

# Statement Formatting Guide



Tabs3 Billing



PracticeMaster



Trust Accounting



Accounts Payable




General Ledger

## **Tabs3 Billing Statement Formatting Guide**

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## Introduction

One of Tabs3 Billing's most powerful features is the flexibility to customize how your statements look when generated for each client. Configuration of the statement format occurs at various levels. These levels include the following:

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## Purpose of Guide

The Tabs3 Billing Statement Formatting Guide covers the various options for customizing your billing statement to look the way you want it to look. It includes information on mailing and emailing statements, designing the statement layout, changing the way information is formatted, and more.

A separate **Statements Guide** includes information for how to generate statements. Additional guides for other software features are also available on our Web site at:

**[Tabs3.com/support/docs.html](http://Tabs3.com/support/docs.html)**

## Tabs3 Billing Customization

The first level of defining the statement format can be found in Tabs3 Billing Customization. These options are firm-wide and affect all clients.

## Setting Up Tabs3 Billing Customization

<b>Menu:</b>	<b><a href="#">Utilities   Customization</a></b>
<b>Home:</b>	<b><a href="#">All Actions   Setup   Customization</a></b>
<b>Quick Launch:</b>	<b><a href="#">Customization</a></b>

The Customization tabs we will be looking at include the **Main** tab, **Options** tab, **Rates** tab, and **Client Defaults** tab.

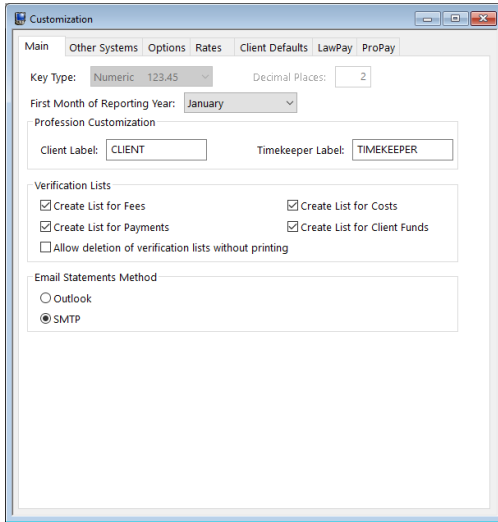


Figure 1, Customization - **Main** tab

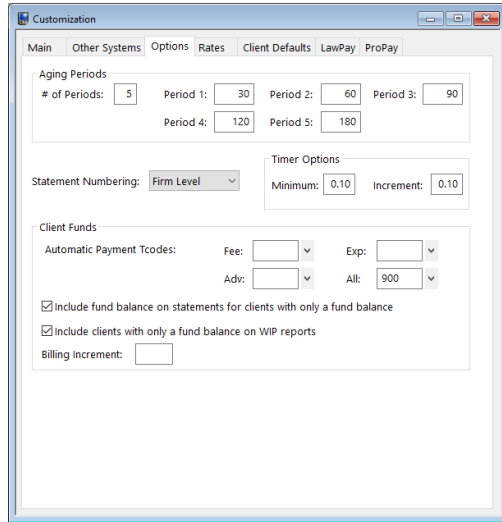


Figure 2, Customization - **Options** tab

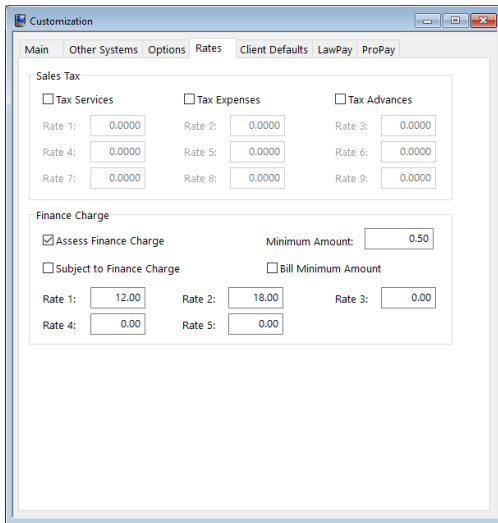


Figure 3, Customization - **Rates** tab

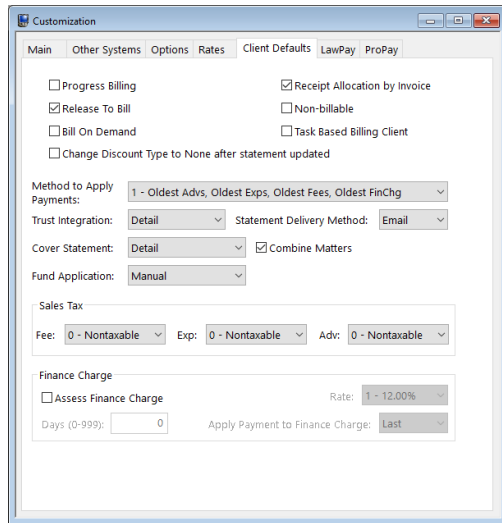


Figure 4, Customization - **Client Defaults** tab

**Main** tab

The **Main** tab allows you to select whether email statements will be sent via Microsoft® Outlook® or an SMTP server.

**Options** tab

The **Options** tab allows you to define your aging periods and also allows you to specify if statement numbering will be implemented at the firm level or the client level.

**Rates** tab

The **Rates** tab includes information regarding sales tax and finance charge.

- You can specify if you want sales tax charged for fees, expenses, or advances. Up to nine different sales tax rates can be defined. The sales tax feature in Tabs3 Billing is very sophisticated, allowing you to specify whether or not individual transactions will be taxed.
- The **Rates** tab can also be used to define whether you want a finance charge assessed, if the finance charge is subject to a finance charge, and if you want to assess a minimum finance charge. Up to five different finance charge rates can be defined.

**Client Defaults** tab

The **Client Defaults** tab allows you to select the default settings for new clients.

## **Statement Customization**

The next level of defining the statement format can be found in Statement Customization. Statement Customization allows you to define many additional firm-wide statement formatting options.

## **Setting Up Statement Customization**

**Menu:** [Statements | Statement Setup | Customization](#)

**Home:** [All Actions | Statements | Statement Setup | Statement Customization](#)

**Quick Launch:** [Statement Customization](#)

Statement Customization includes the following tabs:

- Options
- Terminology
- Headings
- Cover Stmt
- Months



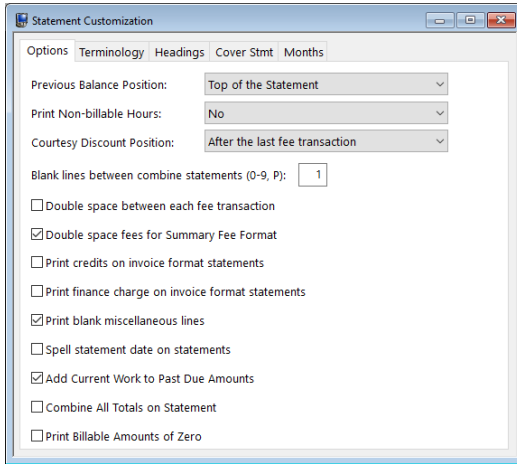


Figure 5, Statement Customization  
**Options tab**

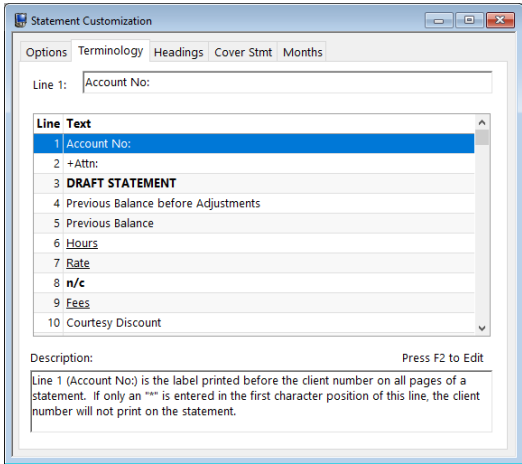


Figure 6, Statement Customization  
**Terminology tab**

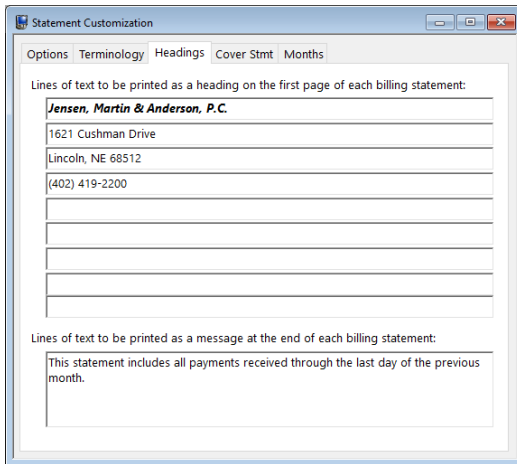


Figure 7, Statement Customization  
**Headings tab**

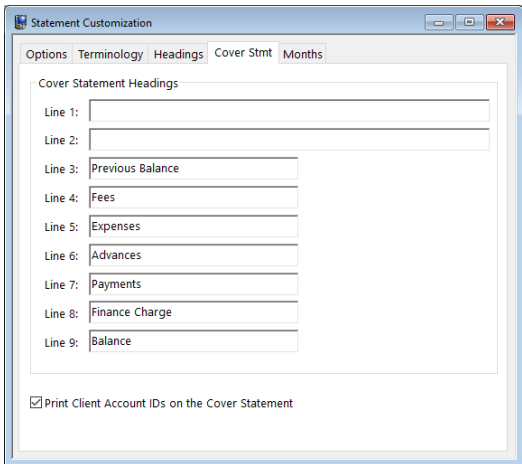


Figure 8, Statement Customization  
**Cover Stmt tab**

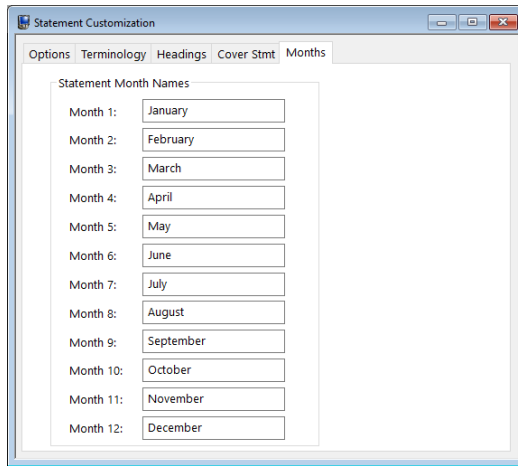


Figure 9, Statement Customization  
**Months** tab

## Options tab

The **Options** tab allows you to specify if you want the previous balance line to print at the beginning of the statement or after fees and costs, whether you want non-billable hours to print, and where you want the Courtesy Discount to print. You can specify a number of blank lines or a page break between combined statements, whether you want fees double spaced, and if you want credits included on invoice format statements. You can specify if you want finance charges on invoice format statements and whether you want blank miscellaneous lines printed. You can specify whether you want the statement date to be printed in MM/DD/YYYY format or spelled out. You can specify whether current work will be included in past due amounts and if you want a combined total of all due amounts on a statement. You can specify whether you want "0.00" to print for billable transactions with zero amounts or not print an amount at all.

**Terminology** tab

The **Terminology** tab contains modifiable statement terminology. There are over 70 different areas of statement terminology that can be modified. For example, if you don't like the terminology "Balance Due," you can change it to whatever you like, such as "Total Amount Due." Or, as another example, you can change the "For Current Services Rendered" line to read "Professional Services." If desired, you can print optional headings for the fee, expense, advance, and payment sections of the statement. Tabs3 Billing also allows you to embed the statement date or cut-off dates in many of the statement terms. You can also apply bold, italic, and underline attributes to the statement terminology. You can configure Tabs3 Billing so the expenses and advances combine into one section on the statement. You can specify if the client's account number, the statement number, the page number, or the term "Continued" will print on statements. You can specify if you want the contact name to print before the client name.

**Headings** tab

The **Headings** tab allows you to enter up to nine lines of text for your firm's name and address, thus allowing you to use plain paper instead of pre-printed letterhead for your statements. These nine lines can alternatively be used to insert any type of global notes that you want printed at the top of every statement. You can also enter up to four lines of optional text that prints at the end of each statement. Many firms use these lines for a message regarding finance charge policy, payment terms, or perhaps a seasonal message. Alternatively, you can use a bitmap image file for the statement heading or you can create a custom heading and statement notes using the Statement Designer.

**Cover Stmt** tab

The **Cover Stmt** tab allows you to customize cover statement terminology and specify whether you want Client IDs included on the cover statement.

**Months** tab

The **Months** tab contains the names of the twelve months of the year. These names are used if you customized Tabs3 Billing to spell out the statement date.

# Printer Setup

The next level of defining the statement format can be found in the Tabs3 Billing Statement Printer Setup.

## Statement Printer Setup

- Menu:** *File | Print Setup | Statement Setup button*  
**Home:** *All Actions | Setup | Print Setup | Statement Setup button*  
**Quick Launch:** *Print Setup | Statement Setup button*

You can use any Windows printer to generate statements. You can specify the font you want used, the paper size and source, and whether you want envelopes printed with statements. If you plan on using the nine lines specified in Customization for the statement heading, you can specify a heading font. As an alternative, you can include a bitmap of your firm's letterhead allowing you greater formatting flexibility. If you will be using the custom page layouts created by the Statement Designer (page 28), you must select the **Enable Statement Designer Layouts** check box as shown in Figure 10.

Statement Setup for Brother HL-2270DW

Normal Font: 10 pt Segoe UI   Print Envelopes

Statement Width  
 Automatic: 100 Percent Adjustment  Enable Statement Designer Layouts  
 Fixed: 0 Columns

Page One  
 Heading Font: 10 pt Segoe UI   
 Paper: Letter  Source: Auto Select   
 Blank Lines at Page Top: 0 Blank Lines Before Detail: 2  Compress Address  
 Bitmap  (none)  
 Bitmap Vertical Placement: 0.000 Bitmap Alignment: Flush Left Margin

Continuation Page  
 Paper: Letter  Source: Auto Select   
 Blank Lines Before Detail: 2

Envelopes  
 Paper: Letter  Source: Auto Select   
 Address Print Position: Horizontal: 0.000 Vertical: 0.000  
 Paper Orientation:  Portrait  Landscape

Figure 10, Print Setup - Statement Setup

# Statement Templates

The next level of defining the statement format can be found in the Statement Templates window. Statement templates determine many options pertaining to the format of the billing statement.

## Defining Statement Templates

- Menu:** [Statements | Statement Setup | Statement Templates](#)  
**Home:** [All Actions | Statements | Statement Setup | Statement Templates](#)  
**Quick Launch:** [Statement Templates](#)

Each statement template includes the following tabs:

- General
- Fee Format
- Cost/Payment Format
- Layouts

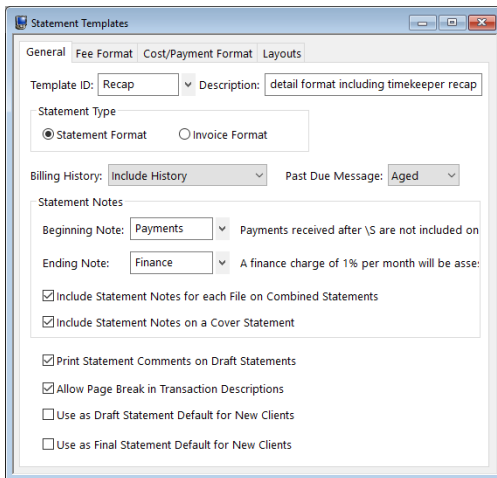


Figure 11, Statement Templates  
**General tab**

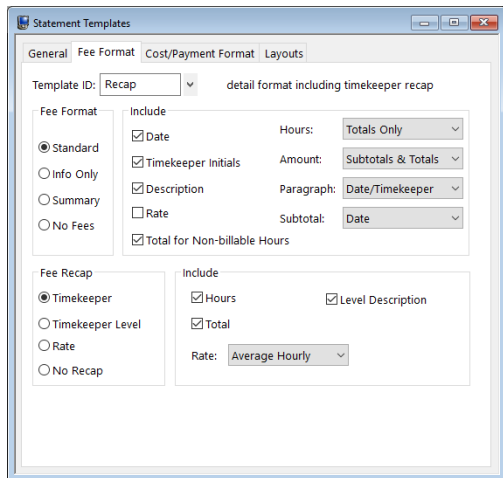


Figure 12, Statement Templates  
**Fee Format tab**

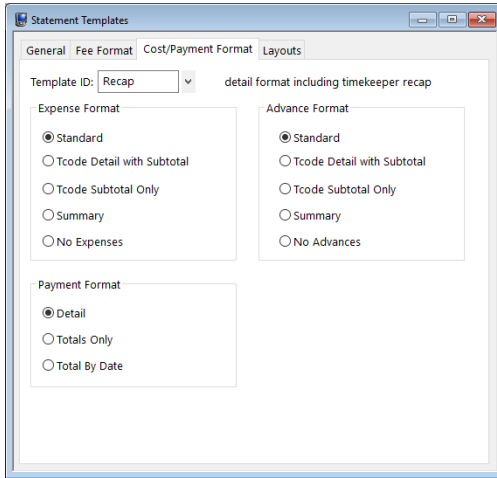


Figure 13, Statement Templates  
**Cost/Payment Format tab**

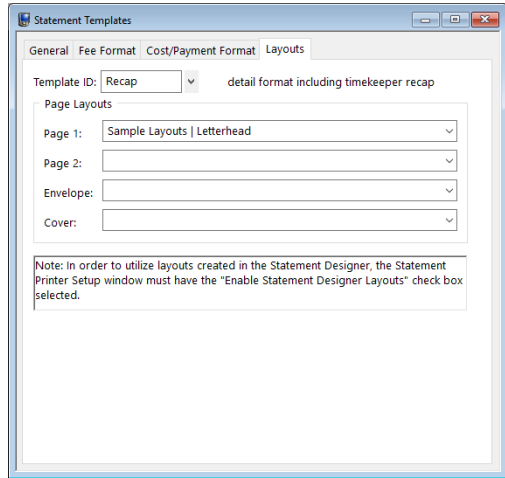


Figure 14, Statement Templates  
**Layouts tab**

**General tab**

The **General** tab is used to specify invoice or statement formatting, billing history options, past due messages and statement notes.

**Fee Format tab**

The **Fee Format** tab is used to determine whether fees print and, if so, whether timekeeper initials, dates, hours, hourly rates, and amounts are included. Subtotaling of fees is defined here. An optional fee recap by timekeeper, timekeeper level, or rate can also be set up. The recap can include hours, timekeeper levels, rates, and a total amount.

**Cost/Payment Format tab**

The **Cost/Payment Format** tab is used to specify whether expenses and advances print and, if so, the format used on the statement. You can also indicate whether payments will be shown in detail, be subtotaled by date, or show totals only.

**Layouts tab**

The **Layouts** tab is optional and is used to designate which custom Page Layouts created by the Statement Designer will be used when statements are printed for clients that are assigned this template.

These options apply to all clients who are assigned the specified template. Each client is assigned two statement templates—one for draft statements and one for final statements. Once a template

has been defined, any changes made to a statement template affect all clients who are assigned that template. Some firms will have separate statement templates for each timekeeper.

There is no limit to the number of statement templates that can be defined.

Typically, firms will set up a few statement templates to use before they begin to add clients. As clients are added, they are assigned statement templates on the **Statement Options** tab of the Client file. Once statement templates have been set up and fine-tuned, the Statement Templates program is typically used only when changes or a new template is required.

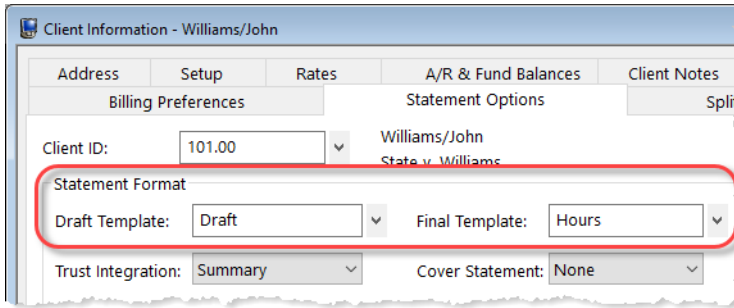



Figure 15, Statement Format Options

## Adding a New Statement Template

You can add a new statement template based on default system settings.


### ► To add a statement template

1. From the **Statements** menu, select **Statement Setup** icon, and then click **Statement Templates**.
2. On the **General** tab, enter a new **Template ID**.
3. Enter the **Description**.
4. Select the desired options on the **General**, **Fee Format**, **Cost/Payment Format**, and **Layouts** tabs.
5. Click  to save the new template.

## Copying a Statement Template

You can copy an existing Statement Template and then make changes as needed.

### ► To copy a statement template

1. From the **Statements** menu, select **Statement Setup** icon, and then click **Statement Templates**.
2. On the **General** tab, select the **Template ID** you want to use as a basis for the new template.
3. Change the **Template ID** to the name of the new statement template.
4. In the **Description** field, enter a description for the new template.
5. Make the desired changes.
6. Click  to save the new template.

## Changing the Statement Template Used


When changing the statement template that is used, it can be changed either individually for each client, for multiple clients at one time, or when running specific statements.

### Changing the Statement Template for One Client

You can change the Draft Template and/or Final Template via the Client file on an individual basis.



► **To change the statement template used for a single client**

1. From the Quick Launch, search for and select “Client Information.”
2. Select the **Client ID** for which you want to change templates.
3. From the **Statement Options** tab, in the **Statement Format** section, select the desired **Draft Template** and/or **Final Template**.
4. Click  to save the changes to the client.

## Changing the Statement Template for Multiple Clients

If you want to change statement templates for multiple clients, you can use the Change Client Options program.

► **To change the statement template used for multiple clients**

1. From the **Maintenance** menu, select **Client Related** icon, and then click **Change Client Options**.
2. Select the **Client ID** range, or click **Multiple** to select multiple ranges of clients.
3. From the **Statements** tab, click the **Select** button.
4. Select **Draft Template** and/or **Final Template** and click **OK**.
5. In the **Statement Format** section, select the desired **Draft Template** and/or **Final Template**.
6. Click **OK**.

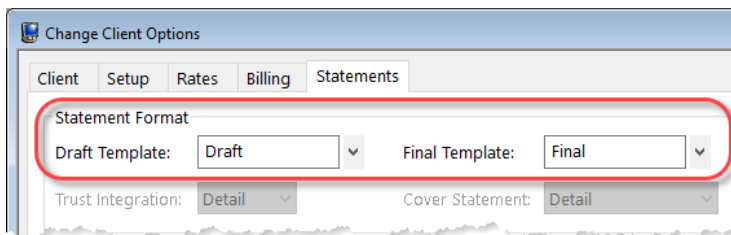


Figure 16, Change Client Options

## Changing the Statement Template for One Statement

If you want to change the statement template temporarily, or test how it will look, you can select a template when generating statements.

► **To change the template used at the time statements are generated**

1. From the **Statements** menu, click **Generate Statements**.
2. Select the **Client ID** range, or click **Multiple** to select multiple ranges of clients.
3. From the **Options** tab, in the **Statement Options** section, click the **Statement Template** button.
4. In the Statement Template Options window, click the **Select Template** button.
5. In the **Template ID** field, select the desired **Template ID** and click **OK**.
6. Click **OK** to close the Statement Template Options window.
7. Generate the statement as normal.

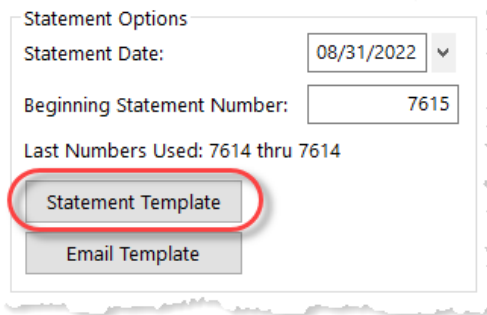


Figure 17, Generate Statements Program

After closing the Generate Statements window, the next time you run statements, the template selected in the Client file will be used unless a template has been defined and saved in a report definition.

## Training Videos

You can view the following training video for more information. Clicking the link will open the training video in your browser. All training videos are also accessible in the software via the **Help | Training Videos** menu and at [Tabs3.com/video](https://www.tabs3.com/video).

 [Utilizing Statement Templates](#)

# Email Templates

The next level of defining the statement format can be found in the Email Templates window. Email templates are used by clients who are set up to receive statements via email. Email template options apply to all clients who are assigned the specified template. Once a template has been defined, any changes made to the email template affect all clients who are assigned that template. Some firms will have separate email templates for each timekeeper, category, or billing frequency. If desired, email templates can also be defined for specific clients.

## Setting Up Email Templates

**Menu:** [Statements | Statement Setup | Email Templates](#)  
**Home:** [All Actions | Statements | Statement Setup | Email Templates](#)  
**Quick Launch:** [Email Templates](#)

Each email template must have valid Email Identification information defined in the **From Name**, **From Address**, and **Reply To Address** fields. When sending via Microsoft Outlook, the **Reply To Address** is unavailable and instead is controlled by Outlook. Additional recipients can also be defined, including entering a firm email address in the **Bcc Recipients** field to ensure that a copy of the sent email statement is retained in a single account's email messages. The **Subject** and **Body** of the email message can be defined using variables from the Available Fields list. Using variables in place of text allows email statement messages to easily be customized for each individual client or matter that is set up to receive statements via email. Additionally, when the cursor is in the **Body** field, the Email Template Toolbar is available to format text.

You can include a variable for a payment and/or trust deposit link in your email message, which allows clients to pay their bill or deposit funds into their trust account online with a credit card, debit card, or eCheck. See Knowledge Base Article [R11905](#), "Requesting and Importing Tabs3Pay Online Payments and Trust Deposits," for more information.

**Version Note:** The Trust Request feature requires Tabs3 Software Version 2022 (Build 22.2.3) and later.

There is no limit to the number of email templates that can be defined.

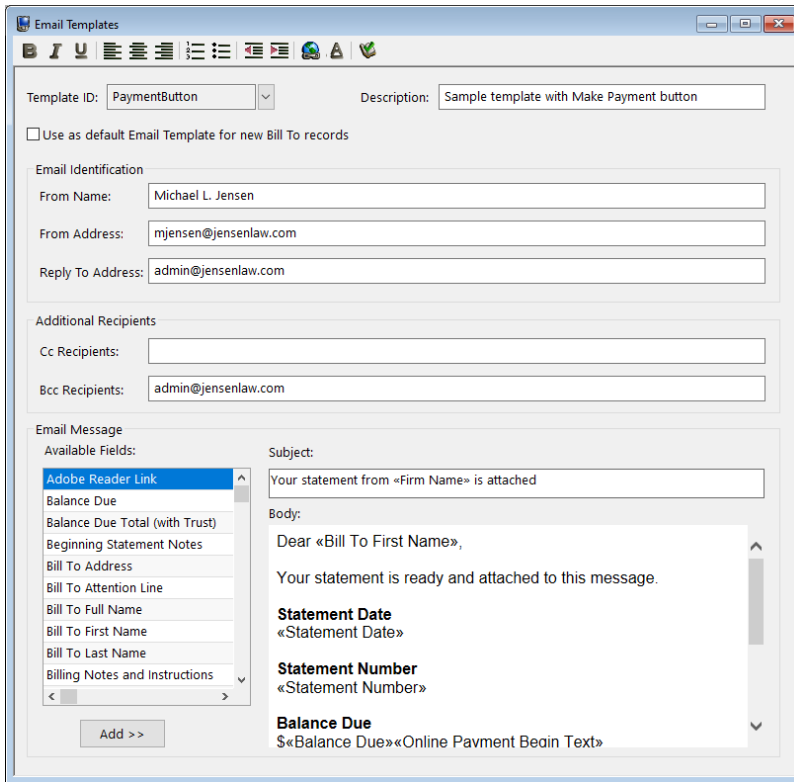


Figure 18, Email Templates

Typically, firms will set up a generic email template before they begin to add clients. As clients who will receive email statements are added, email templates are assigned in the Bill To Record window, which is accessed via the **Billing Preferences** tab of the Client file. Once email templates have been set up and fine-tuned, the Email Templates program is typically used only when a change or a new template is required.

Bill To Record

Bill To Name: Larson/Michael

Description: Address shown on the Address tab

Statement Delivery Options

- Mail Statement
- Email Statement
  - Print the Client's Name and Address on the Statement
  - Print the Bill To's Name and Address on the Statement

Statement Address

Business\* 123 Washington St.  
Lincoln NE 68508

Include Attention line on statement

- Matter's Contact Name: Michael Larson
- Other:

Email Delivery Options

Email 1\* mlarson@larson.com

Email Template: PaymentButton Sample template with Make

OK Cancel Delete


Figure 19, Bill To Record Window

**More Info:** Additional information on Email Templates can be found in Tabs3 Billing Help and in Knowledge Base Article [R11338](#), "Emailing Tabs3 Statements."

## Adding a New Email Template

You can create a new email template from scratch.


► **To add a new email template**

1. From the **Statements** menu, select **Statement Setup**, and then click **Email Templates**.
2. Enter a new **Template ID**.
3. Enter the **Description**.
4. Enter the desired information for the email template.
5. Click  to save the new template.

## Copying an Email Template

You can copy an existing email template and then make changes as needed.

► **To copy an email template**

1. From the **Statements** menu, select **Statement Setup**, and then click **Email Templates**.
2. Enter the **Template ID** you want to use as a basis for the new template.
3. Press Esc.
4. Change the **Template ID** to the name of the new email template.
5. Enter the **Description**.
6. Make the desired changes.
7. Click  to save the new template.

## Changing the Email Template Used


When changing the email template used, it can be changed either individually for each client, for multiple clients at one time, or for a specific statement run.

### Changing the Email Template for One Client

You can change the email template via the Client file on an individual basis.

► **To change the email template used for a single client**

1. From the **File** menu, select **Open**, and then click **Client**.
2. Select the **Client ID**.
3. From the **Billing Preferences** tab, in the **Statement Delivery Options** section, select the **Bill To Name** for which you want to change the email template.

4. Click the **Edit** button.
5. Select the **Email Template** you want to use.
6. Click **OK**.
7. Click  to save the changes to the client.

## Changing the Email Template for Multiple Clients

If you want to change email templates for multiple clients, you can use the Change Client Options program.

### ► To change the email template used for multiple clients

1. From the **Maintenance** menu, select **Client Related**, and then click **Change Client Options**.
2. Select the **Client ID** range, or click **Multiple** to select multiple ranges of clients.
3. From the **Billing** tab, click the **Select** button.
4. Select **Email Template** and click **OK**.
5. In the **Statement Delivery Options** section, select the desired **Email Template**.
6. Click **OK**.

**Note:** Changing the Email Template using the Change Client Options program will change the template for all Bill To records associated with the selected client(s).

## Changing the Email Template for One Statement

If you want to change the email template temporarily, or test how it will look, you can select a template when generating statements.

### ► To change the email template used at the time statements are generated

1. From the **Statements** menu, click **Generate Statements**.
2. Select the **Client ID** range, or click **Multiple** to select multiple ranges of clients.
3. From the **Options** tab, in the **Statement Type** section, select **Final**. **Final** must be selected before an email template can be selected.
4. In the **Statement Options** section, click the **Email Template** button.
5. In the Select Email Template window, select the desired **Template ID** and click **OK**.
6. Generate the statement as normal.

After closing the Generate Statements window, the next time you run statements, the template selected in the Client file will be used unless a template has been defined and saved in a report definition.

## Training Videos

You can view the following training video for more information. Clicking the link will open the training video in your browser. All training videos are also accessible in the software via the **Help | Training Videos** menu and at [Tabs3.com/video](https://www.tabs3.com/video).



[Email Statements Overview](#)



[Getting Paid Using Online Payments](#)

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## Client Setup

The next level of defining the statement format can be found in the Client file. These options are specific to the individual client.

## Setting up the Client

**Menu:** [File | Open | Client](#)  
**Home:** [All Actions | People | Client](#)  
**Quick Launch:** [Client Information](#)

The Client tabs we will be looking at include the **Setup** tab, **A/R & Fund Balances** tab, **Billing Options** tab, **Billing Preferences** tab, and **Statement Options** tab.



Client Information - White/Kelly

Billing Preferences      Statement Options      Split Billing

Address      Setup      Rates      A/R & Fund Balances      Client Notes

Client ID: 850.00      White/Kelly  
Divorce

Settings

Billing Category: 35      Family Law

Billing Frequency: Monthly      Monthly Clients

Report Order Timekeepers

Primary: 5      Kendra I. Michaels

Secondary: 1      Michael L. Jensen

Originating: 4      Robert O. Burns

Status

Task Based Billing Client

Non-billable

Payment Settings

Method to Apply Payments: 2 - All (Oldest FinChg, Oldest Adv, Oldest Exp), All Fees

Receipt Allocation by Invoice      Fee Compensation Rules

%s Defined

Figure 20, Client - **Setup** tab

Client Information - White/Kelly

Billing Preferences      Statement Options      Split Billing

Address      Setup      Rates      A/R & Fund Balances      Client Notes

Client ID: 850.00      White/Kelly  
Divorce

Amount Due:\*      Fees      Expenses      Advances      Fin. Charge

125.00      0.00      0.00      0.00

Balance Due: 125.00

Progress Billed: 0.00      Progress Billed Tax: 0.00

Last Statement Date: 07/24/2020      Unapplied Payments: 0.00

Last Payment Date: 08/18/2020      Last Payment Amount: 125.00

Last Statement #: 7,525

Additional A/R Info      Trust Account Balances

Client Funds

Fund Balance: 0.00      Statement Format: Detail

Fund Application: Manual       One Time Retainer

Minimum Balance: 0.00      Target Balance: 0.00

Figure 21, Client - **A/R & Fund Balances** tab

Client Information - White/Kelly

Billing Preferences      Statement Options      Split Billing

Address      Setup      Rates      A/R & Fund Balances      Client Notes

Client ID: 850.00      White/Kelly  
Medical Care of Brianne

Threshold Billing Items

Bill individual item if its threshold is met      Fee: 0.00

Bill all items if any threshold is met      Exp: 0.00

Bill all items if Total threshold is met      Adv: 0.00

Courtesy Discount

Discount Type: None      Amount: 0.00

Change Discount Type to None after statement updated

Sales Tax

Fee: 0 - Nontaxable      Exp: 0 - Nontaxable      Adv: 0 - Nontaxable

Finance Charge

Assess Finance Charge      Rate: 1 - 12.00%

Days (0-999): 0      Apply Payment to Finance Charge: First

Figure 22, Client - **Billing Options** tab

Client Information - White/Kelly

Billing Preferences      Statement Options      Split Billing

Address      Setup      Rates      A/R & Fund Balances      Client Notes

Client ID: 850.00      White/Kelly  
Divorce

Billing Status

Release To Bill       Bill On Demand       Progress Billing

Billing Notes & Instructions

Spell

Statement Delivery Options

Bill To Name	Description	Mail	Email
White/Kelly	Address shown on the Address tab	Yes	Yes
White/Kelly	Sending Kelly a second statement	No	Yes

Use a password to protect PDF statements when emailed:

Figure 23, Client - **Billing Preferences** tab

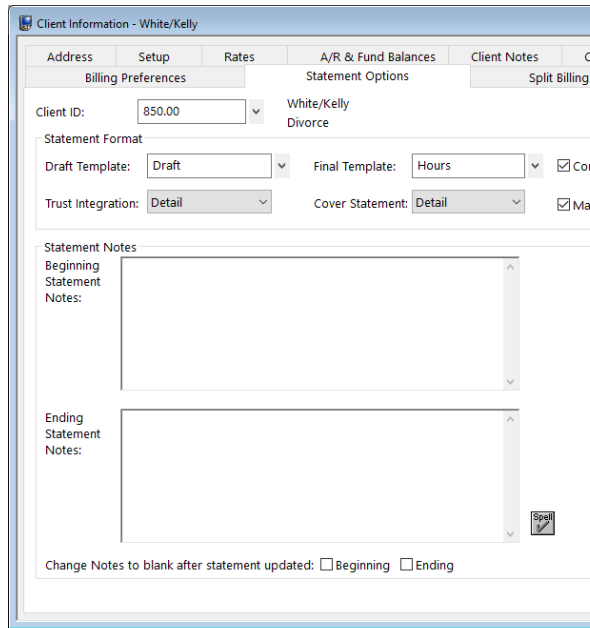


Figure 24, Client - **Statement Options** tab

**Setup** tab

The **Setup** tab of the Client file includes the billing frequency for defining client batches and the method to apply payments.

**A/R & Fund Balances** tab

The **A/R & Fund Balances** tab allows you to specify how client funds are applied, whether there is a minimum and/or target balance, and how funds are displayed on a client's statement.

**Billing Options** tab

The **Billing Options** tab allows you to specify billing to occur when thresholds are met, whether to apply a courtesy discount, sales tax rates, and finance charge options.

**Billing Preferences** tab

The **Billing Preferences** tab allows you to specify whether the client will receive statements via mail, email, or both. It also allows you to specify an additional Bill To contact to use when a client is to receive a duplicate statement or when a client's statement is to be sent to a third party.

## Statement Options tab

The **Statement Options** tab is used to designate the draft and final statement templates that will be used for this client and includes an option to combine matters on statements, cover statement options, and trust integration information. This tab also contains Beginning and Ending Statement Notes that allow optional unique statement notes for the client to print at the beginning and end of the client's statement if desired.

## Training Videos

You can view the following training video for more information. Clicking the link will open the training video in your browser. All training videos are also accessible in the software via the **Help | Training Videos** menu and at [Tabs3.com/video](https://www.tabs3.com/video).



[Getting Started with Clients](#)

# Statement Notes

There are several different levels of statement notes that can be printed on a statement including notes individual to the client, notes printed for clients using a specific statement template, and notes that appear on all clients' statements. All levels or any combination thereof can be used on a client's statement.

## Implementing Statement Notes


You can define notes that will be displayed on your clients' statements via the following areas:

- Client Statement Notes
- Statement Notes program
- Statement Customization program
- Miscellaneous Lines

## Client Statement Notes

Beginning and Ending Statement Notes of up to 250 characters each can be added for any client. These notes are unique to the specific client. An example of Client Beginning and Ending Statement Notes can be seen in Figure 25.

### ► To add Beginning and Ending Statement Notes for a client

1. From the Quick Launch, search for and select "Client Information."
2. Select the **Client ID** for which you want to add notes.
3. From the **Statement Options** tab, in the **Statement Notes** section, enter the **Beginning Statement Notes** and/or **Ending Statement Notes** to be printed on the client's statement.
4. Optionally **Change Notes to blank after statement updated** by selecting the **Beginning** and/or **Ending** check box if you want the note to be printed on the next statement only.
5. Click  to save the changes to the client.

The screenshot shows the 'Client Information - MegaConstruction' window. It has a menu bar with 'Address', 'Setup', 'Rates', 'A/R & Fund Balances', and 'Client Notes'. Below the menu bar are two tabs: 'Billing Preferences' and 'Statement Options'. The 'Billing Preferences' tab is active, showing a 'Client ID' dropdown set to '415.00' and the client name 'MegaConstruction Corporation Corporate Merger - Megabuilders and Build'. Under 'Statement Format', there are dropdowns for 'Draft Template' (set to 'Draft'), 'Final Template' (set to 'Recap'), 'Trust Integration' (set to 'Detail'), and 'Cover Statement' (set to 'Detail'). The 'Statement Notes' section has two text areas: 'Beginning Statement Notes' containing '\LDocket No: 94D-07965' and '\LOJIC File No: 983724-2334', and 'Ending Statement Notes' containing '\CReminder: Our next meeting is scheduled for Sep 29 at 2:30 p.m.'. At the bottom, there are checkboxes for 'Change Notes to blank after statement updated:  Beginning  Ending' and a 'Spell' button with a checkmark.

Figure 25, Client File


**More Info:** Additional information on client options can be found on page 19 of this guide and in Tabs3 Billing Help.

## Statement Notes Program

The Statement Notes program is used to create statement notes of up to 511 characters. Once created, these notes can be assigned to a Statement Template. Statement Notes will then be used by all clients who are assigned that statement template. An example of Client Beginning and Ending Template Notes can be seen in Figure 25.

There is no limit to the number of statement notes that can be defined.

### ► To add a new Statement Note

1. From the **Statements** menu, select **Statement Setup**, and then click **Statement Notes**.
2. Enter a unique **Note ID**.
3. In the **Note Text** field, enter the information you want to have included in the note.
4. Click  to save the new note.

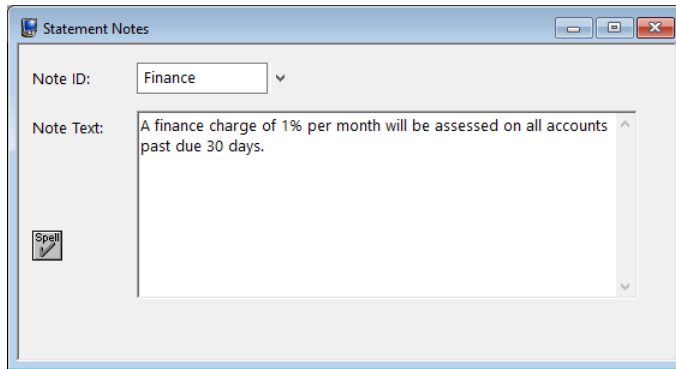



Figure 26, Statement Notes

► **To specify the Statement Notes used on a Statement Template**

1. From the **Statements** menu, select **Statement Setup**, and then click **Statement Templates**.
2. On the **General** tab, select the desired **Template ID**.
3. In the **Statement Notes** section, select the desired **Beginning Note** and/or **Ending Note**.
4. Click  to save the template.

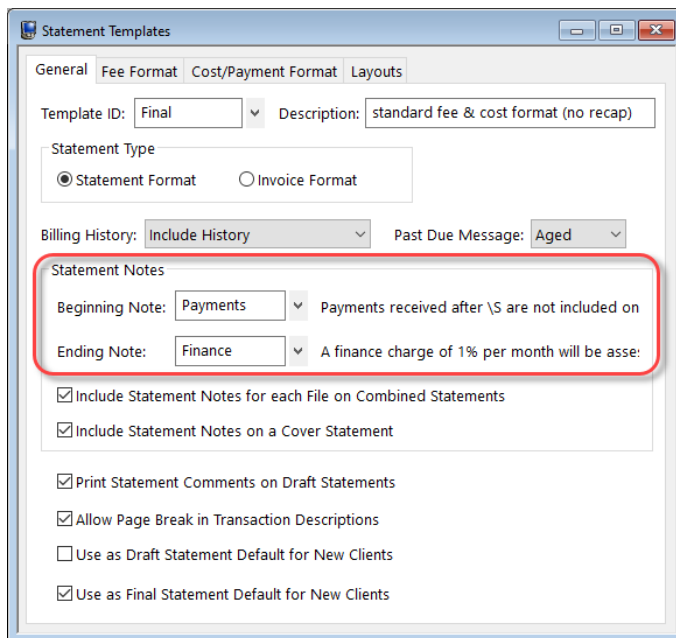



Figure 27, Statement Templates

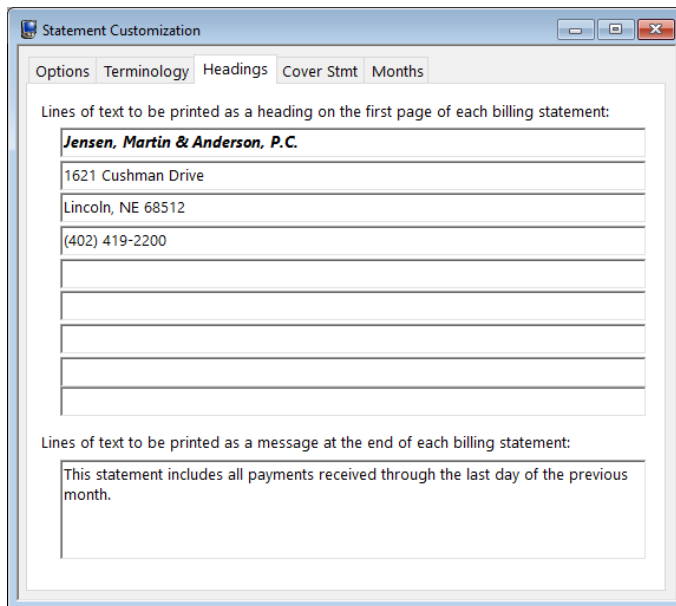
**More Info:** Additional information on the statement templates can be found on page 8 of this guide and in Tabs3 Billing Help.

## Statement Customization Program

The Statement Customization program provides a way to add nine lines of up to 60 characters each to be printed as a heading for each billing statement, and a message of up to 250 characters to be printed at the end of each billing statement. The text entered in Statement Customization is global, and will print on all billing statements. An example of global heading and ending messages can be seen in Figure 26.

### ► To add lines of text to a statement using Statement Customization

1. From the **Statements** menu, select **Statement Setup**, and then click **Statement Customization**.
2. From the **Headings** tab, enter **Lines of text to be printed as a heading on the first page of each billing statement**.
3. Enter **Lines of text to be printed as a message at the end of each billing statement**.
4. From the **Cover Stmt** tab, enter text into **Line 1** and **Line 2** if you want text to be printed at the top of cover statements.
5. Click  to save Statement Customization.



The screenshot shows a window titled "Statement Customization" with a tabbed interface. The "Headings" tab is selected. The window contains two main sections for text input:

- Lines of text to be printed as a heading on the first page of each billing statement:** This section has nine text input fields. The first field contains the text "Jensen, Martin & Anderson, P.C.". The second field contains "1621 Cushman Drive". The third field contains "Lincoln, NE 68512". The fourth field contains "(402) 419-2200". The remaining five fields are empty.
- Lines of text to be printed as a message at the end of each billing statement:** This section has a single large text input field containing the text "This statement includes all payments received through the last day of the previous month."

Figure 28, Statement Customization

**More Info:** Additional information on the Statement Customization program can be found on page 3 of this guide and in Tabs3 Billing Help.

**Tip:** Statement note text, regardless of where it is defined, can be formatted to include bold, italics, and underline attributes; can be aligned to the left, right, or center; and can take advantage of date codes to automatically use the statement date, beginning fee date, or ending fee date.


## Miscellaneous Lines

Miscellaneous Lines 1 through 3 defined on the **Custom Fields** tab in the Client File are automatically displayed on statements, as shown in Figure 26, and can be used to add additional information about the matter. However, if using a Statement Designer Layout, these lines must manually be added to the Statement Designer Layout.

Billing Preferences		Statement Options		Split Billing		Budget	
Address	Setup	Rates	A/R & Fund Balances	Client Notes	Custom Fields	Billing Options	
Client ID:	850.00		White/Kelly Divorce				
Miscellaneous 1:	White vs. White						
Miscellaneous 2:	*Uncontested						
Miscellaneous 3:							

Figure 29, Miscellaneous Lines

### ► To add Miscellaneous Lines to a Statement Designer Layout

1. From the **Statements** menu, select **Statement Setup**, and then click **Statement Designer**.
2. In the **Layout Tree** pane, select the desired layout.
3. In the **Field Selection** pane, expand the Client Fields folder.
4. Click and drag **Miscellaneous 1** to the location in the **Page Layout** pane where you want to place the line.
5. Repeat step 4 for Miscellaneous Line 2 and 3.
6. Click  to save the layout.

**More Info:** Additional information on the Statement Designer program can be found on page 28 of this guide and in Tabs3 Billing Help.

Figure 30 is an example of where the various Statement Notes are printed on a statement:



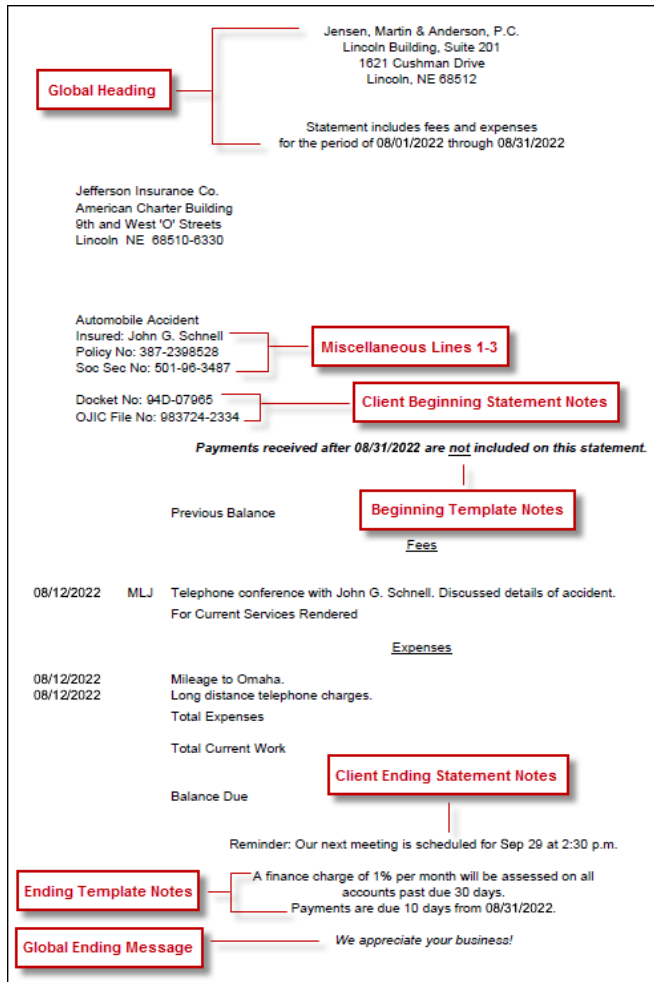


Figure 30, Statement Notes Locations

## Statement Designer

The next level of defining the statement format is the Statement Designer. The Statement Designer program lets you create customized layouts for your statements that allow you to position images, text, and data. You can control the placement of various fields from the Client and Bill To files, and add customized text, images, and other layout elements to the statement. Once a page layout has been designed, it can be applied to one or more statement templates.

# Using Statement Designer

- Menu:** *Statements | Statement Setup | Statement Designer*
- Home:** *All Actions | Statements | Statement Setup | Statement Designer*
- Quick Launch:** *Statement Designer*

The Statement Designer window includes a **Layout Tree** pane, a **Field Selection** pane, and a **Page Layout** pane.

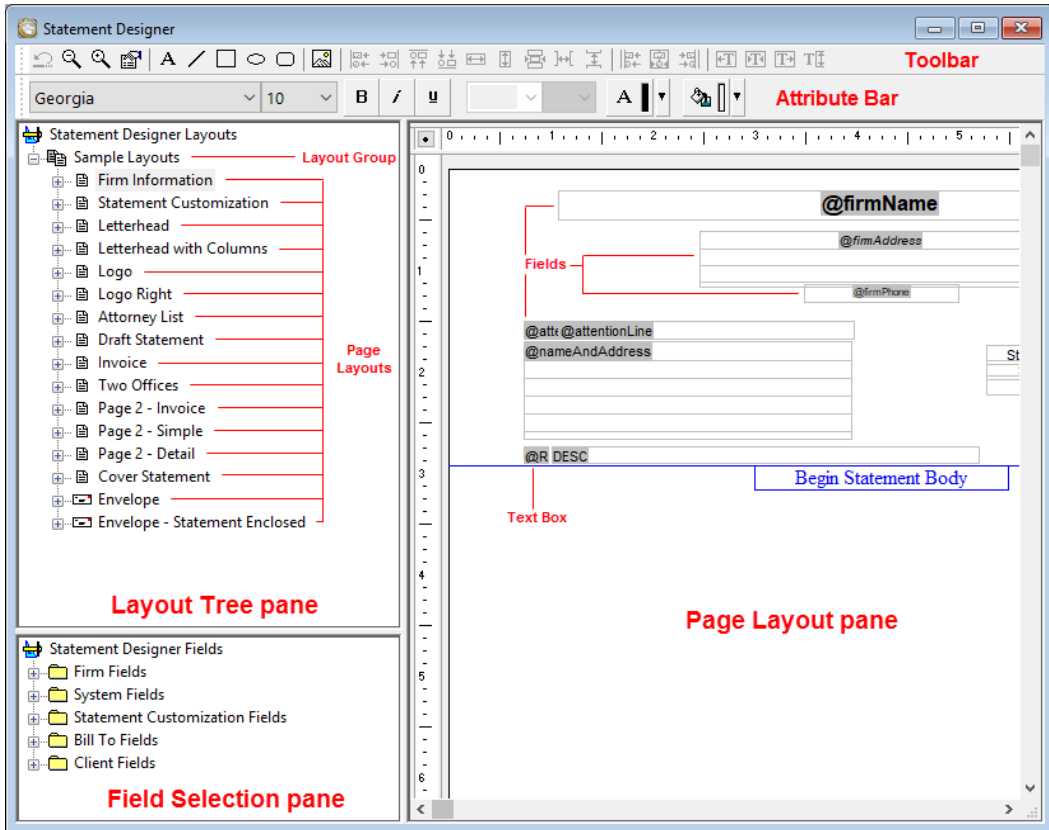


Figure 31, Statement Designer

**Layout Tree** pane

In the **Layout Tree** pane, you can manage the layout groups and page layouts. Each layout group consists of one or more page layouts. Clicking the plus (+) symbol next to the name of layout group (e.g., "New Layout Group") expands the layout group to display the page layouts contained therein. Likewise, clicking the minus (-) symbol next to the name of an expanded layout group will collapse that layout group, hiding its contents from view. In the **Layout Tree** pane of the Statement Designer, you can add, rename, delete, import and export layout groups, as well as add, rename, or delete individual page layouts.

**Field Selection** pane

The **Field Selection** pane is used to select and add fields from the Tabs3 Billing and System Configuration data files to the current page layout. Clicking the plus (+) symbol next to a branch in the **Field Selection** pane (e.g., "Firm Fields") expands that branch to show the fields contained therein. Likewise, clicking the minus (-) symbol next to an expanded branch collapses that branch, hiding its contents from view. To insert a field into the current page layout, double-click the desired field, or right-click it and select the **Insert** option.

**Page Layout** pane

The **Page Layout** pane is where you control the appearance of the current page layout. You can add, remove, or modify various elements such as text boxes, lines, rectangles, etc., and also control the page layout properties.

Tabs3 Billing includes a small library of statement layouts with designed letterheads, draft statement forms, and envelopes that you can modify to use your firm's information, thus allowing you to quickly get started with the Statement Designer.

Complete details regarding the Statement Designer can be found in Help.

**More Info:** Additional information on using Statement Designer can be found in Tabs3 Billing Help, in Knowledge Base Article [R10923](#), "Frequently Asked Questions About Statement Designer," and in Knowledge Base Article [R10901](#), "Customizing the Sample Page Layouts Provided with the Tabs3 Billing Statement Designer."

## Training Videos

You can view the following training video for more information. Clicking the link will open the training video in your browser. All training videos are also accessible in the software via the **Help | Training Videos** menu and at [Tabs3.com/video](https://www.tabs3.com/video).




## Enabling Statement Designer Page Layouts

Once Statement Designer Layouts have been created or edited as desired, they must be selected in a client's Statement Template and enabled in Print Setup in order to be used on a statement.

## Statement Templates

The client's assigned statement template must have the desired Statement Designer Layout selected.

### ► To specify a layout for a Statement Template

1. From the **Statements** menu, select **Statement Setup**, and then click **Statement Templates**.
2. On the **General** tab, select the **Template ID**.
3. On the **Layouts** tab, in the **Page Layouts** section, select an existing layout for **Page 1**.
4. Optionally select an existing layout for **Page 2**, **Envelope**, and **Cover**.
5. Click  to save the template.

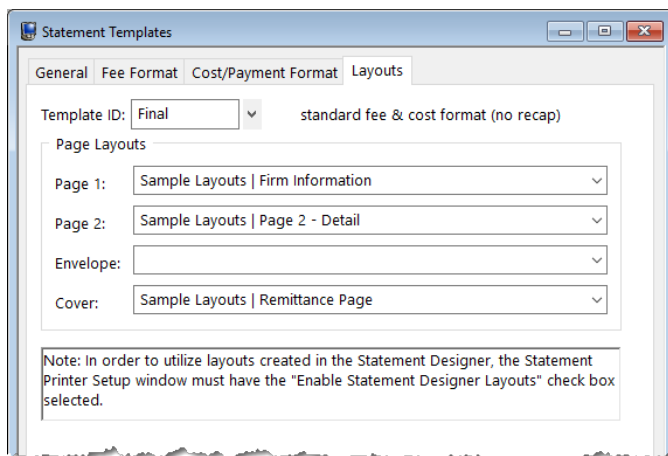


Figure 32, Statement Setup - **Enable Statement Designer Layouts** check box

**Note:** Changes to a statement template's settings will apply to every client with the template selected.

**More Info:** Additional information on statement templates can be found on page 8 of this guide and in Tabs3 Billing Help.

## Print Setup

Statement Designer page layouts must be enabled for use in the Print Setup.

### ► To enable Statement Designer layouts in Print Setup

1. From the **File** menu, click **Print Setup**.
2. Select the **Printer** to which you print statements.
3. Click the **Statement Setup** button.
4. Select the **Enable Statement Designer Layouts** check box.
5. Click **OK** on the Statement Setup window.
6. Click **OK** on the Print Setup window.

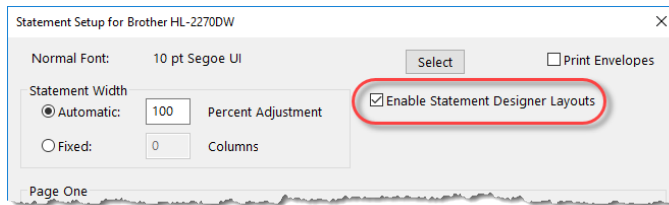


Figure 33, Statement Setup - **Enable Statement Designer Layouts** check box

**More Info:** Additional information on enabling Statement Designer Page Layouts can be found in Tabs3 Billing Help and in Knowledge Base Article [R10944](#), "Printing Statements with Statement Designer Page Layouts."



## Letterhead and Image Files

Certain image files can be included on your billing statements for a letterhead, or to enhance the heading. Bitmap files (\*.bmp) can be added via Print Setup if you do not want to set up a Statement Designer Layout, or you can include \*.bmp, \*.jpg, and \*.png files in your Statement Designer Layout.

## Enabling Image Files

Use one of the following methods to add images on your statement.

### ► To add an image file via Statement Designer

1. From the **Statements** menu, select **Statement Setup**, and then click **Statement Designer**.
2. Select the **Layout** to which you want to add an image.
3. Click the  toolbar button.
4. Select the image file you want to have printed on statements.
5. Click the **Open** button.
6. Move the image to the desired placement.
7. Click  to save the Statement Designer layout.

### ► To add a bitmap via Print Setup

1. From the **File** menu, click **Print Setup**.
2. Select the printer to which you will be printing statements.
3. Click the **Statement Setup** button.
4. In the **Page One** section, select the **Bitmap** check box.
5. Optionally enter a **Bitmap Vertical Placement**.
6. Select a **Bitmap Alignment**.
7. Click **OK** on the Statement Setup window.
8. Click **OK** on the Printer Setup window.

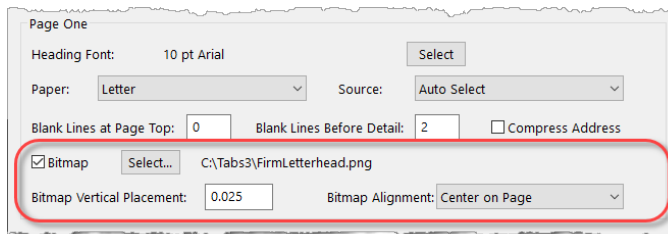


Figure 34, Printer Setup

## Training Videos

You can view the following training video for more information. Clicking the link will open the training video in your browser. All training videos are also accessible in the software via the **Help | Training Videos** menu and at [Tabs3.com/video](https://www.tabs3.com/video).



[Adding a Letterhead Using Statement Designer](#)

# Trust Accounts

When a Tabs3 Billing client is set up for Trust Integration, customized terminology can be used for trust account balances and activity on the billing statement.

## Trust Account Integration and Terminology

Use the following to customize how trust accounts are shown on statements.

### ► To display trust information on statements


1. From the Tabs3 Billing Quick Launch, search for and select "Client Information."
2. Select the client for which you want trust information displayed on statements.
3. Click the **Statement Options** tab.
4. In the **Statement Format** section, in the **Trust Integration** field, select **Detail** or **Summary**.
5. Click  to save the changes to the client.

Figure 35 is an example of how trust activity appears on the statement when the **Detail** option is selected:

Trust Account Activity		
	Opening Balance	\$52,000.00
08/04/24	Expense money for Dawson	
	PAYEE: Charles L. Dawson	-1,200.00
08/10/24	Sale of Stock	4,255.75
08/11/24	Attorney fees	
	PAYEE: Jensen & Burns, P.C.	-443.75
08/17/24	Real Estate taxes	
	PAYEE: Lancaster Country Treasurer	-1,450.00
		-----
	Closing Balance	\$53,162.00

Figure 35, Example of **Detail** trust activity on a statement


Figure 36 is an example of how trust activity appears on the statement when the **Summary** option is selected:

Your retainer balance is \$53,162.00
--------------------------------------

Figure 36, Example of **Summary** trust activity on a statement



► **To customize terminology for trust accounts**

1. From the Trust **File** menu, select **Open**, and then click **Miscellaneous**.
2. Click the **Bank Account** tab.
3. Select a **Bank Account**.
4. Click the **Integration Settings** button.
5. In the **Tabs3 Statement/WIP Terminology** section, enter the desired balance and remittance text.
6. Click  to save the changes to the bank account.

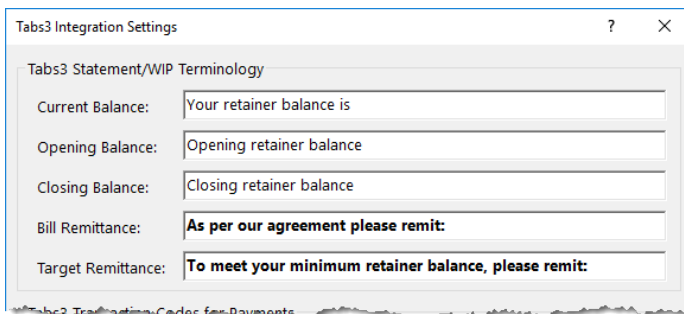


Figure 37, TAS - Tabs3 Statement/WIP Terminology

# Conclusion

## Resources

Tabs3 Billing statement customization features provide the tools to give your statements the look you want. Additional information on the features discussed in this guide can be found in the Tabs3 Billing Help. Simply press F1 from anywhere within the software to load the Help information for that particular topic.

## Guides

Additional guides and resources for other software features are also available, including the following:

- **Statements Guide** - This guide provides an overview of the process of generating monthly billing statements.

All guides and sample report packs are available on our Web site at:

**[Tabs3.com/support/docs.html](http://Tabs3.com/support/docs.html)**

## Knowledge Base

Our Knowledge Base can be accessed 24 hours a day, 7 days a week. You can also access our Knowledge Base while in the software by selecting **Help | Internet Resources | Knowledge Base**.

- **R11582**, "Statements Information Resources" - This is a comprehensive list of Knowledge Base Articles containing more information about Tabs3 Billing statements.

All Knowledge Base Articles are available on our Web site at:

**[support.Tabs3.com](http://support.Tabs3.com)**

## Training Videos

You can view the following training videos for more information. Clicking a link will open the associated training video in your browser. All training videos are also accessible in the software via the **Help | Training Videos** menu and at [Tabs3.com/video](https://www.tabs3.com/video).



[Utilizing Statement Templates](#)



[Email Statements Overview](#)



[Getting Started with Clients](#)

## Tabs3 Support

Tabs3 Software provides some of the best support in the industry. Service to our customers is extremely important to us—so much so that our motto is:

***Reliable software. Trusted service.***

Support is provided at no charge with a maintenance plan and is available from 8:00 a.m. to 5:00 p.m. Central Time, Monday through Friday. If you have any questions, please feel free to call our Support staff at (402) 419-2210.

Email support is also available for all firms on maintenance. Our support team responds to emails during office hours. Our goal is to respond to your question within one business day. Please keep in mind that time-sensitive and complex issues are better handled over the phone. To request email support, visit [Tabs3.com/support](https://www.tabs3.com/support).

## Appendix - Statement Examples

The following pages show various examples of statements. For each example, the settings used to create the statement are shown.

You can use these examples to configure your own statement templates.

**Note:** A comprehensive list of Knowledge Base Articles containing more information about Tabs3 Billing statements can be found in KB Article [R11582](#), "Statements Information Resources."

### Training Videos

You can view the following training video for more information. Clicking the link will open the training video in your browser. All training videos are also accessible in the software via the **Help | Training Videos** menu and at [Tabs3.com/video](https://www.tabs3.com/video).



[Utilizing Statement Templates](#)



[Adding a Letterhead Using Statement Designer](#)

# Statement Example 1

JEFFERSON, MARTIN & ANDERSON, P.C.		<b>STATEMENT</b>			
1021 Cashiers Drive Lincoln, NE 68512 402-423-1449 • Fax: 402-423-2561 • Email: billings@jma-law.com		Federal ID No. 01-23456789			
<b>PRIVILEGED &amp; CONFIDENTIAL</b>					
Jefferson Insurance Co. American Charter Building 9th & West O' Streets Suite 220 Lincoln, NE 68510-6330		Statement Date: 08/31/2022 Statement No. 681 Page No. 1			
Account No. 200.03 RE: Acquisition of Mid-State Insurance		DRAFT STATEMENT			
<u>Fees</u>					
		Rate	Hours	Amount	
08/17/2022	MLJ Put together proposal for Mid-State Insurance Company.	225.00	3.50	787.50	1
	PAM Office conference with Sam Reader.	160.00	1.25	200.00	2
08/17/2022	PAM Office conference with Peter Smith.		0.75	n/c	3
	For Current Services Rendered		4.75	987.50	
	Total Non-billable Hours		0.75		
<u>Recapitulation</u>					
Timekeeper	Hours	Rate	Total		
Michael L. Jensen	3.50	\$225.00	\$787.50		
Paula A. Madison	1.25	160.00	200.00		
Sales Tax on Services				39.50	
<u>Expenses</u>					
07/07/2022	Long distance telephone charges.			25.52	1
08/17/2022	Mileage to/from Omaha, <del>499 miles @ 90 cents/mile</del>			30.00	3
	Total Expenses			55.52	
<u>Advances</u>					
07/07/2022	Processor fee.			35.00	2
	Total Advances			35.00	
	Previous Balance			\$1,461.29	
	Total Current Work			1,117.52	
<u>Payments</u>					
08/07/2022	Payment - thank you.			-500.00	1
	Balance Due			<u>\$2,078.81</u>	

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

## Template Settings

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

## Format Information

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

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

# Statement Example 2

<b>Jensen, Martin &amp; Anderson, P.C.</b>		<b>Attorneys at Law</b>	
Jefferson Insurance Co. American Charter Building 9th & West 'O' Streets Suite 220 Lincoln, NE 68510-6330		Statement Date: 08/31/2022 Account No. 200 03 Statement No. 651 Page No. 1	
RE: Acquisition of Mid-State Insurance			
<u>Fees</u>			
08/17/2022	Put together proposal for Mid-State Insurance Company.		787.50
08/17/2022	Office conference with Sam Reader.		200.00
08/20/2022	Office conference with Peter Smith. For Current Services Rendered		987.50
<u>Recapitulation</u>			
	<u>Timekeeper</u>	<u>Hours</u>	
	Michael L. Jensen	3.50	
	Paula A. Madison	1.25	
	Sales Tax on Services		39.50
<u>Expenses</u>			
07/07/2022	Long distance telephone charges.		25.52
08/18/2022	Mileage to/from Omaha.		30.00
	Total Expenses		55.52
08/17/2022	Credit for overbilled mileage expense.		-15.00
	Total Credits for Expenses		-15.00
<u>Advances</u>			
07/07/2022	Processor fee.		35.00
	Total Advances		35.00
	Total Current Work		1,102.52
	Balance Due		\$1,102.52

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

## Template Settings

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

## Format Information

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

## Statement Example 3

JENSEN, MARTIN & ANDERSON, P.C.			
1621 Cushman Drive Lincoln, NE 68512			
402-419-2200			
Attn: Mike Johnson Jefferson Insurance Co. American Charter Building 9th & West 'O' Streets Suite 220 Lincoln, NE 68510-6330	Statement Date Statement No.	Page: 1 08/31/2022 7576	
RE: Acquisition of Mid-State Insurance			
Fees through 08/31/2022			
		Hours	
08/05/2022	MLJ Put together proposal for Mid-State Insurance Company Michael L. Jensen	3.50 3.50	
08/10/2022	PAM Office conference with Peter Smith, insurance salesman for company.	1.75	
08/11/2022	PAM Office conference with Sam Reader, Sally Farrowes, and John Darrington. PAM Telephone conference with President of Mid-State Insurance Company Paula Ann Martin	1.25 3.00	n/c
	For Current Services Rendered	6.50	1,550.00
	Total Non-billable Hours	0.50	
	<b>Title</b>	<b>Hours</b>	<b>Rate</b>
	Senior Partner	3.50	\$250.00
	Partner	3.00	225.00
	Sales Tax on Services		108.50
	Total Current Work		1,658.50
	Balance Due		<u>\$1,658.50</u>

Note: Copy of Email only statement.

mjohnson@jeffersonins.com

## Template Settings

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

## Format Information

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

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

# Statement Example 4

<b>JENSEN, MARTIN &amp; ANDERSON, P.C.</b> Attorneys at Law 402-423-1440			
Jefferson Insurance Co. American Charter Building 9th & West 'O' Streets Suite 220 Lincoln, NE 68510-6330		Statement Date: 08/31/2022 Statement No. 653 Account No. 200.03	
<u>Fees</u>			
08/17/2022	Put together proposal for Mid-State Insurance Company. Office conference with Sam Reader.	Hours	Amount
08/18/2022	Office conference with Peter Smith. For Current Services Rendered	4.75	987.50
<u>Recapitulation</u>			
	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
	1.25	\$160.00	\$200.00
	3.50	225.00	787.50
	Sales Tax on Services		39.50
<u>Expenses</u>			
	Long distance telephone charges		25.52
	Mileage to/from		30.00
	Total Expenses thru 08/31/2022		55.52
	Credit for overbilled mileage expense.		-15.00
	Total Credits for Expenses		-15.00
	Previous Balance		\$1,461.29
	Total Current Work		1,067.52
<u>Payments</u>			
08/07/2022	Payment - thank you.		-500.00
	Balance Due		<u>\$2,028.81</u>
Fax 402-423-2561   •   Email billing@jmalaw.com 1621 Cushman Drive   •   Lincoln, NE 68512		Page	1

## Template Settings

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

## Format Information

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



## Statement Example 5

<b>JENSEN, MARTIN &amp; ANDERSON, P.C.</b> <small>1621 Coakley Drive          Lincoln, NE 68512          402-423-1400 • Fax: 402-423-2561 • Email: billing@jmaonline.com</small>		<h1>STATEMENT</h1>	
<small>A Law Firm Specializing in Personal Injury, Business and Family Law</small>		<small>Federal ID No. 01-23456789</small>	
<b>PRIVILEGED &amp; CONFIDENTIAL</b>			
Karen Barrett 3010 South 14th Street Lincoln, NE 68510			
Account No. 101.00		Statement Date: 08/31/2022	
RE: Apartment Management		Statement No. 650	
		Page No. 1	
Previous Balance			\$1,085.32
	<b>Fees</b>		
		Rate	Hours
08/02/2022	Communicate with George Patterson regarding lease.		0.25
			Amount
			n/c
08/11/2022	Telephone conference with Karen. Michael L. Jensen	225.00	0.50
			112.50
			112.50
08/02/2022	Office conference with Karen.	140.00	2.00
			280.00
08/07/2022	Office conference with Karen regarding the payment of damage deposits collected. Paula A. Martin	140.00	2.50
			350.00
			630.00
	For Current Services Rendered		5.00
	Total Non-billable Hours		0.25
			742.50
			742.50
	<b>Recapitulation</b>		
		Hours	Rate
<u>Timekeeper</u>	<u>Title</u>		Total
Michael L. Jensen	Partner	0.50	\$225.00
Paula A. Martin	Associate	4.50	140.00
			630.00
Finance Charge			5.28
Balance Due			<u>\$1,833.10</u>
Your account is 30 days past due.			
<small>To ensure proper credit, please include account number and statement date on remittance checks. Thank you.</small>			

## Template Settings

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

## Format Information

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

# Statement Example 6

Jensen, Martin & Anderson, P.C.						
ATTORNEYS AND COUNSELORS AT LAW						
FEDERAL TAX ID # 12-3456789						
<b>Lincoln Office</b>		<b>Omaha Office</b>				
1621 Cushman Drive		10400 West Dodge Road				
Lincoln, Nebraska 68512		Omaha, Nebraska 68108				
(402) 423-1440		(402) 397-1440				
Fax: (402) 423-2561		Fax: (402) 397-1441				
Harold Richardson		Page: 1				
1548 West 57th Street		08/31/2022				
Rochester NY 14603-8409		Account No: 102-00M				
Manage personal finances		Statement No: 572				
Previous Balance					\$3,658.35	
<u>Expenses</u>						
08/09/2022	Long distance telephone charges				6.75	
08/10/2022	Photocopy charges				7.50	
08/17/2022	Postage				2.50	
	Total Expenses				16.75	
	Sales Tax on Expenses				0.67	
Total Current Work					17.42	
Balance Due					<u>\$3,675.77</u>	
		Past Due Amounts				
	0-30	31-60	61-90	91-120	121-180	181+
	3,243.14	0.00	182.88	249.75	0.00	0.00

## Template Settings

<b>Fee Format</b>	No Fees
Date	n/a
Tmkr Initials	n/a
Description	n/a
Rate	n/a
Total Non-bill Hrs	n/a
Hours	n/a
Amount	n/a
Paragraph	n/a
Subtotal	n/a
<b>Fee Recap</b>	No Recap
Hours	n/a
Total	n/a
Level Desc	n/a
Rate	n/a
<b>Expense Format</b>	Standard
<b>Advance Format</b>	No Advances
<b>Pymt Format</b>	n/a
<b>Other Settings Summary</b>	
Aged past due information, <b>Two Offices</b>	
Statement Designer custom page layout.	

## Format Information

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

# Statement Example 7

Attn: James R. Tatiki, Sr. James R. Tatiki, Sr. PO Box 72345 201 E 48th Street Manhattan NY 10017-1538		Page: 1 08/31/2022 Account No: 415-00M Statement No: 7576	
Corporate Merger - Megabuilders and BuilderCorp			
Previous Balance			\$85,499.22
<u>Fees</u>			
		Hours	Amount
08/03/2022	MLJ Prepare Financial Disclosure Form	4.25	2,125.00
	MLJ Receipt of request for changes to documents from company.	0.70	350.00
08/05/2022	MLJ Prepare Notice and Articles of Dissolution for Megabuilder	6.00	3,000.00
08/17/2022	CB Prepare Notice and Articles of Dissolution for BuilderCorp	3.75	675.00
	JAN Prepare Pre-Hiring Concerns Checklist	3.00	750.00
	ROB Review Status of Case	0.50	375.00
	For Current Services Rendered	18.20	7,275.00
<u>Recapitulation</u>			
		<u>Hours</u>	<u>Rate</u>
		10.95	\$500.00
		0.50	750.00
		3.75	180.00
		3.00	250.00
			750.00
<u>Expenses</u>			
Total Expenses			21.60
<u>Advances</u>			
Total Advances			85.00
Total Current Work			7,381.60
<u>Payments</u>			
08/04/2022	Payment		-20,000.00
Balance Due			<u>\$72,880.82</u>
<u>Past Due Amounts</u>			
		<u>Billed</u>	<u>Due</u>
<u>Stmt Date</u>	<u>Stmt #</u>	62,831.00	24,929.56
06/30/2022	7516	40,569.66	40,569.66
07/31/2022	7523		65,499.22

Note: Copy of Email only statement.

jt@megaconcorp.com

## Template Settings

<b>Fee Format</b>	Standard
Date	Yes
Tmkpr Initials	Yes
Description	Yes
Rate	No
Total Non-bill Hrs	No
Hours	Detail
Amount	Detail
Paragraph	No Paragraph
Subtotal	No Subtotal
<b>Fee Recap</b>	Timekeeper
Hours	Yes
Total	Yes
Level Desc	n/a
Rate	Transaction Rate
<b>Expense Format</b>	Summary
<b>Advance Format</b>	Summary
<b>Pymt Format</b>	Detail
<b>Other Settings Summary</b>	
Detail past due information.	

## Format Information

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

# Statement Example 8

<b>Jensen, Martin &amp; Anderson, P.C.</b>			
ATTORNEYS AND COUNSELORS AT LAW			
FEDERAL TAX ID # 12-3456789			
<i>Lincoln Office</i>		<i>Omaha Office</i>	
1621 Cushman Drive Lincoln, Nebraska 68512 (402) 423-1440 Fax: (402) 423-2561		10400 West Dodge Road Omaha, Nebraska 68108 (402) 397-1440 Fax: (402) 397-1441	
<b>For Professional Services Rendered Thru 08/31/2022</b>			
Attn: Mike Johnson Jefferson Insurance Co. American Charter Building 9th & West 'O' Streets Suite 220 Lincoln NE 68510-6330		08/31/2022 Account No: 200-03M	
Acquisition of Mid-State Insurance			
<u>Fees</u>			
		Hours	Amount
08/17/2022	Put together proposal for Mid-State Insurance Company	3.50	
	Office conference with Peter Smith, insurance salesman for company.	1.75	
08/18/2022	Office conference with Sam Reader, Sally Farrowes and John Darrington.	1.25	n/c
	Telephone conference with President of Mid-State Insurance Company	0.50	
	For Current Services Rendered	6.50	
	Total Non-billable Hours	0.50	
<u>Costs</u>			
	Long distance telephone charges		25.52
	Mileage to/from		30.00
	Filing fee		15.00
	Total Costs		70.52
	Total Current Work		70.52
	Balance Due		<u>\$70.52</u>

## Template Settings

<b>Fee Format</b>	Info Only
Date	Yes
Tmkpr Initials	No
Description	Yes
Rate	No
Total Non-bill Hrs	Yes
Hours	Detail
Amount	n/a
Paragraph	No Paragraph
Subtotal	No Subtotal
<b>Fee Recap</b>	No Recap
Hours	n/a
Total	n/a
Level Desc	n/a
Rate	n/a
<b>Expense Format</b>	Tcodes Subtotal Only
<b>Advance Format</b>	n/a
<b>Pymt Format</b>	n/a
<b>Other Settings Summary</b>	
Two Offices Statement Designer custom page layout, heading line, contingency client, statement number excluded.	

## Format Information

Tabs3 allows you to use date codes to include the statement date in the statement heading. The "For Professional Services Rendered Thru 08/31/2022" line is included on one of the nine heading lines on the Headings tab of Statement Customization. The "\S" date code is included on the heading line to include the Statement Date in the heading.

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

# Statement Example 9 - Progress Billing Template Settings

<b>Jensen, Martin &amp; Anderson, P.C.</b>			
ATTORNEYS AT LAW			
Michael L. Jensen	Street Address	Mailing Address	Phone 402-419-2200
Paula A. Martin	1621 Cushman Drive	P.O. Box 1126	Fax 402-419-2201
Ronald P. Anderson	Lincoln, NE 68512	Lincoln, NE 68512-1128	Web www.jmalaw.net
Robert O. Burns			
Kendra I. Michaels			
John McBride		Page: 1	
Eastmont Towers		08/31/2022	
2920 Northwest Greenbriar Lane		Account No:	300-00Q
Lincoln NE 68505		Statement No:	538
Management of Estate Trust			
<b>Payments received after 08/31/2022 are not included on this statement.</b>			
Previous Balance			\$1,301.88
	<u>Fees</u>		
08/10/2022	PAM Telephone conference with client		
08/10/2022	PAM Letter to client's trustee		
08/17/2022	PAM Telephone conference with client's trustee		
	For Current Services Rendered		200.00
	Sales Tax on Services		8.00
	<u>Expenses</u>		
	Long distance telephone charges		7.55
	Total Expenses		7.55
	Total Current Work		215.55
	<u>Payments Received Thru 08/31/2022</u>		
08/07/2022	Payment		-1,301.88
	Balance Due		<u>\$215.55</u>

<b>Fee Format</b>	Info Only
Date	Yes
Tmkpr Initials	Yes
Description	Yes
Rate	No
Total Non-bill Hrs	n/a
Hours	No Hours
Amount	Totals Only
Paragraph	No Paragraph
Subtotal	No Subtotal
<b>Fee Recap</b>	No Recap
Hours	n/a
Total	n/a
Level Desc	n/a
Rate	n/a
<b>Expense Format</b>	Tcodes Subtotal Only
<b>Advance Format</b>	n/a
<b>Pymt Format</b>	Detail
<b>Other Settings Summary</b>	
Progress billing client, <b>Letterhead with Columns</b> Statement Designer custom page layout, beginning template note.	

## Format Information

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

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

# Statement Example 10 - Progress Billing Reconciliation

<b>Jensen, Martin &amp; Anderson, P.C.</b>		
ATTORNEYS AND COUNSELORS AT LAW		
FEDERAL TAX ID # 12-3456789		
<b>Lincoln Office</b>		<b>Omaha Office</b>
1621 Cushman Drive Lincoln, Nebraska 68512 (402) 423-1440 Fax: (402) 423-2561		10400 West Dodge Road Omaha, Nebraska 68108 (402) 397-1440 Fax: (402) 397-1441
John McBride Eastmont Towers 2920 Northwest Greenbriar Lane Lincoln NE 68505		Page: 1 08/31/2022 Account No: 300-00Q Statement No: 584
Management of Estate Trust		
Previous Balance		\$1,301.88
<b>Fees</b>		
Telephone conference with client, Letter to client's trustee Telephone conference with client's trustee		
For Current Services Rendered		1,254.55
Adjustment for Prior Billings		-1,000.00
Sales Tax on Services		10.18
<b>Expenses</b>		
Long distance telephone charges		7.55
Total Expenses		7.55
Total Current Work		272.28
<b>Payments</b>		
08/07/2022 Payment		-1,301.88
Balance Due		<u>\$272.28</u>

## Template Settings

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

## Other Settings Summary

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

## Format Information

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

# Statement Example 11

<b>Jensen, Martin &amp; Anderson, P.C.</b>			<b>ATTORNEYS AT LAW</b>		
Michael L. Jensen	<i>Street Address</i>	<i>Mailing Address</i>	<i>Phone</i>	402-419-2200	
Paula A. Martin	1621 Cushman Drive	P.O. Box 1128	<i>Fax</i>	402-419-2201	
Ronald P. Anderson	Lincoln, NE 68512	Lincoln, NE 68512-1128	<i>Web</i>	www.jmalaw.net	
Robert O. Burns					
Kendra I. Michaels					
<p>Jefferson Insurance Co. American Charter Building 9th &amp; West 'O' Streets Suite 220 Lincoln NE 68510-6330</p> <p>Attn: Mike Johnson</p> <p>Acquisition of Mid-State Insurance</p>					
Page: 1					
August 31, 2022					
Account No: 200-03M					
Statement No: 542					
Previous Balance					\$1,461.29
For Current Services Rendered			Hours	Amount	
Total Non-billable Hours				6.50	1,267.50
			0.50		
<u>Recapitulation</u>					
<u>Timekeeper</u>		<u>Hours</u>	<u>Rate</u>	<u>Total</u>	
Michael L. Jensen		3.50	\$225.00	\$787.50	
Paula A. Martin		3.00	160.00	480.00	
Sales Tax on Services					50.70
Total Expenses Thru 08/31/2022					70.52
Total Advances Thru 08/31/2022					90.00
Total Current Work					1,478.72
08/07/2022	Payment - thank you				-500.00
Balance Due					<u>\$2,440.01</u>
<u>Billing History</u>					
	<u>Fees</u>	<u>Costs</u>	<u>Advances</u>	<u>Finance Charge</u>	
Write Off	2,943.20	126.04	105.00	0.00	500.00
	221.58	12.65	0.00	0.00	

## Template Settings

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

### Other Settings Summary

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

## Format Information

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

# Statement Example 12

<i>Jensen, Martin &amp; Anderson, P.C.</i>		
<i>Lincoln Building, Suite 201</i>		
<i>1621 Cushman Drive</i>		
<i>Lincoln, NE 68512</i>		
Harold Richardson 1548 West 57th Street Rochester NY 14603-8409		Page: 1 August 31, 2022 Account No: 102-00M Statement No: 654
Manage personal finances		
<u>Fees</u>		
Prepared for conference with client.		
For Current Services Rendered		236.25
Sales Tax on Services		7.55
<u>Expenses</u>		
Total Expenses Thru 08/31/2022		7.50
Sales Tax on Expenses		0.30
Total Current Work		251.60
Previous Balance		\$3,658.35
Balance Due		<u>\$3,909.95</u>
Past Due Amounts		
<u>0-30</u>	<u>31-60</u>	<u>61-90</u>
3,477.32	0.00	182.88
		<u>91-120</u>
		249.75
		<u>121-180</u>
		0.00
		<u>181+</u>
		0.00

## Template Settings

<b>Fee Format</b>	Summary
Date	n/a
Tmkpr Initials	No
Description	n/a
Rate	n/a
Total Non-bill Hrs	No
Hours	No Hours
Amount	Totals Only
Paragraph	No Paragraph
Subtotal	No Subtotal
<b>Fee Recap</b>	No Recap
Hours	n/a
Total	n/a
Level Desc	n/a
Rate	n/a
<b>Expense Format</b>	Summary
<b>Advance Format</b>	n/a
<b>Pymt Format</b>	n/al
<b>Other Settings Summary</b>	
Firm heading from Statement Customization, detail past due information, previous balance after "Total Current Work".	

## Format Information

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



# Statement Example 13

<b>Jensen, Martin &amp; Anderson, P.C.</b>			
ATTORNEYS AND COUNSELORS AT LAW			
FEDERAL TAX ID # 12-3456789			
<i>Lincoln Office</i>		<i>Omaha Office</i>	
1621 Cushman Drive		10400 West Dodge Road	
Lincoln, Nebraska 68512		Omaha, Nebraska 68108	
(402) 423-1440		(402) 397-1440	
Fax: (402) 423-2561		Fax: (402) 397-1441	
RJ's Engine Repair		Page: 1	
703 Cornhusker Highway		August 31, 2022	
Lincoln, NE 68521		Account No: 98CV904-RJMM	
Attn: Rod Johnston		Statement No: 561	
IRS Audit			
<u>Fees</u>			
	Hours	Amount	
Telephone conference with client	0.40	64.00	
Research	1.30	208.00	
Court appearance	0.90	144.00	
For Current Services Rendered	<u>2.60</u>	<u>416.00</u>	
Total Current Work		416.00	
Balance Due		<u>\$416.00</u>	

## Template Settings

<b>Fee Format</b>	Summary
Date	n/a
Tmkpr Initials	No
Description	n/a
Rate	n/a
Total Non-bill Hrs	n/a
Hours	Detail
Amount	Detail
Paragraph	No Paragraph
Subtotal	Transaction Code
<b>Fee Recap</b>	No Recap
Hours	n/a
Total	n/a
Level Desc	n/a
Rate	n/a
<b>Expense Format</b>	No Expenses
<b>Advance Format</b>	No Advances
<b>Pymt Format</b>	n/al
<b>Other Settings Summary</b>	
Fee subtotal by transaction code, <b>Two Offices</b> Statement Designer custom page layout.	

## Format Information

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

# Statement Example 14

<b>Jensen, Martin &amp; Anderson, P.C.</b>		<b>Attorneys at Law</b>	
Harold Richardson 1548 West 57th Street Rochester, NY 14603-8409		Statement Date: 08/31/2022 Account No. 102.00 Statement No. 656 Page No. 1	
RE: Manage personal finances			
	Previous Balance before Adjustments		\$3,158.35
07/20/2022	The check we received on 6/20/2022 (check #7554) was returned by the bank due to insufficient funds. Accordingly, the \$500.00 payment shown on the 07/31/2022 statement has been reversed.	500.00	
	Previous Balance		\$3,658.35
<u>Fees</u>			
		Rate	Hours
08/02/2022	Letter to client's banker.	185.00	0.50
	Office conference with Harold.	185.00	1.25
08/02/2022			1.75
			323.75
08/17/2022	Prepared for conference with client.	115.00	1.25
	08/17/2022		1.25
			143.75
	For Current Services Rendered		3.00
			467.50
<u>Recapitulation</u>			
	Title	Hours	
	Partner	1.75	
	Associate	1.25	
<u>Expenses</u>			
08/10/2022	Long distance telephone charges.		7.50
	Long distance telephone charges		7.50
	Total Expenses		7.50
	Balance Due		\$4,133.35
1621 Cushman Drive • Lincoln, NE 68512 • 402-423-1440 • Fax 402-423-2561			

## Template Settings

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

## Format Information

The statement shown above reflects a reversed payment. When a payment is reversed or refunded using the Payment Adjustment program, the operator is given the opportunity to enter a Type 4 ("description only") transaction. When this transaction is included on a statement, the "Previous Balance before Adjustments" line is printed followed by the "description only" transaction (which includes the amount of the reversal or refund), followed by the "Previous Balance" line. The "Previous Balance before Adjustments" terminology can be changed on Line 4 of the Terminology tab in Statement Customization.

The fees and expenses shown above both use subtotal options. The individual fee transactions are printed and subtotaled by transaction date. The individual expense transactions are printed and subtotaled by transaction code. The fee recap reflects the number of hours for each timekeeper level. This statement was printed using a Statement Designer custom page layout with a header, footer, and watermark image.

# Statement Example 15 - Task Based Billing

Federated Casualty, Ltd. 2001 South 70th Street Suite 300 Lincoln, NE 68510					Page: 1 08/31/2022 Account No: 550-00M Statement No: 561		
Attn: Samantha Kessler							
Andrew C. Gilbert v. Federated Casualty Federated Case # 98742-L Policy Number: 92-365277-56							
<u>Fees</u>							
					Rate	Hours	Amount
08/03/2022	DHB	L110	A103	Draft/revise response to complaint	175.00	0.50	87.50
	DHB	L110	A102	Research <i>Hapton vs. Interstate Insurance</i>	175.00	1.00	175.00
08/10/2022	RJB	L120	A106	Phone call with Sam Kessler	250.00	0.25	62.50
	RJB	L130	A108	Phone call with Tom Alberts of <b>Alberts Investigations</b> regarding <b>Gilbert v. Federated</b> to discuss previous experience investigating arson, testifying in court, and payment for services. <i>(First report will be completed by the end of the month.)</i>	250.00	1.00	250.00
	RJB	L250	A103	Draft/revise motion for change of venue For Current Services Rendered	250.00	1.00	250.00
						3.75	825.00
<u>Expenses</u>							
08/10/2022		L250	E101	Copying			6.75
				Total Expenses			6.75
<u>Advances</u>							
08/03/2022		L110	E106	Online research			60.00
				Total Advances			60.00
				Total Current Work			891.75
				Balance Due			<u>\$891.75</u>
<u>Task Code Summary</u>							
					<u>Fees</u>	<u>Expenses</u>	
L110	Fact Investigation/Development				262.50	60.00	
L120	Analysis/Strategy				62.50	0.00	
L130	Experts/Consultants				250.00	0.00	
L100	Case Assessment, Development and Administration				575.00	60.00	
L250	Other Written Motions and Submissions				250.00	6.75	
L200	Pre-Trial Pleadings and Motions				250.00	6.75	

## Template Settings

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

## Other Settings Summary

Task Based Billing Client.

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

## Format Information

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

# Statement Example 16 - Courtesy Discount

## Template Settings

First National Bank Platte Valley Building 13th & O Streets Lincoln NE 68510		Page: 1 08/31/2022	
Attn: Lynn Traver		Account No: 403-00M	
General File		Statement No: 564	
08/10/2022	Attended First National Bank board meeting	Hours 2.25	Amount 315.00
	Courtesy Discount		-24.75
	For Current Services Rendered	2.25	290.25
	Sales Tax on Services		11.61
	Total Current Work		301.86
	Balance Due		<u>\$301.86</u>

Courtesy Discount Position - "After the last fee transaction"

First National Bank Platte Valley Building 13th & O Streets Lincoln NE 68510		Page: 1 08/31/2022	
Attn: Lynn Traver		Account No: 403-00M	
General File		Statement No: 564	
08/10/2022	Attended First National Bank board meeting	Hours 2.25	Amount 315.00
	For Current Services Rendered	2.25	315.00
	Courtesy Discount		-24.75
	Net Fees after Courtesy Discount		290.25
	Sales Tax on Services		11.61
	Total Current Work		301.86
	Balance Due		<u>\$301.86</u>

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

First National Bank Platte Valley Building 13th & O Streets Lincoln NE 68510		Page: 1 08/31/2022	
Attn: Lynn Traver		Account No: 403-00M	
General File		Statement No: 564	
08/10/2022	Attended First National Bank board meeting	Hours 2.25	Amount 315.00
	For Current Services Rendered	2.25	315.00
	Sales Tax on Services		11.61
	Total Current Work		326.61
	Courtesy Discount		-24.75
	Balance Due		<u>\$301.86</u>

Courtesy Discount Position - "Just before the Balance Due"

statement shows the courtesy discount before the balance due. The Courtesy Discount is not reflected in the Total Current Work line when using the last option.

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

## Format Info

The three statements shown above illustrate the three positions where the fee courtesy discount line can print on the statement. The courtesy discount position is set on the **Options** tab of Statement Customization. The statement on the top left shows the courtesy discount after the last fee transaction. The statement on the top right shows the courtesy discount after the "For Current Services Rendered" line. The optional "Net Fees after Courtesy Discount" line is also shown. The bottom

# Statement Example 17 - Split Billing

JENSEN, MARTIN & ANDERSON, P.C.			
1621 Cushman Drive Lincoln, NE 68512			
402-423-1440			
Attn: Andrew C. Gilbert Andrew C. Gilbert 8974 Weatherly Road Roswell, NM 88277		Statement Date: July 31, 2022 Statement No. 7627 Account No. 102.00 Page: 1	
RE: Auto Accident			
<b>Payments received after 07/31/2022 are <u>not</u> included on this statement.</b>			
Previous Balance			\$550.65
	<b>Fees</b>		
07/20/2022	RPA Communicate with Samantha Kessler regarding litigation.	Hours 1.00	160.00
07/21/2022	MLJ Phone call with Tom Alberts of <b>Alberts Investigations</b> regarding Gilbert v. <b>Federated</b> to discuss previous experience investigating insurance fraud, testifying in court, and payment for services. (First report will be completed by the end of the month.)	1.00	250.00
07/22/2022	MLJ Phone call with Sam Kessler.	2.00	500.00
07/23/2022	PAM Communicate (with client).	2.50	562.50
07/24/2022	RPA Research. For Current Services Rendered	3.00 9.50	<u>480.00</u> 1,952.50
	You are responsible for 50% of Fees		976.25
	<b>Expenses</b>		
07/21/2022	Photocopy charges.		6.75
07/21/2022	Postage		17.78
	Total Expenses		24.53
	You are responsible for 50% of Expenses		12.27
	Total Current Work		1,977.03
	Your portion of the Total Current Work		988.52
	Balance Due		<u>\$1,539.17</u>

JENSEN, MARTIN & ANDERSON, P.C.			
1621 Cushman Drive Lincoln, NE 68512			
402-423-1440			
Attn: Andrew C. Gilbert Andrew C. Gilbert 8974 Weatherly Road Roswell, NM 88277		Statement Date: July 31, 2022 Statement No. 7627 Account No. 102.00 Page: 1	
RE: Auto Accident			
<b>Payments received after 07/31/2022 are <u>not</u> included on this statement.</b>			
Previous Balance			\$550.65
	<b>Fees</b>		
07/20/2022	RPA Communicate with Samantha Kessler regarding litigation.	Hours 0.50	80.00
07/21/2022	MLJ Phone call with Tom Alberts of <b>Alberts Investigations</b> regarding Gilbert v. <b>Federated</b> to discuss previous experience investigating insurance fraud, testifying in court, and payment for services. (First report will be completed by the end of the month.)	0.50	125.00
07/22/2022	MLJ Phone call with Sam Kessler.	1.00	250.00
07/23/2022	PAM Communicate (with client).	1.25	281.25
07/24/2022	RPA Research. For Current Services Rendered	1.50 4.75	<u>240.00</u> 976.25
	<b>Expenses</b>		
07/21/2022	Photocopy charges.		3.38
07/21/2022	Postage		8.89
	Total Expenses		12.27
	Total Current Work		988.52
	Balance Due		<u>\$1,539.17</u>

Show pre-split values on statements selected

Andrew C. Gilbert Account No. 102.00 RE: Auto Accident		Statement Date: 07/31/2022 Statement No. 7627 Page No. 2				
0-30	31-60	Aged Due Amounts		121-180	181+	
988.52	550.65	61-90	91-120	0.00	0.00	0.00
<b>Split Billing Summary</b>						
	<b>Fees</b>	<b>Expenses</b>	<b>Advances</b>	<b>Total</b>		
Gilbert/Andrew C. - Auto Accident	976.25	12.27	0.00	988.52		
National Security Life Insurance - Andrew Gilbert Auto Accident	976.25	12.26	0.00	988.51		
	1,952.50	24.53	0.00	1,977.03		
<b>Billing History</b>						
	<b>Fees</b>	<b>Expenses</b>	<b>Advances</b>	<b>Finance Charge</b>	<b>Payments</b>	
	1,463.25	38.42	37.50	0.00	0.00	
A finance charge of 1% per month will be assessed on all accounts past due 30 days.						

Show pre-split values on statements not selected

Andrew C. Gilbert Account No. 102.00 RE: Auto Accident		Statement Date: 07/31/2022 Statement No. 7627 Page No. 2				
0-30	31-60	Aged Due Amounts		121-180	181+	
988.52	550.65	61-90	91-120	0.00	0.00	0.00
<b>Split Billing Summary</b>						
	<b>Fees</b>	<b>Expenses</b>	<b>Advances</b>	<b>Finance Charge</b>	<b>Payments</b>	<b>Total</b>
Gilbert/Andrew C. - Auto Accident	976.25	12.27	0.00	0.00	0.00	988.52
National Security Life Insurance - Andrew Gilbert Auto Accident	976.25	12.26	0.00	0.00	0.00	988.51
	1,952.50	24.53	0.00	0.00	0.00	1,977.03
<b>Billing History</b>						
	<b>Fees</b>	<b>Expenses</b>	<b>Advances</b>	<b>Finance Charge</b>	<b>Payments</b>	
	1,463.25	38.42	37.50	0.00	0.00	
A finance charge of 1% per month will be assessed on all accounts past due 30 days.						

Detail Split Billing Summary

Summary Split Billing Summary

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

Split billing settings are configured at the client level. From the Quick Launch, search for and select "Client Information," click the **Split Billing** tab, and select the client whose statement you want to configure. Click the **Edit** button and select the desired statement options. The terminology used for split billing statements is configured in Statement Customization (**Statements | Statement Customization | Terminology**).

# Statement Example 18 - Combined Statement for Multiple Matters

Page: 1			Page: 2			
Jefferson Insurance Co. American Charter Building 9th & West 'O' Streets Suite 220 Lincoln NE 68510-6330 Attn: Mark Allen Hall Damage - Palmer farm 7255H-60-84833			Jefferson Insurance Co. Acquisition of Mid-State Insurance			
August 31, 2022 Account No: 200-02C Statement No: 573			August 31, 2022 Account No: 200-03M Statement No: 573			
Previous Balance		\$82.50				
<b>Fees</b>			<b>Recapitulation</b>			
08/07/2022	Initial conference with Mike Johnson and Cindy Jacobson regarding audit procedures	1.40	224.00	Timekeeper	Total	
	For Current Services Rendered	1.40	224.00	Michael L. Jensen	\$787.50	
				Paula A. Madison	480.00	
				Sales Tax on Services	50.70	
				<b>Expenses</b>		
				07/07/2022	Mileage to/from	30.00
				07/07/2022	Filing fee	15.00
				08/17/2022	Long distance telephone charges	25.52
					Total Expenses	70.52
				<b>Advances</b>		
				07/07/2022	Filing fee	75.00
				08/17/2022	Filing fee	15.00
					Total Advances	90.00
					Total Current Work	1,478.72
				<b>Payments</b>		
				08/07/2022	Payment - thank you	-500.00
					Finance Charge	14.54
					Finance Charge is calculated based on \$961.29	
					Balance Due	<u>\$2,454.55</u>
					Your account is 60 days past due.	
					Total Balance Due	<u>\$2,779.05</u>
<b>Recapitulation</b>			<b>Total</b>			
08/10/2022	Long distance telephone charges	18.00				
	Total Expenses	18.00				
	Total Current Work	242.00				
	Balance Due	\$324.50				
			Account No: 200-03M			
			Statement No: 573			
Acquisition of Mid-State Insurance						
Previous Balance		\$1,461.29				
<b>Fees</b>			<b>Hours</b>			
08/17/2022	M.L.J. Put together proposal for Mid-State Insurance Company	3.50	787.50			
	PAM Office conference with Peter Smith, insurance salesman for company.	1.75	280.00			
08/18/2022	PAM Office conference with Sam Reader, Sally Farrowes and John Denington.	1.25	200.00			
	PAM Telephone conference with President of Mid-State Insurance Company	0.50	n/c			
	For Current Services Rendered	6.50	1,267.50			
	Total Non-billable Hours	0.50				

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

# Statement Example 19 - Cover Statements

Jefferson Insurance Co. American Charter Building 9th & West 'O' Streets Suite 220 Lincoln NE 68510-6330  Attn: Mike Johnson		Page: 1 08/31/2022 Account No: 200M				
<b>Cover Statement</b>						
	<u>Previous Balance</u>	<u>Fees</u>	<u>Expenses</u>	<u>Advances</u>	<u>Payments</u>	<u>Balance</u>
Hail Damage - Palmer farm 7252H-80-84633	82.50	224.00	18.00	0.00	0.00	\$324.50
Acquisition of Mid-State Insurance 1,461.29	1,461.29	1,318.20	70.52	90.00	-500.00	\$2,454.55
	1,543.79	1,542.20	88.52	90.00	-500.00	\$2,779.05
				Finance Charge 14.54		<u>\$2,779.05</u>

Example of a Detail Cover Statement

Jefferson Insurance Co. American Charter Building 9th & West 'O' Streets Suite 220 Lincoln NE 68510-6330  Attn: Mike Johnson		Page: 1 08/31/2022 Account No: 200M			
<b>Cover Statement</b>					
Hail Damage - Palmer farm 7252H-80-84633					\$324.50
Acquisition of Mid-State Insurance					\$2,454.55
					<u>\$2,779.05</u>
A finance charge of 1% per month will be assessed on all accounts past due 30 days.					

Example of a Summary Cover Statement

The detail and summary cover statements are shown above. The cover statement is optional and is generated after printing statements for the desired files. The cover statements shown above summarize the statements shown on the previous page. The "Cover Statement" text shown on the cover statement is a beginning statement note for the statement template (*i.e., clear the "Include Statement Notes for each File on Combined Statements" check box and select the "Include Statement Notes on a Cover Statement" check box on the **General** tab of the Statement Templates program*). A heading can also be specified on the **Cover Stmt** tab of the Statement Customization program. The message about finance charge shown at the end of the cover statement is an ending statement note for the statement template.

The terminology used for the cover statement can be changed on the **Cover Stmt** tab of Statement Customization. The Client ID can optionally be printed next to the work description (not shown).

Cover statements can also be customized using the Statement Designer.

# Statement Example 20 - Client Funds

Natalie K. Sherman 5334 Cherrywood Drive Lincoln, NE 68504		Page: 1 08/31/2022 Account No: 900-00M Statement No: 661	
Divorce Sherman ads. Sherman			
<u>Fees</u>			
08/07/2022	Open file/initial conference with client.	Hours	Amount
			n/c
08/10/2022	Letter to spouse's accountant requesting tax returns.	0.40	50.00
	Letter to <b>Smith London &amp; O'Neill</b> requesting financial net worth of spouse.	0.40	50.00
	Letters to banks and brokerage firms requesting status of accounts.	1.00	125.00
	For Current Services Rendered	1.80	225.00
<u>Expenses</u>			
08/10/2022	Postage		3.48
08/10/2022	Photocopy charges.		4.50
	Total Expenses		7.98
	Total Current Work		232.98
<u>Payments</u>			
08/26/2022	Payment.		-232.98
	Balance Due		<u>\$0.00</u>
<u>Client Funds</u>			
	Beginning Client Funds Balance		\$0.00
08/03/2022	Initial deposit to client funds		425.00
08/10/2022	Payment to Smith London & O'Neill for processing of financial documents.		-130.00
08/26/2022	Payment.		-232.98
	Ending Client Funds Balance		<u>\$92.02</u>
	Please Remit to Replenish Client Funds Balance		\$307.98
	Total Amount to Remit		<u>\$307.98</u>
You have agreed to maintain a Client Funds balance of \$400.00			

Stewart Traver 2590 South 2nd Street Lincoln, NE 68517		Page: 1 08/31/2022 Account No: 910-00M Statement No: 667	
Estate			
<u>Client Funds</u>			
	Ending Client Funds Balance		\$0.00
	Please Remit Client Funds Balance Due		<u>\$500.00</u>

Roger Thomas 700 Mission Circle Lincoln, NE 68521		Page: 1 08/31/2022 Account No: 915-00M Statement No: 620	
Manage Personal Finances			
<u>Retainers</u>			
08/02/2022	Retainer deposit		200.00
08/12/2022	Consulting payment to Smith Consulting		-45.00
	Ending Retainer Balance		<u>\$155.00</u>

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

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

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



# Statement Example 21 - Trust Account Information

Charles L. Dawson 27550 Cottonwood Drive San Bernardino CA 92408		Page: 1 August 31, 2022 Account No: 100-00M Statement No: 657
Settlement of Grandfather's Estate		
Previous Balance		\$324.00
<u>Fees</u>		
08/01/2022	Preparation and filing of Federal Trust Tax Form.	250.00
08/17/2022	Office conference with Mr. Dawson. For Current Services Rendered	150.00 400.00
<u>Expenses</u>		
08/07/2022	Facsimile costs.	3.75
	Total Expenses	3.75
	Total Current Work	403.75
<u>Payments</u>		
	Total Payments thru 08/31/2022	-727.75
	Balance Due	<u>\$0.00</u>
Your trust account balance is \$53,162.00		

Summary Trust Accounting Information

Charles L. Dawson 27550 Cottonwood Drive San Bernardino CA 92408		Page: 1 August 31, 2022 Account No: 100-00M Statement No: 657
Settlement of Grandfather's Estate		
Previous Balance		\$324.00
<u>Fees</u>		
08/01/2022	Preparation and filing of Federal Trust Tax Form.	250.00
08/17/2022	Office conference with Mr. Dawson. For Current Services Rendered	150.00 400.00
<u>Expenses</u>		
08/07/2022	Facsimile costs.	3.75
	Total Expenses	3.75
	Total Current Work	403.75
<u>Payments</u>		
08/01/2022	Payment from trust.	-443.75
08/02/2022	Expense payment.	-75.00
08/17/2022	Fee payment.	-209.00
	Total Payments thru 08/31/2022	-727.75
	Balance Due	<u>\$0.00</u>
<u>Trust Account Activity</u>		
	Opening Balance	\$52,000.00
07/27/2022	Expense money for Dawson PAYEE: Dawson/Charles L.	-1,200.00
08/01/2022	Sale of stocks	4,255.75
08/02/2022	Attorney fees PAYEE: Jensen, Martin & Anderson, P.C.	-443.75
08/07/2022	Real estate taxes PAYEE: Lancaster County Treasurer	-1,450.00
	Closing Balance	<u>\$53,162.00</u>

Detail Trust Accounting Information

Charles L. Dawson 27550 Cottonwood Drive San Bernardino CA 92408		Page: 1 August 31, 2022 Account No: 100-00M Statement No: 568
Settlement of Grandfather's Estate		
Previous Balance		\$324.00
<u>Fees</u>		
08/02/2022	Preparation and filing of Federal Trust Tax Form.	250.00
08/17/2022	Office conference with Mr. Dawson For Current Services Rendered	150.00 400.00
<u>Expenses</u>		
08/07/2022	Facsimile costs	3.75
	Total Expenses	3.75
	Total Current Work	403.75
<u>Payments</u>		
	Total Payments for 08/01/2022	-443.75
	Total Payments for 08/02/2022	-75.00
	Total Payments for 08/17/2022	-209.00
	Total Payments thru 08/31/2022	-727.75
	Balance Due	<u>\$0.00</u>
Your trust account balance is \$53,162.00		

Payment Totals by Date

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

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

# Statement Example 22- Trust Account Remittance Information

<p>Arthur J. Carier 4920 Everett Lincoln NE 68503</p> <p>Protection of New Wave Patent</p> <p style="text-align: right;">Page: 1 08/31/2022 Account No: 550-00M Statement No: 658</p> <p style="text-align: center;">Reminder: We are meeting on September 11 at 2:00 p.m.</p> <p style="text-align: center;"><b><u>Fees</u></b></p> <p>08/01/2022 Office conference with client regarding ownership of business. For Current Services Rendered 825.00</p> <p style="text-align: center;"><b><u>Expenses</u></b></p> <p>08/01/2022 Postage 2.90 08/01/2022 Photocopy charges 7.35 Total Expenses 10.25 Total Current Work 835.25</p> <p style="text-align: center;"><b><u>Payments</u></b></p> <p>08/01/2022 Payment transferred from trust account. -835.25</p> <p>Balance Due <u>80.00</u></p> <p style="text-align: center;"><b><u>Trust Account Activity</u></b></p> <p>08/01/2022 Opening Balance \$0.00 08/01/2022 Initial deposit 3,000.00 08/02/2022 Fees PAYEE: Jensen, Martin &amp; Anderson, P.C. -835.25 Closing Balance \$2,164.75 Please remit \$835.25</p> <p style="text-align: center;">Per our initial meeting, you have agreed to maintain a balance of \$3,000 in your trust account.</p>	<p>Jack Maxwell 1047 North 26th Street Lincoln NE 68508</p> <p>Manage Personal Finances</p> <p style="text-align: right;">Page: 1 08/31/2022 Account No: 916-00M Statement No: 570</p> <table border="1"> <thead> <tr> <th colspan="6">Billing History</th> </tr> <tr> <th>Fees</th> <th>Hours</th> <th>Expenses</th> <th>Advances</th> <th>Finance Charge</th> <th>Payments</th> </tr> </thead> <tbody> <tr> <td>4,092.50</td> <td>20.40</td> <td>76.83</td> <td>160.00</td> <td>0.00</td> <td>4,092.50</td> </tr> </tbody> </table> <p>Your trust account #1 balance is \$0.00 Please remit \$1,000.00</p>	Billing History						Fees	Hours	Expenses	Advances	Finance Charge	Payments	4,092.50	20.40	76.83	160.00	0.00	4,092.50
Billing History																			
Fees	Hours	Expenses	Advances	Finance Charge	Payments														
4,092.50	20.40	76.83	160.00	0.00	4,092.50														

The statements on this page are examples of the information that can be included from Tabs3 Trust Accounting Software (TAS). The statement on the left includes detail trust activity. A payment from the client's trust account is shown in the Trust Account Activity section and is included in the Payments section of the client's statement. The "Please remit" line prints when the trust account's Current Trust Balance is less than the Desired Minimum Balance. The amount to remit is included on this line, which is the difference between the Tabs3 Target Balance and the Current Trust Balance. The Current Trust Balance, Desired Minimum Balance and Tabs3 Target Balance fields are all found in the trust account file in TAS. The "Please remit" terminology can be changed in the Bank Account File in TAS. Ending statement notes remind the client of the agreement to maintain a \$3,000 balance. Beginning statement notes remind the client of an upcoming appointment. The section headings on the statement shown on the left have been formatted to include bold, italic and underline attributes.

The trust account information shown on the statement on the right instructs the client to remit \$1,000. The "Please remit" line prints when the trust account's Current Trust Balance is less than the Desired Minimum Balance. The amount to remit is included on this line, which is the amount shown in the Tabs3 Amount to Bill field in the TAS trust account file. The "Please remit" terminology can be changed in the Bank Account File in TAS.

# Statement Example 23 - Reminder Statements

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

Michael L. Jensen	Street Address	Mailing Address	Phone	402-419-2200
Paula A. Martin	1621 Cushman Drive	P.O. Box 1128	Fax	402-419-2201
Ronald P. Anderson	Lincoln, NE 68512	Lincoln, NE 68512-1128	Web	www.jmalaw.net
Robert O. Burns				
Kendra I. Michaels				

Page: 1  
08/31/2022

Bradley Harrison  
534 Fox Hollow  
Toronto ONT M5J 4M2  
Canada

Account No: 751-0084  
Statement No: 660

Purchase of Real Estate

Previous Balance				\$1,250.93
<u>Stmt. Date</u>	<u>Stmt. #</u>	<u>Billed</u>	<u>Due</u>	
05/31/2022	279	1,500.51	1,200.51	
06/30/2022	382	15.00	15.00	
07/31/2022	394	35.42	35.42	
			<u>1,250.93</u>	
Finance Charge				18.91
Balance Due				<u>\$1,269.84</u>

<u>Fees</u>	<u>Hours</u>	<u>Expenses</u>	<u>Advances</u>	<u>Finance Charge</u>	<u>Payments</u>
1,535.27	8.89	0.00	15.00	19.57	300.00

Payable in U.S. Dollars - Thank You.  
A finance charge of 1% per month will be assessed on all accounts past due 30 days.

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

Michael L. Jensen	Street Address	Mailing Address	Phone	402-419-2200
Paula A. Martin	1621 Cushman Drive	P.O. Box 1128	Fax	402-419-2201
Ronald P. Anderson	Lincoln, NE 68512	Lincoln, NE 68512-1128	Web	www.jmalaw.net
Robert O. Burns				
Kendra I. Michaels				

Page: 1  
08/31/2022

Bradley Harrison  
534 Fox Hollow  
Toronto ONT M5J 4M2

Account No: 751-0084  
Statement No: 660

Purchase of Real Estate

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

Your account is 90 days past due.

<u>Fees</u>	<u>Hours</u>	<u>Expenses</u>	<u>Advances</u>	<u>Finance Charge</u>	<u>Payments</u>
1,535.27	8.89	0.00	15.00	19.57	300.00

Payable in U.S. Dollars - Thank You.  
A finance charge of 1% per month will be assessed on all accounts past due 30 days.

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

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

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

## Statement Run Totals

Draft Statement Run Totals 07/31/2022							
	Statements Printed:		9				
	Hours:		122.85				
	Fees:		36,520.75				
	Expenses:		17.53				
	Advances:		75.00				
	Fee Sales Tax:		818.90				
	Exp Sales Tax:		0.06				
	Adv Sales Tax:		3.38				
	Finance Charge:		2.80				
	Rate	Taxed Fees	Fee Tax	Taxed Exps	Exp Tax	Taxed Advs	Adv Tax
(1)	4.0000	20,472.50	818.90				
(2)	4.5000			1.25	0.06	75.00	3.38

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

## PDF Statement Summary

Date: 08/23/2022	Tab3 PDF Statement Summary Jensen, Martin & Anderson, P.C.	Page: 1
User ID: CATHY		
Statement Date: 07/31/2022		
PDF Location: S:\Tab3\Statements\20220731		
415.00 MegaConstruction Corporation		
Corporate Merger - Megabuilders and BuilderCorp		
James R. Tatiki, Sr. - <a href="mailto:jt@megaconcorp.com">jt@megaconcorp.com</a>		
415.00_Stmt_7576		
PDF Statements Created: 1		

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

The **Statement Date** is only shown when initially generating statements. When reprinting statements, this line will not be included.

# Automatic Trust Payments Report

Date: 08/23/2022	Automatic Trust Payments Report Jensen, Martin & Anderson, P.C.	Page: 1	
The following Trust Transactions were automatically generated by Tabs3 Billing			
<b>From Trust Bank 1 - First Bank IOLTA Account:</b>			
Client ID	Name	Work Description	Amount
101.00	Williams/John	State v. Williams	1,923.40
850.00	White/Kelly	Divorce	325.00
850.01	White/Kelly	Last Will & Testament	600.00
<b>Total from Trust Bank 1</b>			<b>2,848.40</b>

The Automatic Trust Payments Report is created in Tabs3 when final statements are generated (provided that the Statement Run Totals option was selected for the statement run). The report will be printed at the end of the final statement run. This report will display information for each client who has had an automatic trust payment generated as well as a total for each bank account. This information can be used to determine how much should be transferred from the trust bank account to your firm's operating account when configured to create payments as EFTs.

## Statement Envelope



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

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