

# Tabs3Pay Guide



Tabs3 Billing



PracticeMaster



Trust Accounting



Accounts Payable




General Ledger

## **Tabs3Pay Guide**

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## **Introduction & Getting Started**

Tabs3Pay® is a credit card processing solution for payments and client funds deposits in Tabs3 Billing and trust deposits in Tabs3 Trust Accounting (Trust).

Enabling Tabs3Pay gives you the ability to:

- Include payment and/or trust deposit links when emailing statements.
- Send a trust deposit request email in Tabs3 Billing.
- Authorize electronic payments in Tabs3 Billing.
- Authorize electronic client funds deposits in Tabs3 Billing.
- Authorize electronic deposits in Trust.
- Credit or void electronic transactions entered in Tabs3 Billing and Trust.

Tabs3Pay allows you to link multiple merchant accounts to your Tabs3Pay account. You can then assign these merchant accounts to your firm, to separate locations, to individual primary timekeepers, or any combination thereof. This allows you to route payments and deposits to multiple bank accounts. Additionally, Trust allows you to link Tabs3Pay merchant accounts to separate trust bank accounts.

Tabs3Pay accepts credit/debit cards as well as directly debiting a checking or savings account using the automated clearing house (ACH) system.

Once Tabs3Pay has been enabled and configured, you can include payment links with your email statements. These links allow clients to make payments online via a Tabs3Pay payment page using a credit card or bank account. Payments can then be imported into Tabs3 Billing using the Import Online Payments program. Transactions can also be entered manually via the Payment Entry and Client Funds Entry windows in Tabs3 Billing and the Trust Transaction Entry window in Trust.

You can specify an email address for each payment method, allowing the cardholder or client to receive a receipt for each transaction. You can also print or email a [Credit Card Transaction Receipt](#) (page 24) as needed. A [Credit Card Authorization List](#) (page 27) provides a list of electronic transactions authorized via Tabs3 Billing or Trust for a specified time period and can include charges, voids, credits, or any combination thereof.

For more information regarding Tabs3Pay, please visit:

[Tabs3Pay.com](https://www.tabs3pay.com)

## Security

Tabs3 Software does not store sensitive cardholder information.

## Requirements

To accept electronic payments in Tabs3 Billing or Trust:

- The following Tabs3 Software applications can use Tabs3Pay:
  - Tabs3 Billing Version 2021 (Build 20.5.2) or later for payments and client funds deposits.
  - Tabs3 Trust Accounting Software (Trust) Version 2021 (Build 20.5.2) or later for trust deposits.
- An account must be created with Tabs3Pay. This can be handled via Tabs3 Billing or Trust.
- An Internet connection is required.

## 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).

 [Accepting Credit Cards Using Tabs3Pay](#)

# Configuration

This section will walk you through the steps necessary to configure Tabs3 Billing and/or Trust for electronic payment processing using Tabs3Pay.

## Signing Up for Tabs3Pay

Tabs3Pay allows you to sign up directly from Tabs3 Billing or Trust. At a minimum you must create a merchant account linked to your operating account. If you intend to use Tabs3Pay in Trust, you must create both a trust merchant account and an operating merchant account (to process fees), regardless of whether you have Tabs3 Billing installed. You can sign up for Tabs3Pay in Tabs3 Billing or Trust using one of the following methods:

- The Quick Launch pane by typing "Tabs3Pay Web Portal" in the **Search Actions** field.
- The **Reports** menu by clicking **Credit Card** and then **Tabs3Pay Web Portal**.
- The Home Page by clicking the **Tabs3Pay Web Portal** icon under **All Actions | Transactions** or **All Actions | Integration**.
- The Payment, Client Funds, and Trust Transaction Entry windows by clicking the **Accept Electronic Payments with Tabs3Pay** link (if present).
- By clicking the **Learn More** button on the **Tabs3Pay** tab of the Customization window (**Utilities | Customization**) in Tabs3 Billing or Trust.

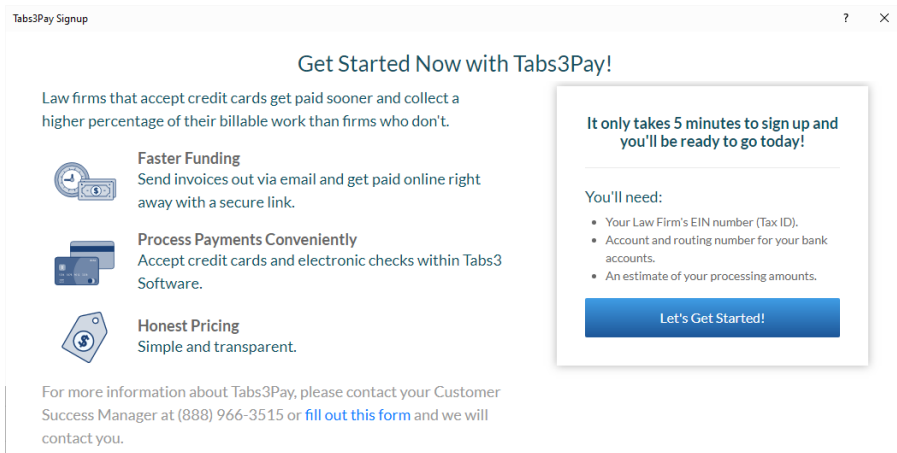
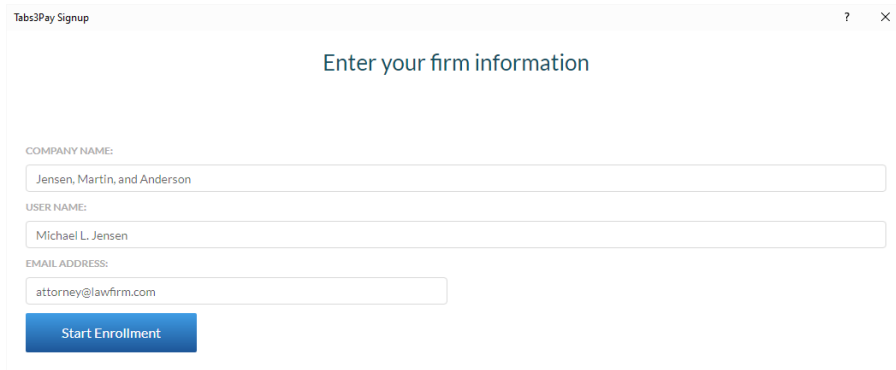


Figure 1, Tabs3Pay Signup Window (first page)

To begin the signup process, click the **Let's Get Started** button.



The screenshot shows a web browser window titled "Tabs3Pay Signup". The page content includes the heading "Enter your firm information". Below this heading are three text input fields. The first field is labeled "COMPANY NAME:" and contains the text "Jensen, Martin, and Anderson". The second field is labeled "USER NAME:" and contains "Michael L. Jensen". The third field is labeled "EMAIL ADDRESS:" and contains "attorney@lawfirm.com". At the bottom of the form is a blue button with the text "Start Enrollment".

Figure 2, Tabs3Pay Signup Window (second page)

On the next page, verify that the **Company Name**, **User Name**, and **Email Address** fields are correct and click the **Start Enrollment** button to begin the enrollment process in your default web browser.

**Note:** If you have questions regarding the enrollment process, contact Tabs3Pay Support at 888-966-3515 or by email at [support@tabs3pay.com](mailto:support@tabs3pay.com).

Once your application has been approved, Tabs3Pay is automatically enabled in Tabs3 Billing and Trust (if you chose to add a trust merchant account during the signup process).

The default configuration for Tabs3Pay in Tabs3 Billing is to deposit all funds received from electronic payments and client funds deposits to the operating merchant account created during the signup process. Tabs3Pay is automatically enabled for payments, client funds deposits, and payment links.

If you created a trust merchant account during the signup process, it is automatically linked to the bank account in Trust with a matching account number (if present). All trust deposits processed via Tabs3Pay are deposited in the linked trust bank account. All fees associated with the trust merchant account are deducted from your Tabs3Pay operating bank account.

For advanced Tabs3Pay configuration options, see Knowledge Base Article [R11869](#), "Configuring Tabs3Pay." Advanced configuration includes:



- Manually configuring Tabs3Pay using an existing account.
- Obtaining your Tabs3Pay API Keys.
- Associating additional merchant accounts in Tabs3 Billing with locations or timekeepers.
- Associating additional trust merchant accounts in Trust with bank accounts.

## ***Electronic Transactions***

Tabs3Pay provides electronic processing of credit card and bank (ACH) transactions for payments and client funds deposits in Tabs3 Billing as well as for trust account deposits in Trust.

## **Sending Payment Links with Email Statements**

The easiest and most secure method to receive credit card and bank payments from Tabs3Pay is to include payment links with your Email Statements. These links are inserted into the email message that accompanies the statement, and open a Tabs3Pay payment page in the recipient's web browser.

Upon receipt of the email, clients can pay their statement directly via credit card or bank account. This eliminates the need for your firm to handle sensitive payment information, reducing your potential liability regarding fraudulent payments.

Once the client has made a payment using a payment link, it can be imported into Tabs3 Billing using the Import Online Payments utility. To access the Import Online Payments utility from the Quick Launch, search for and select "Import Online Payments."

Tabs3Pay payment links do not expire.

For more information on configuring and importing payment links in Tabs3 Billing, see KB Article [R11905](#), "Requesting and Importing Tabs3Pay Online Payments and Trust Deposits."

## Sending Trust Request Link Emails

**Version Note:** The Trust Request feature requires Tab3 Software Version 2022 (Build 22.2.3) and later.

Tab3 Billing provides the ability to request an online payment through a trust deposit link in an email, either with Email Statements or using the **Request Trust Deposit** action in the Tab3 Billing Matter Manager. This link opens a Tab3Pay payment page in the recipient's web browser.

Upon receipt of the email, clients can deposit funds into their trust account directly via credit card or bank account. Once the client has made a payment using a trust deposit link, it can be imported into Tab3 Billing using the Import Online Payments utility. To access the Import Online Payments utility from the Quick Launch, search for and select "Import Online Payments."

Tab3Pay trust deposit links do not expire.

For more information on configuring and importing trust deposit links in Tab3 Billing, see KB Article [R11905](#), "Requesting and Importing Tab3Pay Online Payments and Trust Deposits."

## Adding and Managing Tab3Pay Payment Methods

Once Tab3Pay has been configured, you can add payment methods for individual clients. Payment methods are linked to client contacts, which means that all matters that share the same client contact have access to any payment methods that have been added. Payment methods can be added from the Tab3 Billing Matter Manager, Payment Entry, and Client Funds Entry windows in Tab3 Billing as well as the Trust Transaction Entry window in Trust.

### ► To add a new Tab3Pay Payment Method from the Matter Manager in Tab3 Billing

1. In the Quick Launch, search for and select "Matter Manager," and then select the client for whom a new payment method is being added.

2. In the **Other Actions** group of the **Take Action** pane, click **Manage Payment Methods**.
3. Click the **Add Payment Methods** button to open the Add Tabs3Pay Payment Method window.
4. The Billing Details section will be populated automatically based on the client's information. Verify the information is correct. See the [Billing Details Fields](#) section (*page 12*) for information on the fields shown.
5. Select **Card** or **Bank**. See the [Card Fields](#) section (*page 13*) or the [Bank Fields](#) section (*page 14*) for information on the fields shown for each payment type.
6. Once you have finished entering the new payment method, click the **Submit** button.
7. Close the Manage Tabs3Pay Payment Methods window, and then close the Tabs3 Billing Matter Manager.

► **To add a new Tabs3Pay Payment Method from a transaction entry window in Tabs3 Billing or Trust**

1. Open the transaction entry window for the type of transaction you want to create:
  - **Payment:** In the Tabs3 Billing Quick Launch, search for and select "Payment Entry."
  - **Client Funds:** In the Tabs3 Billing Quick Launch, search for and select "Client Funds Entry."
  - **Trust:** In the Trust Quick Launch, search for and select "Trust Transaction Entry."
2. Select the client for whom the payment or deposit is being made.
3. Depending on whether the client has any existing payment methods, one of two links will be displayed to the right of the **Receipt Type** field (Payment) or below the **Type** field (Client Funds / Trust Transaction):
  - Click the **Add Payment Method** link to open the Add Tabs3Pay Payment Method window.
  - Click the **Manage Payment Methods** link and then click the **Add Payment Method** button to open the Add Tabs3Pay Payment Method window.

4. The Billing Details section will be populated automatically based on the client's information. Verify the information is correct. See the [Billing Details Fields](#) section (page 12) for information on the fields shown.
5. Select **Card** or **Bank**. See the [Card Fields](#) section (page 13) or the [Bank Fields](#) section (page 14) for information on the fields shown for each payment type.
6. Once you have finished entering the new payment method, click the **Submit** button to return to the transaction entry window.
7. The new payment method will be selected in the **Receipt Type** or **Type** field.

## Billing Details Fields

**Billing Details**

<b>FIRST NAME *</b>	<b>LAST NAME *</b>
<input type="text" value="Marcus"/>	<input type="text" value="Phillips"/>
<b>COMPANY NAME</b>	
<input type="text"/>	
<b>PHONE ☎ *</b>	<b>EMAIL ADDRESS</b>
<input type="text" value="(909) 884-7525"/>	<input type="text" value="markp@emach.net"/>
<b>BILLING ADDRESS *</b>	<b>ADDRESS LINE 2</b>
<input type="text" value="27550 Cottonwood Drive"/>	<input type="text"/>
<b>BILLING POSTAL/ZIP CODE ☎ *</b>	<b>CITY *</b>
<input type="text" value="92408"/>	<input type="text" value="San Bernardino"/>
<b>COUNTRY</b>	<b>STATE</b>
<input style="border: none; background-color: #f0f0f0; padding: 2px 5px;" type="text" value="United States"/>	<input style="border: none; background-color: #f0f0f0; padding: 2px 5px;" type="text" value="California"/>

Figure 3, Tab3Pay Billing Details

Fields with a red asterisk (\*) are required.






<b>First Name</b>	Enter the first name of the individual associated with the payment method.
<b>Last Name</b>	Enter the last name of the individual associated with the payment method.
<b>Company Name</b>	Enter the name of the business associated with the payment method.


<b>Phone</b>	Enter the phone number associated with the payment method.
<b>Email Address</b>	Enter the email address where the client wants an automatic receipt to be sent.
<b>Billing Address</b>	Enter the billing address associated with the payment method.
<b>Address Line 2</b>	Enter the second line of the billing address associated with the payment method (if present).
<b>Billing Postal/Zip Code</b>	Enter the Zip Code or Postal Code of the billing address associated with the payment method. If the country associated with the payment method does not use Postal or Zip Codes, enter "00000" in this field.
<b>City</b>	Enter the city of the billing address associated with the payment method.
<b>Country</b>	Enter the country of the billing address associated with the payment method.
<b>State</b>	Enter the state of the billing address associated with the payment method.

## Card Fields

All fields are required.

Payment Method

Card     

Bank 

CARD NUMBER \*

EXPIRATION (MM/YY) \*

CVV \*

Figure 4, Tab3Pay Card Fields

- Card Number** Enter the full credit card number. Do not enter dashes.
- Expiration** Enter the month and year the card will expire in MM/YY format.
- CVV** Enter the three or four digit code found on the signature block on the back of the card.

## Bank Fields

### Payment Method

Card

Bank

BANK NAME \*

ROUTING NUMBER \*      ACCOUNT NUMBER \*

ACCOUNT TYPE \*

Checking     Savings

BANK HOLDER TYPE \*

Personal     Business

Figure 5, Tab3Pay Bank Fields

- Bank Name** Enter the name of the bank associated with the checking or savings account.
- Routing Number** Enter the routing number of the account. The routing number is typically shown in the bottom left of a check or deposit slip.
- Account Number** Enter the account number of the account. The account number is typically shown to the right of the routing number on a check or deposit slip.
- Account Type** Select the option to specify a **Checking** or **Savings**

## Bank Holder Type

account.

Select the option to specify a **Personal** or **Business** account.

## Payment

When Tabs3Pay is enabled, payments entered with a Tabs3Pay payment method selected in the **Receipt Type** field will automatically initiate an electronic transaction when saved.

### ► To process a payment using a credit card or bank account

1. From the Tabs3 Billing Quick Launch, search for and select "Payment Entry."
2. Enter the payment as you normally would.
3. Select an existing Tabs3Pay payment method in the **Receipt Type** field, or [add a new payment method](#) (page 11).

The screenshot shows the 'Payment Entry' window with the following data:

- Client ID: 121.01 (Phillips/Marcus Real Estate Acquisition)
- Reference: 10 (New Monthly, Source: Billing)
- Date: 08/23/2022 (Tuesday, Primary: 1 Michael L. Jensen)
- Tcode: 900 (PYM Regular Payment)
- Amount: 250.00
- Receipt Type: Visa - 1111 (with a 'Manage Payment Methods' link)
- Check #: 0
- Ref./Memo: 121.01
- Description: Payment

Figure 6, Tabs3 Payment Entry

4. Press Ctrl+S to save the transaction. Click **Yes** to confirm that you want to process the payment electronically. (Clicking **No** will return you to the Payment Entry window without saving the payment.)

## Client Funds Deposit

When Tabs3Pay is enabled, client funds transactions entered with a Tabs3Pay payment method selected in the **Type** field will automatically initiate an electronic transaction when saved.

► **To process a client funds deposit using a credit card or eCheck**

1. From the Tabs3 Billing Quick Launch, search for and select "Client Funds Entry."
2. Enter the deposit as you normally would.
3. Select an existing Tabs3Pay payment method in the **Type** field, or [add a new payment method](#) (page 11).

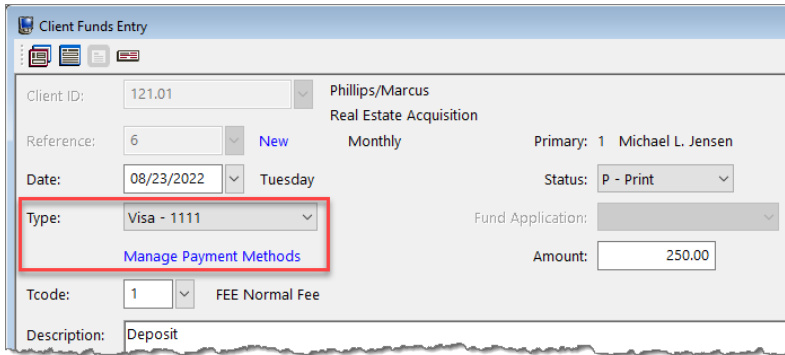


Figure 7, Tabs3 Billing Client Funds Entry

4. Press Ctrl+S to save the deposit. Click **Yes** to confirm that you want to process the deposit electronically. (Clicking **No** will return you to the Client Funds Entry window without saving the deposit.)

## Trust Deposit

When Tabs3Pay is enabled, trust transactions entered with a Tabs3Pay payment method selected in the **Type** field will automatically initiate an electronic transaction when saved.

► **To process a trust deposit**

1. From the Trust Quick Launch, search for and select "Trust Transaction."
2. Enter the deposit as you normally would.
3. Select an existing Tabs3Pay payment method in the **Type** field, or [add a new payment method](#) (page 11).



The screenshot shows a software window titled "Trust Transaction Entry". The window has a tab labeled "Tabs3". Inside the window, there are several input fields and labels. The "Trust ID" field contains "121.01". The "Bank #" field contains "1". The "Reference" field contains "1" and has a "New" link next to it. The "Type" field is highlighted with a red box and contains "Visa - 1111". Below the "Type" field is a link that says "Manage Payment Methods". The "Check #" field contains "0". The "Date" field contains "08/23/2022". The "Amount" field contains "250.00". The "Description" field is empty. On the right side of the window, there is text that reads "Phillips/Marcus Real Estate Acquisition" and "First Bank IOLTA Account".

Figure 8, Trust Transaction Entry

4. Press Ctrl+S to save the transaction. Click **Yes** to confirm that you want to process the deposit electronically. (Clicking **No** will return you to the Trust Transaction Entry window without saving the deposit.)

## Error Messages & Troubleshooting

Detailed information regarding error messages or rejections when a transaction is submitted to Tabs3Pay can be found in Knowledge Base Article [R11870](#), "Tabs3Pay Error Messages and Troubleshooting," which provides information and troubleshooting steps for messages related to credit card processing.

If you need assistance with correcting errors, please contact Tabs3Pay Support by phone at 888-966-3515 or by email at [support@tabs3pay.com](mailto:support@tabs3pay.com).

## Credit and Void Transactions

In the event you need to delete or adjust a transaction, Tab3 Billing and Trust will provide the option to issue a credit or void through Tab3Pay for the associated credit card or bank charge.

### Issuing a Credit/Void in Tab3 Billing

When payments or client funds deposits linked to Tab3Pay are deleted or adjusted, Tab3 Billing will prompt you to void or credit the associated transactions in the Tab3Pay system.


#### Credit/Void a Payment

The process for crediting or voiding a payment in Tab3 Billing differs depending on whether the payment has been included on a statement that has been final billed and updated yet.

##### ► Determine the Payment's Status

1. In the Quick Launch, search for and select "Matter Manager," and load the client associated with the payment.
2. In the list at the bottom of the window, click the Payments heading and then locate the payment associated with the Tab3Pay transaction.
  - If the **Status** column shows "P - Print" or "H - Hold", click the payment entry to open the Payment Information window, then see the steps to [Credit/Void a Work-in-Process Tab3Pay Payment Transaction](#) (page 19).
  - If the **Status** column shows "Archived", click the payment entry to open the Payment Information window, then see the steps to [Credit/Void an Archived Tab3Pay Payment Transaction](#) (page 19).
  - If the **Status** column shows "U - Update", you must either unbill the matter's most recent final statement and then use the steps to [Credit/Void a Work-in-Process Tab3Pay Payment Transaction](#) (page 19), or run Update Statements and use the steps to [Credit/Void an Archived Tab3Pay Payment Transaction](#)(page 19).

► **Credit/Void a Work-in-Process Tab3Pay Payment Transaction**

1. From the Payment Information window, click the **Edit Payment** link in the **Take Action** pane to open the payment in the Payment Entry window.
2. Click the  button to delete the payment transaction. You will be prompted to confirm that you want to reverse the Tab3Pay transaction.
  - Click **Yes** to delete the payment and reverse the Tab3Pay transaction.
  - Click **No** to delete the payment without reversing the Tab3Pay transaction.
  - Click **Cancel** to return to the Payment Entry window without deleting the payment or reversing the Tab3Pay transaction.

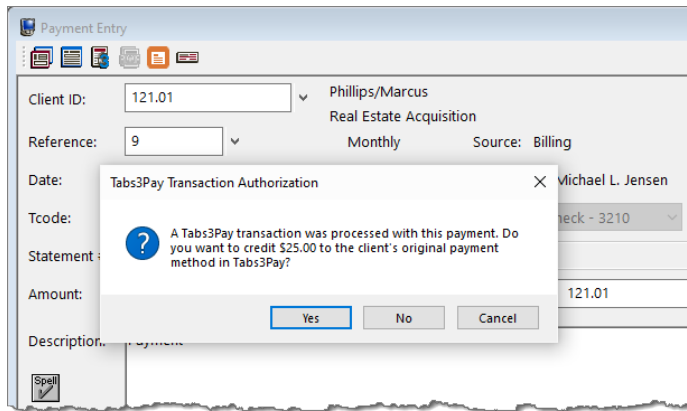


Figure 9, Deleting a Payment Entry

► **Credit/Void an Archived Tab3Pay Payment Transaction**

1. From the Payment Information window, click one of the following links in the Take Action pane to open the payment in the Payment Adjustment window:
  - Click **Reverse Payment** to credit/void the entire amount of the payment.
  - Click **Refund Payment** to credit/void an unallocated portion of the payment.
2. Select a **Date of Adjustment** and **Adjustment Amount** (refund only) for the Tab3 payment. *(Note that this date is not used for the date of the credit on Tab3Pay. The current system date is used.)*

3. Click **OK** to perform the adjustment/credit. You will be prompted to confirm that you want to reverse the Tabs3Pay transaction.
  - Click **Yes** to reverse the payment and the Tabs3Pay transaction.
  - Click **No** to reverse the payment without reversing the Tabs3Pay transaction.
  - Click **Cancel** to return to the Payment Adjustment window without reversing the payment or the TabsPay transaction.

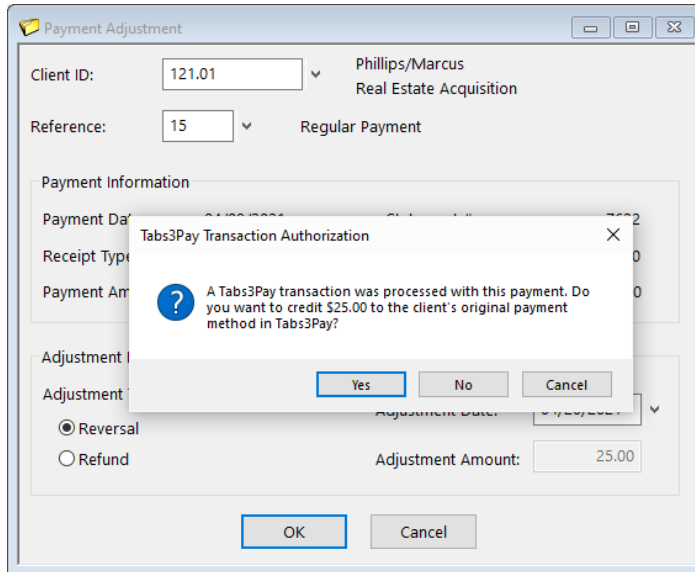



Figure 10, Tabs3 Payment Adjustment

## ***Credit/Void a Client Funds Deposit***

As with Payments, Client Funds Deposits can be credited or voided. However, only deposits that have not been archived (included on an updated statement) can be credited or voided.

### **► Credit/Void a Tabs3Pay Client Funds Deposit**

1. In the Quick Launch, search for and select "Matter Manager," and load the client associated with the Client Funds Deposit.

2. In the list at the bottom of the window, click the Client Funds heading and then click the client funds transaction associated with the Tab3Pay transaction to open the Client Funds Entry window.
3. Click the  button to delete the client funds transaction. You will be prompted to confirm that you want to reverse the Tab3Pay transaction.
  - Click **Yes** to delete the transaction and reverse the Tab3Pay transaction.
  - Click **No** to delete the transaction without reversing the Tab3Pay transaction.
  - Click **Cancel** to return to the Client Funds Entry window without deleting the transaction or reversing the Tab3Pay transaction.

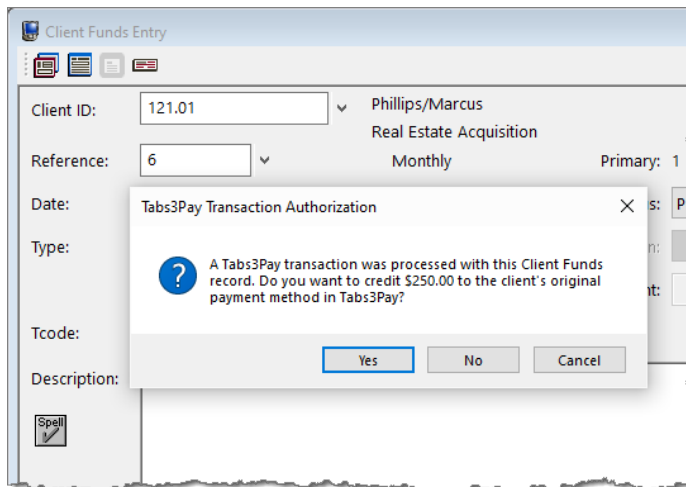



Figure 11, Deleting a Client Funds Deposit

## Issuing a Credit/Void in Trust

When trust deposits linked to Tab3Pay are deleted or adjusted, Trust will prompt you to void or credit the associated transactions in the Tab3Pay system.

### ► Credit/Void a Tab3Pay Trust Deposit

1. In the Quick Launch, search for and select "Trust Transaction Entry."
2. Select the trust transaction associated with the Tab3Pay transaction.

3. Click the  button to delete the trust transaction. You will be prompted to confirm that you want to reverse the Tabs3Pay transaction.
  - Click **Yes** to delete the transaction and reverse the Tabs3Pay transaction.
  - Click **No** to delete the transaction without reversing the Tabs3Pay transaction.
  - Click **Cancel** to return to the Trust Transaction Entry window without deleting the transaction or reversing the Tabs3Pay transaction.

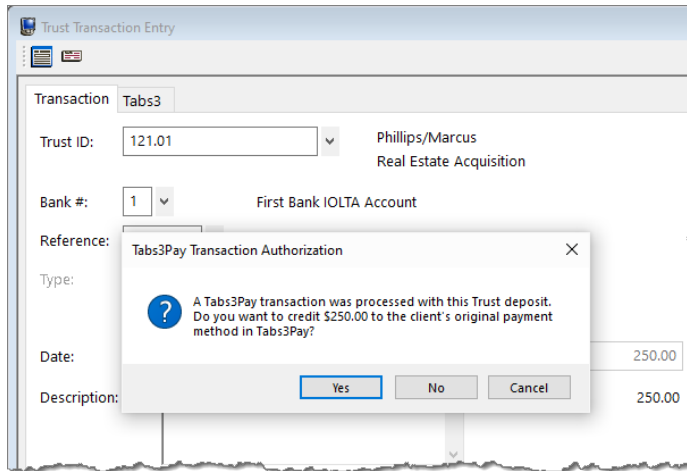


Figure 12, Deleting a Trust Deposit

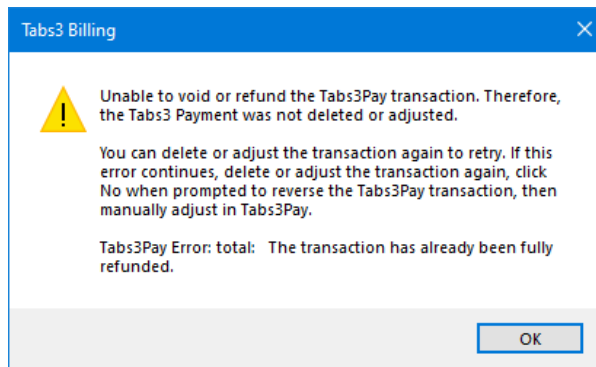
## Voids vs. Credits

Tabs3 Software attempts to void a credit card transaction first. Normally, a void can only be processed the same business day. If a credit card transaction is voided, the transaction will appear on Tabs3Pay reports with a zero amount; however, the Tabs3 Credit Card Authorization List will show the original transaction (with the original amount) and the void transaction (with a negative amount).

If a credit card transaction cannot be voided, the Tabs3 Software will then attempt to credit the transaction. Credit card transactions can normally be credited for up to 180 days on the Tabs3Pay system. After that time, the Tabs3 Software may not be able to process the transaction, and an error will be displayed. In this case, the transaction will not be adjusted, and manual adjustments may be required. After this time, it is

recommended that a check is processed for the credit, either manually or using Tabs3 Accounts Payable.

One important difference between voids and credits is that voids always reverse the entire amount of the transaction, whereas a credit can be for any portion of the original transaction. This is generally not a concern as credits for a portion of the transaction only occur when issuing a refund in Tabs3 Billing, which typically occurs after the window for issuing a void has passed. However, if a refund is processed in Tabs3 Billing and a void is issued by Tabs3Pay, a message will be displayed after the void is processed (*Figure 13*), and it will be necessary to reverse the original payment entirely and reenter the payment with the correct amount.



*Figure 13, Tabs3 Billing payment adjustment message*

# Credit Card Reports

Credit card receipts and the Credit Card Authorization List report can be accessed via Tab3 Billing or Trust.

## Credit Card Transaction Receipts

Date: 08/23/2022	<b>Payment Receipt</b>		Page: 1
Client:	4.00 Smith/John		
Statement #	0	Received By:	DAN
Receipt Type:	MC-5454	Date:	08/23/2022
Reference:	23	Time:	04:11 PM
<hr/>			
Description:	Payment		
<hr/>			
Cardholder Name:	John Smith	<b>Amount (USD):</b>	<b>60.00</b>
Reference #:	1789245		
Signature:	_____		

**Menu:** [File](#) | [Data Entry](#) | [Payment](#) |  | [Print Receipt](#)

**Home:** [All Actions](#) | [Transactions](#) | [Data Entry](#) | [Payment Entry](#) |  | [Print Receipt](#)

**Quick Launch:** [Payment Entry](#) |  | [Print Receipt](#)

Date: 08/23/2022	<b>Credit Card Deposit Receipt</b>		Page: 1
Client:	4.00 Smith/John		
Receipt Type:	MC-5454	Received By:	DAN
Reference:	2	Date:	08/23/2022
		Time:	04:11 PM
<hr/>			
Description:	Payment		
<hr/>			
Cardholder Name:	John Smith	<b>Amount (USD):</b>	<b>100.00</b>
Reference #:	1789245		
Signature:	_____		

**Menu:** [File](#) | [Data Entry](#) | [Client Funds](#) |  | [Print Receipt](#)

**Home:** [All Actions](#) | [Transactions](#) | [Data Entry](#) | [Client Funds Entry](#) |  | [Print Receipt](#)

**Quick Launch:** [Client Funds Entry](#) |  | [Print Receipt](#)



Date: 08/23/2022	<b>Trust Credit Card Deposit Receipt</b>		Page: 1
Trust ID:	4.00-01 Smith/John		
Receipt Type:	EC-0089	Received By:	DAN
Reference:	1	Date:	08/23/2022
		Time:	04:11 PM
<hr/>			
Description:	Payment		
<hr/>			
Reference #:	1789245	<b>Amount (USD):</b>	<b>250.00</b>
Signature:	_____		

- Menu**      [File](#) | [Open](#) | [Transaction](#) |  | [Print Receipt](#)
- Home**      [All Actions](#) | [Checks/Deposits](#) | [Trust Transaction Entry](#) |  | [Print Receipt](#)
- Quick Launch:**      [Trust Transaction Entry](#) |  | [Print Receipt](#)

The Credit Card Receipt displays the amount and general information about the credit card transaction, including the card type and last four digits of the credit card number. No secure credit card information is shown on this receipt. A copy of the receipt may be presented to the client as proof of payment.

## Definitions

- Date**      Date the receipt was printed.
- Client/Trust ID**      Client ID (Tabs3 Billing) or Trust Account ID and Bank Account (Trust), Name, and Work Description.

**Note:** Deleting a client or trust account does not delete any transaction records processed by Tabs3Pay, LawPay, or LexCharge (formerly ProPay). The Credit Card Authorization List (*page 27*) will report the original Client ID or Trust ID, and note that the client or trust account was deleted.

- Statement # (Payment Only)**      Statement number the payment applies to, if selected.
- Receipt Type**      The card type followed by the last four digits of the account number.

- VS - Visa
- MC - Mastercard
- DS - Discover
- AE - American Express
- DI - Diner's Club
- JC - JCB
- EC - eCheck (bank transaction)

**Reference** The reference number assigned to the transaction in Tab3 Billing or Trust.

**Received By** The user who processed the transaction.

**Note:** For transactions that were created via the Import Online Payments program (**Utilities | Maintenance | Import Online Payments**), the User ID shown is that of the user who initiated the import (either by being the first person to open Tab3 Billing that day, or by opening the Import Online Payments program).

**Date** Date of the payment, client funds deposit, or trust transaction.

**Time** Time of the payment, client funds deposit, or trust transaction.

**Description** Description of the payment, client funds deposit, or trust transaction.

**Cardholder Name** The name of the cardholder as it was entered when the payment method was added. This field defaults to the **Contact Name** assigned to the client in the **Client Contact**, if it is not overwritten by the user or the card reader.

**Reference #** The reference number generated by the payment processing system.

**Amount (USD)** Amount charged to the credit card.

# Credit Card Authorization List

Date: 08/23/2022		Tabs3 Credit Card Authorization List					Page: 1		
From:08/23/2022 Thru 08/23/2022									
Auth Date	Client ID	Ref #	Card Info	Type	Amount	User ID			
<b>Merchant ID: Firm Account</b>									
08/23/2022	4.00	1824142	MC-5454	Charge	250.00	DAN			
08/23/2022	235.07	1945910	VS-6791	Charge	175.00	DAN			
<b>Total for Merchant ID: Firm Account</b>					Charges	425.00			
					Total	425.00			
<b>Merchant ID: Omaha Account</b>									
08/23/2022	848.73	1792030	MC-8934	Charge	120.00	MARY			
08/23/2022	529.05	2312311	DS-7645	Credit	-35.00	MARY			
08/23/2022	451.74	2401923	VS-3659	Charge	375.00	MARY			
<b>Total for Merchant ID: Omaha Account</b>					Charges	495.00			
					Credits	-35.00			
					Total	460.00			
<b>Grand Totals</b>									
					Charges	920.00			
					Credits	-35.00			
					Total	885.00			

Date: 08/23/2022		Tabs3 Credit Card Authorization List										Page: 1	
From:12/01/2021 Thru 12/01/2022													
Auth Date	Time	Client ID	Trans Status	Source	Ref #	Merchant ID	Card Info	Cardholder Name	Type	Amount	User ID		
<b>Merchant ID: Firm Account</b>													
08/23/2022	10:28 AM	4.00	WIP	Pymt	1824142	12abcde3-4567-fgh8-9123	MC-5454	Leonard A Brown	Charge	250.00	DAN		
08/23/2022	01:34 PM	245.07	WIP	Pymt	1945910	12abcde3-4567-fgh8-9123	VS-6791	Nancy Garcia	Charge	175.00	DAN		
<b>Total for Merchant ID:Firm Account</b>										Charges	425.00		
										Total	425.00		
<b>Merchant ID: Omaha Account</b>													
08/23/2022	9:37 AM	848.73	WIP	Fund	1792030	12abcde3-4567-fgh8-9123	MC-8934	David R Williams	Charge	120.00	MARY		
08/23/2022	10:45 AM	529.05	Arch	Pymt	2312311	12abcde3-4567-fgh8-9123	DS-7645	Martin J Alexander	Credit	-35.00	MARY		
08/23/2022	2:15 PM	451.74	WIP	Pymt	2401923	12abcde3-4567-fgh8-9123	VS3659	Sally L Lawson	Charge	375.00	MARY		
<b>Total for Merchant ID: Omaha Account</b>										Charges	495.00		
										Credits	-35.00		
										Total	460.00		
<b>Grand Totals</b>													
										Charges	920.00		
										Credits	-35.00		
										Total	685.00		



<b>(Client/Trust ID)</b>	The Client/Trust ID and Client Name for which the transaction was processed is printed if the report is printed in Client/Trust ID sort order. If a credit card transaction exists for a client/trust account that was deleted, that transaction is retained and will print under the original Client/Trust ID and the Client Name "(Client/Trust Account Deleted)".
<b>Trans Status</b>	Status field of the transaction. (Deleted, Processed/WIP, or ARCH)
<b>Auth Date</b>	The date the transaction was authorized.
<b>Time</b>	The time the transaction was authorized.
<b>Client/Trust ID</b>	Client or Trust Account for which the transaction was processed.
<b>Source (Tab3 Billing only)</b>	The data entry program where the transaction was entered. (Pymt or Fund)
<b>Ref#</b>	The reference number generated by the payment processing system.
<b>Merchant ID</b>	The Merchant ID the credit card transaction was processed with.
<b>Card Info</b>	A two digit card type code (VS-Visa, MC-Mastercard, DS-Discover, AE-American Express, DI-Diner's Club, JC-JCB, EC-eCheck) followed by the last four digits of the account number.
<b>Cardholder Name</b>	The name of the cardholder as it was entered on the <b>Add Card</b> page of the Credit Card Authorization window (or read by the card reader, if used). This field defaults to the <b>Contact Name</b> assigned to the client in the <b>Client Contact</b> , if it is not overwritten by the user or the card reader.
<b>Type</b>	Transaction type. Charge, Credit, or Void.
<b>Amount</b>	The amount of the transaction.
<b>User ID</b>	The user who processed the transaction.

**Note:** For transactions that were created via the Import Online Payments program (**Utilities | Maintenance | Import Online Payments**), the User ID shown is that of the user who initiated the import (either by being the first person to open Tab3 Billing that day, or by opening the Import Online Payments program).

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