticeMaster now shows the Rate from Tabs3 when adding or changing fee and cost transactions, as well as when using the Convert to Fee feature.
- Rate Code and Sales Tax values from Tabs3 are now displayed and can be modified.
- The Amount is recalculated automatically when the Timekeeper, Date, Tcode, Activity Code, or Expense ID is changed.
- "Budget exceeded" messages now display when entering fees and costs in PracticeMaster.
- Added User ID and Date Created fields to the OEM form layout.

### Fee Recap \*\*\*New Feature\*\*\*

- New Fee Recap icon  added to the main toolbar provides a quick summary of fees entered for a timekeeper on a specified date.



Client	Client Name	Work Description	Arch	BC	Hours	Amount	Description
415.00	MegaConstruction	Corporate Merger	B	2.00	900.00	Plan and prepare for client meeting	
415.00	MegaConstruction	Corporate Merger	B	0.42	189.00	Letter to insurance carrier	
415.00	MegaConstruction	Corporate Merger	B	0.45	202.50	Legal research liability precedents	

- Added several new Fee Recap reports to the Report Writer.

## Matter Manager

- Added the **Matter Manager** menu option to the Quick Clicks pane in the **Take Action** group for all files when the **List** tab is displayed.
- Use the **Matter Manager** menu option while on the **List** tab to launch a new Matter Manager window with the associated matter for the highlighted record selected. Previously, the last client accessed was always selected when a Matter Manager window was opened.
- Additionally, when any client related record is open and in focus, use the Matter Manager task bar icon (or *Ctrl+M*) to launch a new Matter Manager window with the associated matter selected.

## Outlook Synchronization Settings Report \*\*\*New Feature\*\*\*

- Added the ability to print a report that includes Outlook Synchronization settings for yourself or for all users (**Maintenance | Integration | Outlook Synchronization | Synchronization Options**).
- Optionally include Microsoft Exchange integration information on the report.

## Outlook Plug-in and Outlook Quick Reply

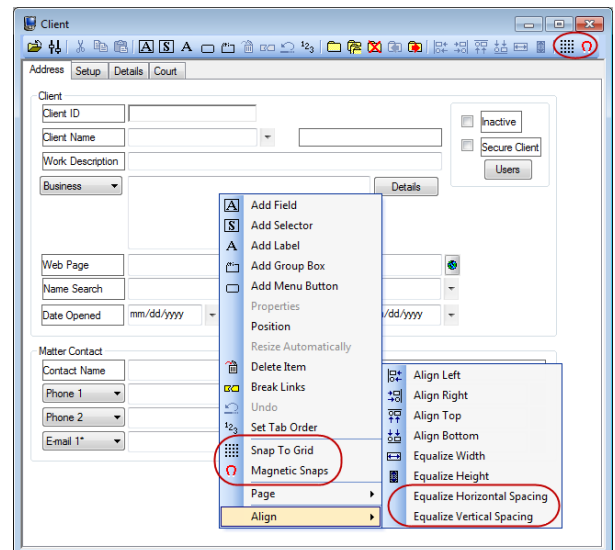
- Added the ability to create journal, calendar, and fee records via the Quick Reply window (available in Outlook 2013 and later).

## Document Management

- When configured for automatic naming, whenever a document management record is saved, PracticeMaster now updates the document name and location if any field in the document management file that is used in the document naming conventions is changed.

## Form Designer

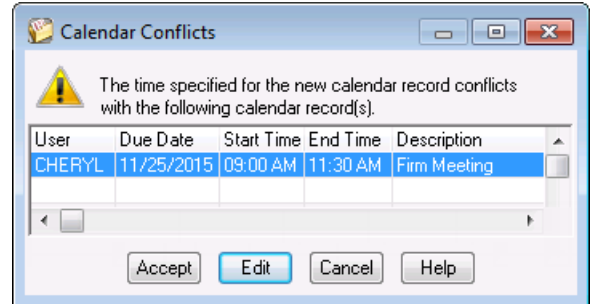
- Added two new toolbar buttons to the Form Designer toolbar.
  - **Magnetic Snaps** is a new mode that simplifies field alignment by momentarily “snapping” fields whose borders align with another field during repositioning or resizing. Guidelines are drawn between the aligned borders and centers while the mouse button is depressed.
  - **Snap to Grid** displays a grid pattern of dots and allows snapping to the closest dot. The **Snap to Grid** was previously shown as a check box on the Form Designer Control Panel.
- Added the ability to move and resize elements by using the arrow keys. Use *Shift + Arrow* key to resize an element. Fields move slowly at first and accelerate when the key is held down.
- Added **Equalize Horizontal Spacing** and **Equalize Vertical Spacing** right-click menu options to make it easy to adjust spacing between elements automatically.
- Changed how borders of selected elements look to make it easier to see details when objects are being moved and resized.
- Added standard keyboard shortcuts for Copy (Ctrl+C), Paste (Ctrl+V), Cut (Ctrl+X), and Undo (Ctrl+Z).



- Added a **Cancel** button to the Save Changes window.
- Added the ability to use Esc while the mouse button is held down to undo a move in process.
- Added the ability to add fields, group boxes, labels, and selectors at the cursor location when using the right-click menu options (as opposed to the top left corner of the window).

### Calendar Conflict

- The Calendar conflict checking now occurs for all recurring dates in a series. Previously, only the base date was checked.
- Calendar Conflicts window now shows User ID, Due Date, Start Time, End Time, and Description of the conflicting record(s).

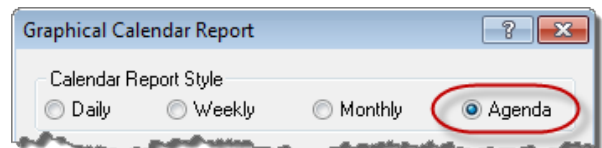


### Auto E-mail Notification

- The e-mail notification message now includes the default Outlook signature.

### Graphical Calendar

- Added a new **Agenda** option when printing a Calendar Report that prints the calendar entries using a list format instead of a calendar grid format.
- Calendar entries that exceed the space available on a daily grid are now printed on a subsequent page.



### WorkFlows

- You can now bold, italicize, underline, and strikethrough text in **Memo** type fields, as well as the **Body** field when starting an e-mail, using the BOLD\$, ITALIC\$, ULINE\$, and STRIKE\$ functions.
- When starting an e-mail via a WorkFlow, the signature line will no longer be removed from the e-mail.
- WorkFlows will no longer create e-mail notifications or eNotes for non-login or inactive users.

### ScanSnap™ Integration \*\*\*New Feature\*\*\*

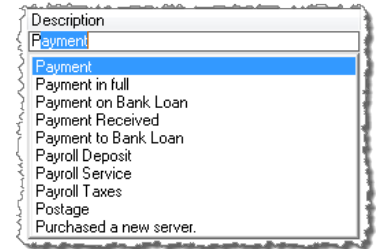
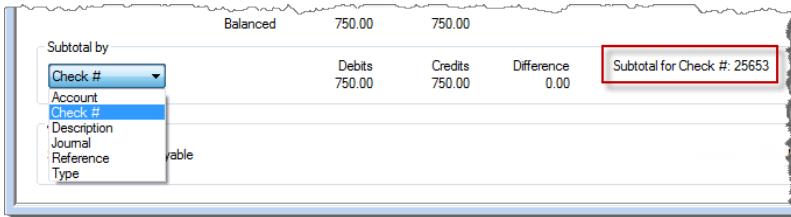
- Added a ScanSnap plug-in that integrates with Fujitsu® ScanSnap scanners (**Maintenance | Integration | Plug-ins**).
  - Quickly add scanned documents to PracticeMaster from ScanSnap's Quick Menu.
  - Scanned document are searchable via PracticeMaster's Conflict of Interest and Document Search when using the optional OCR feature (Optical Character Recognition).



# General Ledger Software (GLS)

## Journal Entries

- A new Autofill feature makes it easy to select a previously used description.
- A new Prefill feature populates all journal entries in a transaction based on previous transactions with or without amounts.
- You can now subtotal transactions and batches in the Journal Entry window by Account, Check #, Description, Journal, Reference, or Type.



## Account Information Program

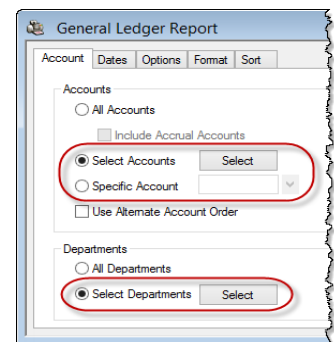
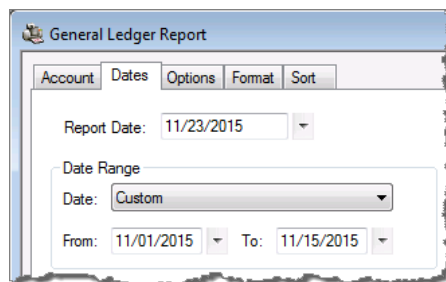
- You can now *add* journal entries via the **Journal Entries** tab of the Account Information program. Previously, you could only view and open journal entries from Account Information.

## Account Information Report \*\*\*New Report\*\*\*

- Added the ability to print a report from the Account Information window that mirrors the information shown on the selected tab.
  - **Balances** tab – Shows the monthly balances and optionally shows the difference for the periods selected.
  - **Budgets** tab – Shows the monthly budget, actual amounts, and/or difference for income and expense accounts for the periods selected.
  - **Journal Entries** tab – Shows a list of all journal entries with totals for the account and period selected.

## All Reports

- Added a new Date Range selector that makes it easy to select the current quarter, current year, prior month, prior quarter, prior year, etc.
- Added the ability to pick multiple ranges of accounts or one specific account.
- Added the ability to pick multiple ranges of departments.
- Added the ability to sort accounts in Chart of Accounts order or Account Number order.
- Simplified how date ranges are saved in report definitions.



## Chart of Accounts List

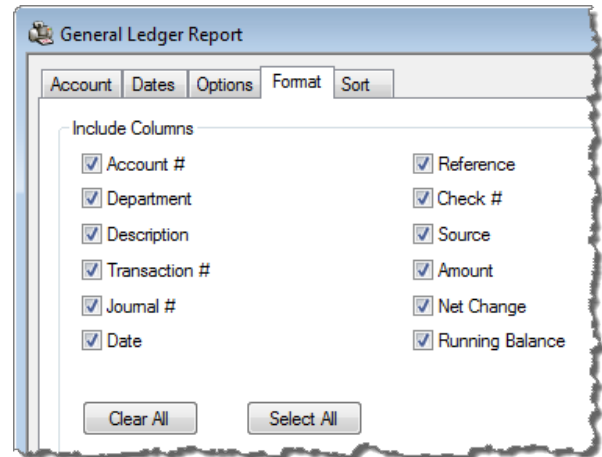
- Added the ability to include or exclude inactive accounts.

## Budget Report

- Added the ability to print the Budget Report in portrait or landscape orientation.

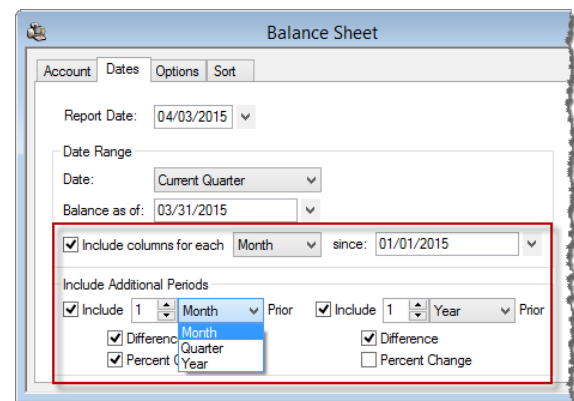
## General Ledger Report

- Added buttons to easily **Clear All** columns or **Select All** columns to print on the report.
- Added the ability to include or exclude any column on the report. You can now optionally exclude the **Account #**, **Description**, **Date**, and **Amount** columns on the report.



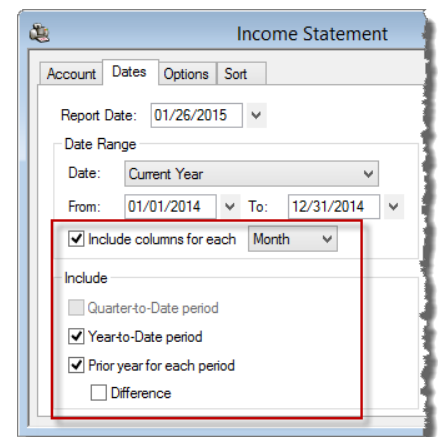
## Balance Sheet

- Greater flexibility for including columns and selecting which columns are included on the report.
- Added the ability to include columns for each month, quarter, or year in the period selected. For example, when running the report for the Current Year, you can include columns for each month in the current year.
- Optionally select the beginning date for the additional columns you want included. For example, when running the report for the Current Year, you can include columns for each month in the current year starting with June, instead of including all months.
- Optionally include **Difference** columns and **Percent Change** columns when including **Additional Periods**.



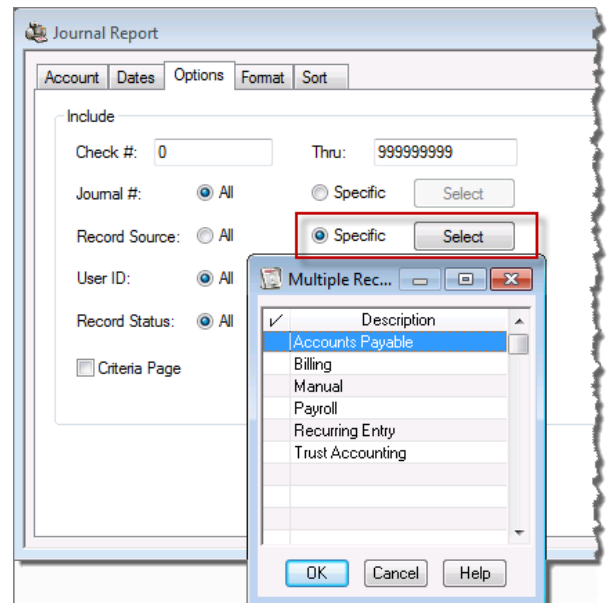
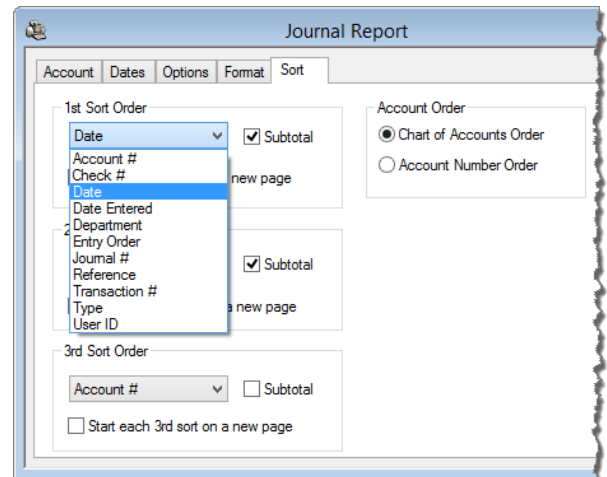
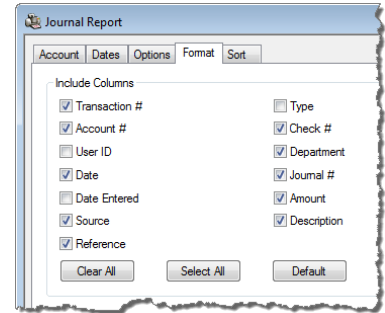
## Income Statement

- Greater flexibility for including columns and selecting which columns are included on the report.
- Added the ability to include columns for each month, quarter, or year in the period selected. For example, when running the report for the Current Year, you can include columns for each month in the current year.
- Added the ability to include columns for the prior year for each period. For example, when running the report for the Current Quarter, you can include columns for the current quarter in the prior year.
- When selecting to include the **Prior year for each period**, optionally include the **Difference** for each period.
- Optionally include Quarterly Budget Total and/or Yearly Budget Total.



## Journal Report

- Improved selection criteria.
  - Added the ability to select journal entries by Date Entered or Date. Previously, you could only select journal entries by Date.
  - Added the ability to select one or more User IDs.
  - Added the ability to select multiple ranges of journals.
  - Added the ability to include or exclude multiple Record Sources. For example, you can now select to include all journal entries with a Record Source of Accounts Payable or Billing. Previously, you could only include or exclude one Record Source.
  - Added the ability to select any combination of reconciled, outstanding, or cleared journal entries.
- Improved sorting and subtotaling.
  - Added the ability to select up to 3 Sort Orders. Previously you could only select 2 Sort Orders.
  - Added additional sort options for each Sort Order. Sorting options include Account #, Check #, Date, Date Entered, Department, Entry Order, Journal #, Reference, Transaction #, Type, and User ID.
  - Added the option to subtotal each Sort Order.
  - Added the option to include page breaks by starting each Sort Order on a new page.
- Added the ability to print the Journal Report in portrait or landscape orientation.



## Back Up

- All GLS clients are now backed up when a backup is made. Previously only the client that integrates with Tabs3 was backed up unless the backup was initiated from System Configuration or GLS.



## Bank Account Manager **\*\*\*New Feature\*\*\***

- New Bank Account Manager window provides a summary view of all bank account and credit card accounts in General Ledger Software including the Bank Name, Last Import Date, Last Reconciliation Date, and Account Balance. You can use the Bank Account Manager to launch the Reconciliation or the new Import Bank Transactions feature.

GLS Account	Bank Account #	Bank Name	Last Import	Last Reconciliation	Balance
1110.00 - Operating Account	9874-342-22352	First Bank	03/30/15 - No unconfirmed transactions	03/30/15	48,517.47
1140.00 - Payroll	9874-342-69141	First Bank	03/30/15 - 38 unconfirmed transactions	No reconciliation records	8,353.00

## Import Bank Transactions **\*\*\*New Feature\*\*\***

- Added the ability to import bank account transactions to streamline reconciliation of bank accounts and credit card accounts.
- Supported formats include:
  - **OFX** - Open Financial Exchange file
  - **QFX** - Quicken Financial Exchange file
  - **QBO** - QuickBooks Financial Exchange file
- During the import process, GLS compares the imported bank account transactions with the journal entries and deposit slips that have already been entered in GLS, and creates "matched transactions." You can also quickly create new transactions based on the imported transactions via the **Unmatched** tab. After you review and confirm the matched transactions, GLS marks the journal entries as cleared. You can then quickly reconcile the account because most transactions have already been marked as cleared.

Source	Description	Date	Debit	Credit	Type	Check #	Jnl Reference
Bank 226	CHECK DEPOSIT TO SBA 20161104 Payment	11/04/2016	5,000.00		Direct De Cash		980315001
Bank 144	PARKING City of Lincoln - Parking	11/12/2016		90.00	Check	25857	980310001
Bank 144	D & B Real Estate - Check 25856	11/12/2016		6,500.00	Check	25856	980309001
Bank 144	D & B Real Estate - Monthly Rent	11/17/2016		6,500.00	Check	25856	
Bank 2016112	ACH DEPOSIT TO SBA 20161117	11/17/2016	3,000.00		Deposit		980409601
Bank 2016112	Rent Received - Sublease	11/17/2016	3,000.00		Check		
Bank 2016112	ACH DEPOSIT TO SBA 20161117	11/17/2016	80,125.00		Deposit		980406001
Bank 148	USPS Postage	11/22/2016		250.00	Check	25858	980327001
Bank 148	LES Lincoln Electric Systems	11/22/2016		250.00	Check	25858	
Bank 151	CANONSYSTEMS Equipment Lease	11/19/2016		125.89	Check	25859	980738001
Bank 152	WATER AND WASTE Lincoln Water & Waste	11/24/2016		600.00	Check	25860	980910001
Bank 153	CAPITAL PRINTING Business Cards - KIM, JIM, JAN	11/24/2016		150.00	Check	25861	980130001
		11/23/2016		270.00	Check	25862	98042619

## Bank Info / Card Info Window

- Increased the Account # field length in the Bank Information / Credit Card Information window from 17 characters to 22 characters.
- Added a check box to indicate whether PDF reconciliation reports will be password protected. If selected, added the ability to specify a case sensitive password of up to 20 characters.

Bank Information

Bank Name: First Bank

Description: Operating Account

Account #: 9874-342-22352

Use a password to protect PDF reconciliation reports

Password: Recon2015

OK Cancel

## Reconciliation

- Added the ability to password protect PDF Reconciliation Reports.
- The Reconciliation program has been completely redesigned.
  - The **Reconciliation Settings** window now includes options for Interest and Service Charge adjustments.
  - A new **Reconciliation Discrepancy Report** shows all unreconciled trust transactions that are used to calculate the Beginning Balance, as well as any manually reconciled trust transactions since the last reconciliation.
  - The **Reconciliation** window has been split into side-by-side sections for ease of use.
    - When reconciling Bank Accounts, sections include **Checks and Other Withdrawals** and **Receipts and Other Deposits**.
    - When reconciling Credit Card Accounts, sections include **Purchases and Other Charges** and **Payments and Other Credits**.
  - Column sorting is now available in the **Reconciliation** program.
- View Reconciliation Reports by clicking a link in the Journal Entry or Deposit Slip programs (*for reconciliations performed in version 18 or later*).

Category	Count	Amount
Checks	17	64,395.57
EFTs / Other Withdrawals	1	100.00
Service Charge	1	39.00
<b>Total Withdrawals</b>	<b>19</b>	<b>64,534.57</b>

Category	Count	Amount
Receipts	4	93,556.62
Other Deposits	0	0.00
Interest	1	19.00
<b>Total Deposits</b>	<b>5</b>	<b>93,575.62</b>

Item	Amount
Statement Beginning Balance	206,403.18
Cleared Withdrawals	-64,534.57
Cleared Deposits	93,575.62
<b>Balance</b>	<b>235,444.23</b>
<b>Statement Ending Balance</b>	<b>235,444.23</b>
Difference	0.00

## Undo Reconciliation **\*\*\*New Feature\*\*\***

- New **Undo Reconciliation** program lets you undo reconciliations performed in Version 18 or later (**Maintenance | Undo Reconciliation**).

## General Ledger Report Writer

### Print Reports

- When printing a report, you can now select a **Year to Print**.

## Trust Accounting Software (TAS)

### Automatic Trust Payments from Tabs3 \*\*\*New Integration Feature\*\*\*

- Allow Tabs3 to automatically create a Payment to Firm when generating final statements in Tabs3.
  - Create payments for a specific transaction type or multiple transaction types
  - Pay current work, accounts receivable, or both
- Configure in multiple areas:
  - **TAS Customization** - Enable Automatic Trust Payments on the **Main** tab of TAS Customization.
  - **TAS Bank Account** - Configure a bank account to allow automatic payments via the **Integration Settings** button.
  - **TAS Trust Account** - Configure individual trust accounts to allow creation of automatic transactions via the **Balances** tab.
- The Statement Run Totals in Tabs3 includes a list of the automatic payments that are created when final statements are generated.
- Added the ability to print **Automatic trust payments only** as well as **Pending transactions only** on the Check Register by Check Number.
- Modified the Detail Trust Account List and Trust Account Information listing to include automatic payment settings.

The first screenshot shows the 'Customization' window with the 'Main' tab selected. Under 'Automatic Trust Payments', the checkbox 'Allow Tabs3 to automatically create Trust Transactions' is checked. Below it, a dropdown menu is set to 'Both current work and A/R'.

The second screenshot shows the 'Tabs3 Integration Settings' window. Under 'Automatic Trust Payments', the checkbox 'Allow automatic payments from trust accounts when generating final statements in Tabs3' is checked. Below it, radio buttons are set to 'EFT's'.

The third screenshot shows the 'Trust Account Information' window with the 'Balances' tab selected. The 'Trust ID' is 101.00 and the 'Bank Account' is 1 (First Bank IOLTA Account). Under 'Tabs3 Billing', checkboxes for 'All', 'Fee', 'Exp', and 'Adv' are all checked. The dropdown for 'Create auto transactions for amount of' is set to 'Both current work and A/R'. The 'Amount to Bill' is 0.00 and the 'Target Balance' is 3,000.00.

### Combine Trust Transactions \*\*\*New Feature\*\*\*

- Added the ability to combine existing deposit, EFT, or check transactions into a single item for reconciliation purposes.
- Optionally print a Combined Transaction Summary. When combining deposits, you can use this report as a deposit slip.

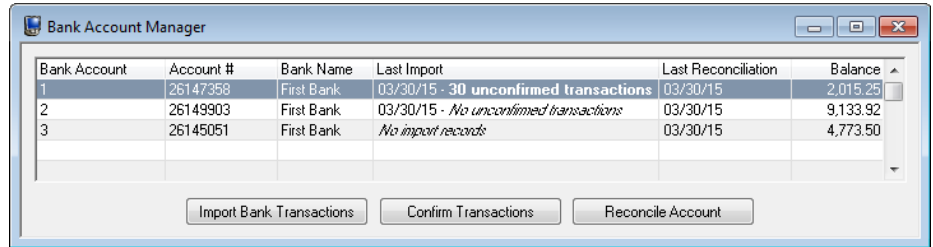
The 'Combine Trust Transactions' window shows the following details: Ref #: 4, Bank #: 1 (First Bank IOLTA Account), Date: 03/30/2015 (Monday), Type: Deposits, Check #: 0, Total Amount: 8,564.33, Status: Outstanding, and Description: Daily deposit, 03/30/15. There are buttons for 'Select Transactions...' and 'Print Summary'.

The 'Selected Transactions' table is as follows:

Trust ID	Bank #	Date	Amount	Description
1.00	1	03/30/2015	3.22	Interest Deposited
101.00	1	03/30/2015	1923.40	Retainer Payment Received
101.00	1	03/30/2015	1633.58	Retainer Payment Received, Thank You!
101.00	1	03/30/2015	4.13	Interest deposited to account
100.00	1	03/30/2015	5000.00	Initial deposit.

## Bank Account Manager **\*\*\*New Feature\*\*\***

- New Bank Account Manager window provides a summary view of all bank accounts in Trust Accounting Software including the Bank Name, Last Import Date, Last Reconciliation Date, and Account Balance. You can use the Bank Account Manager to launch the Reconciliation or the new Import Bank Transactions feature.

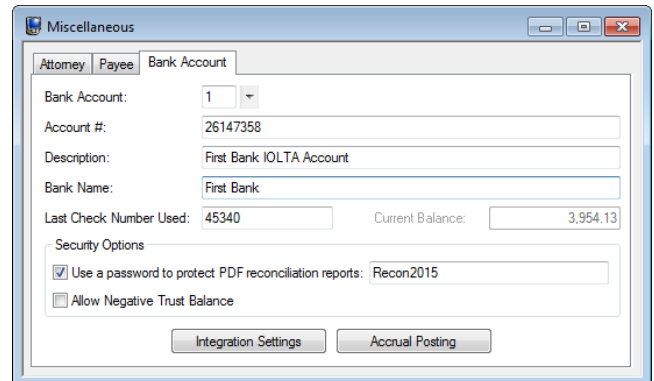


## Import Bank Transactions **\*\*\*New Feature\*\*\***

- Added the ability to import bank account transactions to streamline reconciliation of bank accounts.
- Supported formats include:
  - **OFX** - Open Financial Exchange file
  - **QFX** - Quicken Financial Exchange file
  - **QBO** - QuickBooks Financial Exchange file
- New import process helps automate reconciliation. During the import process, TAS compares the imported bank account transactions with the checks, EFTs, deposits, and credit card transactions that have already been entered in TAS, and creates "matched transactions." You can also quickly create new transactions based on the imported transactions via the **Unmatched** tab. After you review and confirm the matched transactions, TAS marks the trust transactions as cleared. You can then quickly reconcile the bank account because the majority of transactions have already been marked as cleared.

## Bank Account

- Added the ability to store a bank account # (maximum of 22 characters) and bank name (maximum of 50 characters).
- Added a check box to indicate whether PDF reconciliation reports will be password protected. If selected, added the ability to specify a case sensitive password of up to 20 characters
- Reorganized the Bank Account window by adding a new Integration Settings window that includes the Tabs3 and GLS integration information.
  - Added the ability to configure a bank account to allow automatic payments when generating final statements in Tabs3, and designate whether payments will be created as EFTs or checks.
- Modified the Bank Account List to reflect the new options.
- The **Current Balance** field cannot be edited unless the **Allow editing of bank account current balance** check box is selected in Customization during the same session. This setting is disabled each time Trust Accounting is started.



## Reconciliation

- Added the ability to password protect PDF Reconciliation Reports.
- The **Reconciliation** program has been completely redesigned.
  - The **Reconciliation Settings** window now includes options for Interest and Service Charge adjustments.
  - A new **Reconciliation Discrepancy Report** shows all unreconciled journal entries that are used to calculate the Beginning Balance.
  - The **Reconciliation** window has been split into side-by-side sections for ease of use.
  - Column sorting is now available in the **Reconciliation** program.
  - Optionally show Trust ID, Client Name, and Work Description for each transaction.
- View Reconciliation Reports by clicking on a link in the Trust Transaction program *(for reconciliations performed in Version 18 or later)*.

Reconciliation Settings

Bank Account: 1 First Bank IOLTA Account

Show Trust Account Information for each Trust Transaction

Statement Information

Statement Date: 12/31/2015

Beginning Balance: 2,150.00

Ending Balance: 2,798.65

Adjustments

Interest: 0.00 Trust ID: Bank:

Interest Date: mm/dd/yyyy Bank:

Service Charge: 19.00 Trust ID: 1.00 Administrative

Service Charge Date: 12/31/2015 Bank: 1 First Bank IOLTA Account

OK Cancel

Reconciliation - 6027-2913-8451 First Bank IOLTA Account - 10/31/2016

Clr	Date	Check #	Amount	Description
✓	09/26/2016	45335	200.00	Payment of August Invoice 101.00-1 Williams/John - St
✓	09/30/2016	EFT	0.63	Interest Transferred to IOLT 1.00-1 Administrative Accou
✓	10/27/2016	45336	723.40	Payment of September Invc 101.00-1 Williams/John - St
✓	10/31/2016	45337	1,382.35	Payment of October Invoice 101.00-1 Williams/John - St
✓	10/31/2016	EFT	3.22	Interest transferred to IOLT 1.00-1 Administrative Accou

Clr	Date	Type	Amount	Description
✓	09/16/2016	Deposit	0.63	Interest Deposited to accou 1.00-1 Administrative Accou
✓	10/17/2016	Deposit	3.22	Interest Deposited 1.00-1 Administrative Accou
✓	10/20/2016	Deposit	1,000.00	Initial Deposit - Check 2322 850.00-1 White/Kelly - Divc
✓	10/31/2016	Deposit	1,923.40	Retainer Payment Receiver 101.00-1 Williams/John - St

Cleared Withdrawals		Cleared Deposits	
3 Checks	2,305.75	4 Deposits	2,927.25
2 EFTs	3.85	0 Interest	0.00
1 Service Charge	19.00	4 Total Deposits	2,927.25
6 Total Withdrawals	2,328.60		

Reconciliation Balances	
Statement Beginning Balance:	2,200.00
Cleared Withdrawals:	-2,328.60
Cleared Deposits:	2,927.25
Cleared Balance:	2,798.65
Statement Ending Balance:	2,798.65
Difference:	0.00

Settings Postpone Finalize

## Undo Reconciliation **\*\*\*New Feature\*\*\***

- New **Undo Reconciliation** program lets you undo reconciliations performed in Version 18 or later (**Checks | Undo Reconciliation**).

## Three-Way Reconciliation Report **\*\*\*New Report\*\*\***

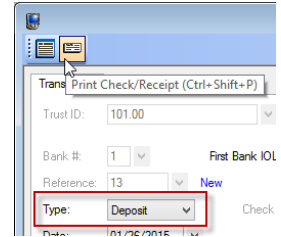
- Added a new Three-Way Reconciliation Report that compares the Client Trust Ledger, Reconciliation, and Check Register balances to verify that each file's balance matches the other files.

## Check Register by Check Number

- Added the ability to print **Automatic Trust Payments Only** as well as **Pending Transactions Only**.

## Print Receipts

- Added the ability to print a receipt for deposits using the **Print Check/Receipt** button (*Ctrl+Shift+P*). Previously you could only print receipts for credit card deposit transactions.



## New ProPay Payment Processing Solution for Credit Card Trust Account Deposits

- Integration with ProPay replaces the discontinued PayFuse integration.
- Now has a simplified annual PCI self-assessment questionnaire.
- Process eChecks, i.e., directly debit a client's checking or savings account.
- Process additional payments without the need to reenter card or bank account information.
- Access ProPay Merchant Account reports directly from Tabs3 Trust Accounting.

## Purge Transactions (discontinued feature)

### Select Transactions to Save/Purge (discontinued feature)

- Removed the Purge Transactions and Select Transactions to Save/Purge programs in order to maintain accurate trust account and bank account balances for reconciliation purposes and the Three-Way Reconciliation Report.
- Removed the **Save/Purge** field from data entry screens and reports.

## Customization

- Removed the **Allow editing of trust account current balance** check box in order to provide balances based on all transactions.
- Restricted the ability to edit bank account balances. The **Allow editing of bank account current balance** check box is saved for the current session only. This setting is disabled each time Trust Accounting is started. Only users with access rights to *Customization* and *Edit Bank Account* can edit bank balances.

## Accounts Payable Software (APS)

### Vendor Information

- Moved the **MTD**, **YTD**, and **TD Paid** and **Discount** figures to the Vendor Activity window.
- The **MTD**, **YTD**, and **TD Paid** and **Discount** figures can no longer be edited and are now based on the system date.

### Vendor Analysis Report

- Changed the Vendor Analysis Report to be a transaction-based report. **MTD**, **YTD**, and **TD** figures are now based on the report date.

### Clear Vendor Analysis Totals (discontinued feature)

- Removed the Clear Vendor Analysis Totals program because these figures are now transaction based.
- Removed the **Month/Year-End** Task Folder because the Clear Vendor Analysis Totals program was removed.

## ***Purge Checks (discontinued feature)***

### ***Select Invoices to Save/Purge (discontinued feature)***

- Removed the Purge Checks program in order to maintain accurate vendor totals in the Vendor file and Vendor Analysis Report.
- Removed the **Save/Purge** field from data entry screens and reports.

## ***Void Posted Checks***

- Removed the **Vendor Totals to Update** section because these figures are now date based.

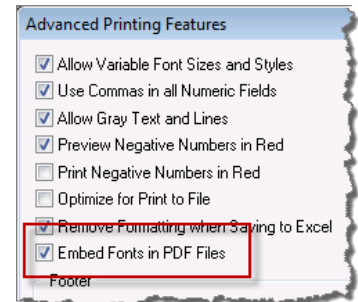
## **Miscellaneous Changes**

### ***Embed Fonts in PDF Files***

- Fonts can now be embedded when printing to PDF. This allows all recipients to see the PDF file with the specified fonts even if they are not installed on their computer.

### ***Assigned Timekeepers***

- When selecting to **Assign Tabs3/PracticeMaster Timekeepers** in the User Configuration program in System Configuration, there is no longer a limit to the number of timekeepers you can select.



## ***Zoom***

- Report previews can now be zoomed up to 6400%.

## ***Date Range***

- Changed the allowable date range for date fields in Tabs3 and the Tabs3 Financial Software to 01/01/1970 through 12/31/2069.
- Changed the allowable date range for date fields in PracticeMaster to 01/01/1753 through 12/31/2199. Date fields used by both PracticeMaster and Tabs3 will use the 01/01/1970 through 12/31/2069 date range.

## ***Support Log***

- The PracticeMaster Data File Integrity Check section now indicates whether or not the **Check E-mail Attachments** check box was selected.
- The General Ledger and Trust Accounting programs now track when Reconciliations are finalized and when the Undo Reconciliation program is run.
- The Trust Accounting program now tracks when the Current Balance field of the Bank Account file is changed, and includes the difference between the previous value and the current value.
- Encryption of data files for Platinum SQL systems is tracked in the Support Log.

## ***Rename Contact***

- Added the ability to optionally update the **First Name** and **Last Name** fields when renaming contacts in PracticeMaster, Tabs3, and Trust Accounting.
- Renaming a contact in Tabs3 or Trust Accounting will send the **First Name** and **Last Name** changes to PracticeMaster.
- The **First Name** and **Last Name** fields in the Contact file are now Protected fields in PracticeMaster File Maintenance.

## ***Print Setup***

- Added a **Portrait** tab and **Landscape** tab to the Page Setup window (**File | Print Setup | Page Setup button**), allowing you to configure margins and offset adjustments based on the orientation of each printer's print job.

## ***Help About Window***

- The **Help About** window now indicates whether the software is Platinum or Platinum SQL.

## ***Improved Integrity Checking***

- Improved Data File Integrity Check (DFIC) and Archive Integrity Check (AFIC) programs help assure your data remains error-free by including additional integrity checks.

# **Platinum Versions**

## ***Platinum Server Cache Configuration***     ***\*\*\*New Feature\*\*\****

- Simplified configuration of caching by allowing you to allocate memory for caching of Tabs3 and PracticeMaster data and index files directly from the Platinum Server Configuration window found in System Configuration.
- When allocating memory for caching, System Configuration will automatically prioritize caching of more commonly used files to maximize performance.

## ***Performance Monitoring Utilities***

- Performance monitoring utilities are now available for all Platinum systems. Previously they were only available for Platinum SQL versions.

## ***Increased Index Limit***

- Platinum users can have a maximum of 30 user defined indexes per file whereas non-Platinum users can have a maximum of 15 user-defined indexes.

## ***Tabs3 Connect – Fee and Cost Entry***

- Tabs3 Connect now uses the Rate from Tabs3 when changing fee or cost transactions.
- The Amount is recalculated automatically when the Timekeeper, Tcode, Activity Code, or Expense ID fields are changed.
- "Budget exceeded" messages now display when entering fees and costs in Tabs3 Connect.



### ***Tabs3 Connect – Calendar Entries***

- Tabs3 Connect now includes the **Private** check box when adding or changing calendar entries.

### ***Tabs3 Connect – Text Macros***

- Added the ability to use your Tabs3 and PracticeMaster text macros in description and memo fields in Tabs3 Connect.
- Text macros can be enabled or disabled within Tabs3 Connect.
- Text macros must be added and edited in Tabs3 or PracticeMaster.

## **Platinum SQL Versions**

### ***Platinum Server Data Encryption***    ***\*\*\*New Feature\*\*\****

- Enable data encryption in Platinum SQL versions to protect your data with an extra layer of security.

### ***Platinum SQL Legacy ODBC Driver***

- The legacy, stand-alone ODBC driver will no longer be accessible with Platinum SQL. The SQL version includes a better, faster ODBC driver. If you use the legacy, stand-alone ODBC driver with Platinum SQL, you must transfer your queries and reports to the SQL ODBC driver.

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