



## Tutorials



Tabs3 Billing Software  
Reseller/User Tutorial  
Version 15.3 for November 2009 Sample Data  
Copyright © 1984-2010  
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Version 15.3 (July 2009)

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# Tabs3 Version 15

## Tutorial

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Thank you for reviewing Tabs3 Billing Software. Tabs3 was created as a tool to help professionals manage their time and expenses easily and effectively. When you bill your clients for services rendered based on time, keeping accurate records, accumulating charges, and making billing decisions become significant tasks. Tabs3 allows you to record billable and non-billable fee charges, expenses and advances along with payments, credits and client funds transactions. Tabs3 organizes these records, prints statements in a variety of user-selectable formats, and produces various internal reports to help you make effective billing decisions. By increasing the speed, accuracy, and efficiency of your billing procedures, Tabs3 leaves you free to spend your time more profitably.

This tutorial uses a step-by-step approach that is ideal for self-guided instruction. Just sit down at your computer with your keyboard in front of you, the tutorial at your side, and follow along. If you have any questions while you are using the tutorial, you can refer to your Tabs3 manual or the Help in Tabs3 for a more detailed explanation or call our Technical Support Department at (402) 419-2210.

During the tutorial, you will be shown how to enter clients and how to define default billing rates. You will learn how to enter fee, cost, and payment transactions. You will be shown how to print statements and the various accounts receivable and productivity/management reports available. You will also learn about Pre-Bill tracking, an efficient way to keep track of your pre-bills.

Throughout this tutorial, information that requires a physical response appears in **bold** type for easy identification. For example:

Press: <b>F2</b>	You should press the <b>F2</b> function key.
Click: <b>OK</b>	You should select the specified item by clicking the primary mouse button once (usually the left mouse button).
Double-click: <b>Client 100</b>	You should select the specified item by clicking the primary mouse button twice.
Right-click: the <b>Client</b> field	You should click the secondary mouse button (usually the right mouse button) once on the specified field .
Type: <b>WIL</b>	You should type the characters “ <b>WIL</b> ” without pressing <b>Enter</b> or <b>Tab</b> .
Enter: <b>1</b>	You should type “1” and then press the <b>Tab</b> key on your keyboard.

Your responses will consist of **PRESS**ing a key, **CLICK**ing and **DOUBLE-CLICK**ing on icons and fields, **TYPE**ing information, and **ENTER**ing information. Keep in mind that the instruction “Enter” requires that you press the Tab key after typing in the information whereas the instruction “Type” does not.

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# Installation and Getting Started

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## Installing the Software

Using this tutorial requires that both System Configuration and Tabs3 are installed. The installation process will install both of these systems at the same time. System Configuration is used to configure users, passwords, access profiles, groups, and firm information.

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**Note:** Instructions to install the software are provided with the CD.

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**Note:** Unless you plan on working with this trial system from multiple workstations, it isn't necessary to install the software on multiple workstations. If multiple workstations will be working on this trial system, each workstation should run the SETUP program located on the file server after installing the System Configuration program and all other Tabs3 programs. This process installs the required files and Windows shortcuts on the workstation.

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## Sample Data

The **Trial Software with Sample Data** program group is found under the **Tabs3 & PracticeMaster** program group and is always installed. Two sets of icons are included in this group: **Sample Data** icons and **Refresh** icons. Use the **Sample Data** icons found in this folder to access the sample data. This data can be refreshed back to its original status at any time by using the appropriate **Refresh** icons. Using or refreshing the sample data has no effect on your regular data files because the sample data is located in a directory named TUTOR that is created under the directory specified during the SETUP process.

Since the sample data is automatically installed, no additional steps are required to create the sample data unless you have already added, changed, or deleted any of the information in the sample data. In that case, the sample data can be refreshed back to its original status by using the appropriate **Refresh** icons in the same area.

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## Starting Up Tabs3

Now let's start Tabs3. This can be done via the Windows taskbar.

### Windows Taskbar

Tabs3 is accessed via the Windows taskbar. Click the **Start** button, and then point to **All Programs**. Point to the folder named **Tabs3 & PracticeMaster** and then point to the **Trial Software with Sample Data** folder. Then click the **Tabs3 with Sample Data** icon.

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**Note:** Make sure you select the **Tabs3 with Sample Data** icon found in the **Trial Software with Sample Data** program group. Otherwise, the sample data will not be present.

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**Oops!** Does your screen show “Tabs3 Customization” instead of the Tabs3 main application window? If so, press the ESC key to close Customization. A message will be displayed indicating that Customization data must be saved. Click **OK**. You started Tabs3 using the wrong icon in the wrong group. You must start Tabs3 using the **Tabs3 with Sample Data** icon in the **Trial Software with Sample Data** program group instead of the **Tabs3** icon in the **Tabs3 & PracticeMaster** group.

After starting Tabs3, a message will be displayed indicating that while you are using this sample data, your system date in the Tabs3/PracticeMaster software will be set to 11/17/2009. This will not affect any other software on your computer.

Click: **OK** To close the dialog box and display the task folders.

## Task Folders

There are two different ways to access the various programs within Tabs3. Programs can be accessed using the menu bar *or* the task folders. The task folders in Tabs3 are portrayed as file folders that contain the various Tabs3 functions. Each folder contains icons for the programs in the folder. Once the desired file folder is selected, a program can be started by clicking the appropriate icon. Fig. 1 is an example of the Tabs3 window with the task folders displayed.

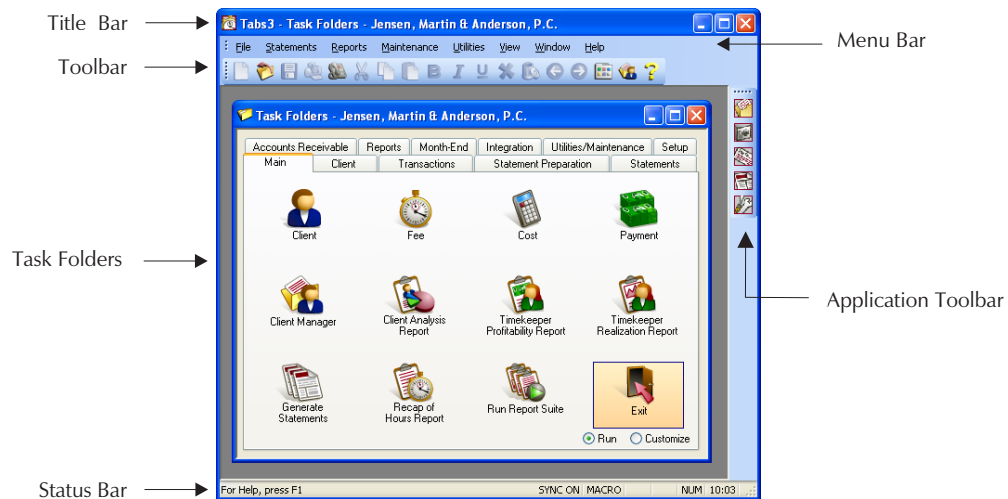


Fig. 1, Tabs3 Window with Task Folders Displayed

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# Section 1

## Client Information

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### Client File

The Client data entry program is used to enter information about clients. Let's add a new client.

From the task folders,

Click: the **Client** tab To display the **Client** task folder.

Click: the **Client** icon To select the Client data entry program.

Notice that the options in the Client file are also classified into program tabs. We'll look at each tab as we add our first client record.

Type: **88.01** In the **Client ID** field for the client number and press the Tab key. The message "New" is displayed to the right of the client drop-down button to indicate that you are adding a new client.

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**Note:** The format of the client number is determined by the Key Type and Decimal Places defined on the **Main** tab in Tabs3 Customization. Tabs3 client numbers can be numeric, alpha or alpha-numeric (mixed). This sample data uses a Numeric Key Type and 2 for the number of Decimal Places.

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Type: **Smith/Kevin** In the **Name** field. The forward slash character tells Tabs3 to print the client name as "Kevin Smith" on the statements but as "Smith/Kevin" on the reports.

Press: the **Tab** key To move to the **Work Description** field.

Type: **Divorce** In the **Work Description** field. This field can optionally be printed on the client's billing statement. Entering an asterisk character as the first character of the **Work Description** tells Tabs3 not to print the **Work Description** on the statement.


Press: the **Tab** key To position the cursor in the **Name Search** field. The **Name Search** field defaults to the first 16 characters of the client name and is used to sort clients alphabetically. By default, "Smith/Kevin" is entered in the **Name Search** field.

Press: the **Tab** key To move to the **Address Line 1** field.

Enter: **1141 Rose** In the **Address Line 1** field. We will skip the **Address Line 2** and **Address Line 3** fields.

Press: the **Tab** key twice To move to the **City** field.

Enter: **Lincoln** In the **City** field.

- Enter: **NE** In the **State** field. Notice that Tabs3 automatically shifts any lowercase letters to uppercase.
- Enter: **68509-2461** In the **Zip** field.
- Whatever is entered in the **Country** field is also printed on statements for the client's mailing address. Since we do not want "USA" to print for the address, we will skip the **Country** field.
- Press: the **Tab** key twice To move to the **Date Opened** field. Notice this field automatically defaults to the system date. We will leave this at the default.  
*(Reminder: While you are using this sample data, your system date in Tabs3 is set to 11/17/2009.)*
- We will not enter anything in the **Date Closed** field or the **Contact Name** field, since the Contact Name is typically used when the client is a company.
- Click: the **Office** phone field. To move to the **Office** phone field.
- Enter: **402-477-3609** In the **Office** phone field. The  button allows you to access the phone dialer to automatically dial the phone number. An optional phone extension field with a maximum of 5 characters can be entered as well. Tabs3 allows you to define the labels used for the phone fields in Tabs3 Customization.
- Press: the **Tab** key To move to the **Home** phone field.
- Enter: **402-477-4948** In the **Home** phone field.
- Click: the **Setup** tab To display the **Setup** tab.
- Click: the **Billing Category** field To position the cursor in this field. Let's look at the Category Lookup window.
- Press: **Alt + Down-Arrow** To display the Category Lookup window. The Alt + Down-Arrow key combination is a standard Windows keyboard shortcut that can be used instead of the drop-down button to access lookup windows and drop-down lists.
- Double-click: **Family Law** To select category #35 (Family Law). Notice that focus is automatically placed in the next field, the **Billing Frequency** field. We will leave this field at its default.

The next fields on this tab are used to define the timekeepers in charge of the client and the report sort order. When printing reports and batches of statements, you can select clients as well as sort the clients by primary, secondary or originating timekeeper. The **Primary Timekeeper** is usually in charge of billing the client. The **Secondary Timekeeper** can represent the timekeeper performing most of the work for the client. The **Originating Timekeeper** represents the timekeeper who brought the client into the firm.

Normally, the allocation of receipts towards fees is based on who actually performed the work for the client (working timekeeper). However, if desired, you can allocate a percentage of fees received to multiple primary, secondary and/or originating timekeepers by defining fee compensation rules. The remainder of the fees received will then be allocated on a percentage based on working timekeeper. Fee compensation rules are defined by clicking the **Fee Compensation Rules** button. We will not set up any fee compensation rules for this client.

- Click: the **Rates** tab To display the **Rates** tab options.

You have the options of using a fee rate table and/or a cost rate table for this client. Using the fee rate table is one method used by Tabs3 to determine the default hourly billing rate when a fee transaction is entered. Each timekeeper in the system can be included in the fee rate table. The cost rate table can be used to determine the rate for cost transactions for this client.

The **Timekeeper Level** group box offers another method of defining default billing rates. It is used when you want to designate default billing rates according to timekeeper level (e.g., partner, associate, etc.). For example, if multiple timekeepers will be working on a client and the firm wants to bill the hourly work according to level of timekeeper, you would select **Rate** from the **Type** drop-down list. You would then be able to enter a rate for each of the nine timekeeper levels. If you selected **Code** from the **Type** drop-down list, you would be allowed to enter a one digit rate code for each level of timekeeper. For example, entering a “3” in **Level 1** and a “1” in **Level 2** would tell Tabs3 that you want to use the discount rate for all senior partners and the regular rate for all partners. (Note: The sample data has designated timekeeper rate 1 as the regular rate, rate 2 as the premium rate and rate 3 as the discount rate. Also, timekeeper level 1 represents Senior Partners, level 2 represents Partners and level 3 represents Associates.)

The **Billing Rate Code** (0-9) represents a third method that can be used to determine the default rate for fee transactions. A **Billing Rate Code** of 1-6 will use the corresponding timekeeper rate that was defined in the timekeeper file as the default billing rate for fee transactions. Fee entries for this client will default to being billed at hourly rate #1 for each timekeeper who performs work for this client.

A **Billing Rate Code** of “0” indicates the client is a Flat Fee Client and allows you to enter the **Flat Fee** amount. **Billing Rate Codes** of “7” or “8” are typically not assigned in the client file. A **Billing Rate Code** of “7” tells Tabs3 to always use the Rate assigned to the transaction code. A **Billing Rate Code** of “8” tells Tabs3 to always use the Amount assigned to the transaction code to determine the rate. A **Billing Rate Code** of “9” indicates that Tabs3 should use the rate entered in the client’s **Hourly Rate** field as the default rate for all fee transactions regardless of working timekeeper. We will leave this at the default rate code of 1.

Click: the <b>A/R &amp; Fund Balances</b> tab	To display the Accounts Receivable and Client Funds balance information. It is not necessary to add any information on this tab since the client being added is a new client who has no previous balance. Information for the fields on this tab is entered only when transferring clients who have an accounts receivable balance when the Tabs3 software is first implemented. Once a client is billed, these fields become “view-only” and cannot be edited.
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**Note:** When adding records to Tabs3 for existing clients with balances owed, you must enter accounts receivable information. The accounts receivable information can be detailed or minimal depending on how much detail the firm requires. The Tabs3 manual contains complete details regarding the different methods of adding accounts receivable information during the initial setup of Tabs3.

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Click: the <b>Client Notes</b> tab	To display the <b>Client Notes</b> tab. Client Notes allow you to enter miscellaneous “free-form” information regarding each client. This information can be searched by the Conflict of Interest Check. We will not add any client notes at this time.
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Click: the <b>Custom Fields</b> tab	The <b>Custom Fields</b> tab is a location to store miscellaneous information for the client that isn’t already stored in Tabs3. Miscellaneous Lines 1-3 can optionally be included on Tabs3 statements.
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Press: <b>Ctrl + Tab</b>	To advance to the <b>Billing Options</b> tab. The Ctrl + Tab (or Ctrl+PgDn) key combination can be used to move to the next available program tab. Likewise, the Ctrl + Shift + Tab (or Ctrl+PgUp) key combination can be used to move to the previous program tab.
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The **Billing Options** tab contains client billing options such as threshold billing information, sales tax, and finance charges. You can also specify whether or not to give the client a courtesy discount.

Click: the <b>Billing Preferences</b> tab	To advance to the next program tab. The <b>Billing Preferences</b> tab includes the billing status of a client, billing notes and instructions and bill to address information. The <b>Release To Bill</b> check box indicates whether a statement can be generated for a client.
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Click: the <b>Statement Options</b> tab	The <b>Statement Options</b> tab consists of billing statement options for the client, such as statement templates, beginning and ending statement notes and whether or not to generate a cover statement for this client.
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- Click: The **Budget** tab To display the client’s budget information. The **Budget Hours to Bill** and **Budget Amount** fields are optional and can be used to print a Budget Report which includes percentages above and beyond the specified budget amounts. If budgets are specified, you will be notified during data entry if you exceed the budgeted hours and/or amount (provided you have the “Warn if Budget Exceeded” option selected).
- Click:  To save the changes to the Client file.
- Click:  To close the Client file and return to the task folders.

## Client List

Let’s look at a Summary Client List that will include our new client.

From the **Client** task folder,

- Click: **Client Reports** To select the Client Reports option. A new window will be displayed showing icons for the various client reports.
- Click: **Client List** To select the Client List program.

The options for the Client List will be displayed. Like most reports in Tabs3, the options for the Client List are broken down into program tabs.

The options on the **Client** tab include various parameters used to select which clients to include on the report. The **Client** tab is the same for all reports that use it. Since we will be including all clients on the Client List, we will not change any of the options on this tab.

- Click: the **Options** tab To display the parameters on the **Options** tab. Since we are going to print a summary client list, we need to change the Report Type from Detail to Summary. The **Options** tab is unique to each report.
- Click: **Summary** To select a summary report. Now let’s look at the options on the **Sort** tab.
- Click: the **Sort** tab To display the **Sort** tab. Notice that the Totals group box is dimmed, since there will be nothing to total on the client list. The sort tab is the same for most Tabs3 reports.
- Click: **None** To change the Report Order from Primary Timekeeper order to None. A list in primary timekeeper order would generate separate client lists for each primary timekeeper. A report order of None will generate a firm-wide list. We’re now ready to generate our report.
- Click: **OK** To accept the options we’ve selected. The Print dialog box will be displayed.
- Click: **Selected Printer** lookup button To select a printer.
- Click: **Preview** To begin processing the report. This option indicates that you want to preview the report.

The report will be displayed in the Preview window. If desired, you can click on any edge of this window and resize the window or you can maximize the window. To increase the size of the report, click the **Zoom** button and specify a percentage larger than 100%, or press Ctrl+ “+”.

When previewing the Client List, you can drill down to individual client records allowing you to edit data directly from the Preview window. When you mouse over a drill-down field, the Client ID will be highlighted in yellow. Clicking a highlighted field will open the associated data entry window allowing you to view or change any information in the Client file. Let's try one.


Mouse over: <b>100.00</b>	100.00 will be highlighted in yellow.
Click: <b>100.00</b>	The Client file will be opened to client 100.00, Michael Larson. You can view the record or make changes as desired.
Press: <b>Esc</b>	To close the Client file and return to the Preview window.
The Preview window also has a search feature that allows you to search for specified text from the current point forward. The <b>Search</b> button is shown at the bottom of the Preview window.	
Click: <b>Search</b>	To display the search options at the top of the Preview window.
Type: <b>John</b>	In the <b>Find</b> text box. ( <i>Note: All searches are case insensitive.</i> )
Click: <b>Next</b>	To start the search. The first occurrence of the word "John" will be highlighted.
Click: <b>Next</b>	To display the next occurrence of "John". As you can see, repeated searches are easy to perform.
Click: <b>Close</b> (at the bottom of the Preview window)	To close the Preview window. The Client List window is still displayed. If desired, you could easily change any option and rerun the report.
Click: <b>Cancel</b>	To close the Client List window.

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## Fee and Cost Rate Tables

Tabs3 offers a great deal of flexibility in specifying the default rates that should be used for a client when entering fee and cost transactions. One way to designate default billing rates for a client is to set up a rate table. The timekeeper rate entered in the fee rate table overrides any Billing Rate Code, Timekeeper Level Rate or Timekeeper Level Code set up in the client file. We will look at a fee rate table for a client.

Right-Click: the <b>Task Folders</b>	Various programs are available in the right-click menu.
Click: the <b>Client</b> menu option	To select the Client Information program.
Type: <b>200.02</b>	In the <b>Client ID</b> field and press the Tab key.
Click: the <b>Rates</b> tab	To display the Rates tab. Notice the word "Defined" next to the <b>Fee Rate Table</b> button. This indicates that this client uses a fee rate table to determine default billing rates for at least one timekeeper.
Click: the <b>Fee Rate Table</b> button	The fee rate table for Peterson Insurance Co. will be displayed. Notice that <b>Source</b> option is set to <b>Shared</b> . Tabs3 gives you the ability to share a single fee or cost rate table among an unlimited number of clients. Any changes made to the table will affect all clients that share the table. In this case, client 200.02 is sharing the fee rate table of client 200.01. Notice that the <b>Timekeeper</b> and <b>Rate</b> fields are dimmed. If you wanted to change one of the rates, you would have to select client 200.01 and change the appropriate rate. Any changes made to the client rate table of client 200.01 will affect client 200.02.
Click: <b>Cancel</b>	To exit the Fee Rate Table window.

Click: 

To display the information for client 200.01.

Click: the **Fee Rate Table** button

The **Custom** option indicates the rate table was defined as a new fee rate table. Rates have been defined for timekeepers #1, #2, #3, #5, #9 and #10. The rates shown here are the default rates that will be used during data entry for these six timekeepers. The default rates for timekeepers not included in the fee rate table will be determined based on the **Billing Rate Code** or **Timekeeper Level Type** option set up in the client file.

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**Note:** Changes to rates affect new transactions. The **Change WIP Transactions** program can be used to globally change rates for specified clients' existing fee transactions.

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When adding a new rate table, the **Use Existing Table** option gives you the ability to use an existing rate table as a basis for the new rate table.

Press: the **ESC** key twice

To close the Fee Rate Table window and the Client Information window.

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## Section 2

# Entering Fees & Costs

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### Fee Entry

We are now ready to add fee transactions.

From the Tabs3 task folders,

Click: the **Main** tab

To select the **Main** task folder.

Click: the **Fee** icon

To select the Fee Entry program.

Notice that the default client number shown is 88.01. Tabs3 “remembers” the last client used during data entry and automatically uses this number as the default when you start another data entry program.

Press: **Tab**

To advance to the **Reference** field.

Press: **Tab**

When the cursor is in the **Reference** field to automatically assign a reference number. Each transaction is assigned a unique reference number so it can be accessed later for purposes of editing or deleting. The reference numbers for each client begin with “1”.

Enter: **1**

In the **Timekeeper** field to assign the timekeeper for the fee transaction.

Notice that the **Date** field defaults to the system date, which is also the date that this transaction took place.

Press: **Tab**

To advance to the **Tcode** field.

Enter: **16**

In the **Tcode** field.

The cursor is now in the **Hours Worked** field. Hours are entered as a decimal equivalent. You would use the following values if your firm bills using 15-minute increments.

Minutes	Hours
15	.25
30	.50
45	.75

You would use the following chart if your firm bills using tenth of an hour increments (i.e., 6-minute increments).

Minutes	Hours	Minutes	Hours
6	.10	36	.60
12	.20	42	.70
18	.30	48	.80
24	.40	54	.90
30	.50	60	1.00

Enter: **.25**

In the **Hours Worked** field because the office conference lasted 15 minutes. Notice that the **Hours to Bill** field automatically defaults to the number of hours entered in the **Hours Worked** field. The **Hours Worked** and **Hours to Bill** fields allow you to easily track how much time a timekeeper actually worked on a transaction compared to the time that was billed for the transaction. We will leave the **Hours to Bill** at the default.

Tabs3 automatically calculates the **Amount** by multiplying the **Hours to Bill** by the **Rate**.

Press: **Tab**

To accept the automatically calculated **Amount** of \$62.50.

The transaction code description "Office conference with" is displayed in the **Description** text box. To complete the description,

Type: **Kevin Smith regarding personal finances.**

As additional text in the **Description** text box. If desired, you can have Tabs3 check the spelling as you type. This option is configured in the Spell Check Options program of Dictionary Maintenance. If you type a misspelled word, a wavy red line will be displayed under the word. Right-clicking a misspelled word displays possible suggestions for the word as well as options to ignore or add the word to the user dictionary.

Rich text features such as bold, italic and underline can be used in the description text boxes. In the **Description** field,

Highlight: **personal finances**

So we can italicize the text. At this point, you could press Ctrl+I, click the **I** button, or right-click the selected text. Let's look at the right-click menu.

Right-click: **the selected text**

Various options are available from the right-click menu.

Click: the **Italic** menu option

To italicize the highlighted text.

The rest of the fields in the Fee entry window are generally not changed from their defaults. These fields can easily be hidden in the Fee entry window by selecting the **Hide Fields** check box located to the left of the **Description** field.

The **Bill Code** field determines whether the transaction will be billable or non-billable and whether it will print on the statement. The **Bill Code** field defaults to “0”, which means it will be billable and print on a statement.

Notice the **Rate Code** field. A **Rate Code** of “0” tells Tabs3 to use the default billing rate for the timekeeper and client. The default billing rate of \$250.00 is displayed in the **Rate** field. This is because the client was set up with a **Billing Rate Code** of “1” in the Client file which tells Tabs3 to use the timekeeper’s rate #1 from the Timekeeper file. Rate #1 for Mr. Jensen is \$250. Notice the label “Timekeeper Rate 1” shown to the right of the **Rate Code** field. This label indicates where the default billing rate comes from.

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**Note:** The **Rate Code** field can be changed during data entry in order to retrieve a different rate. **Rate Codes** 1 through 6 indicate the default billing rate should be overwritten by the corresponding timekeeper rate from the timekeeper file (i.e., code “1” refers to rate #1, code “2” refers to rate #2, etc.). A **Rate Code** of 7 indicates the billing rate should be overwritten with the Rate from the transaction code file for that transaction code. A **Rate Code** of 8 indicates the default billing rate will be overwritten with a calculated rate based on the **Amount** field in the transaction code file for that transaction code. A **Rate Code** of 9 indicates that the default rate will be the **Hourly Rate** defined on the **Rates** tab of the client file.


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Press: **Ctrl + S** To save the transaction. The description will automatically be spell checked. If an unknown word was encountered, a Check Spelling window would be displayed allowing you to change the word if desired.


Notice the Entry List at the bottom of the Fee entry window. The transaction that was just entered will be displayed in the list. Double-clicking an entry in the list will display the transaction in the fee entry window for quick editing.

Notice the **Start** and **Reset** buttons at the top of the Fee Entry window. These buttons can be used to start and stop a timer. This allows a timekeeper to track the amount of time spent performing a specific task or service.


Click:  To start the timer. The elapsed time is shown on the face of the button to the right of the **Reset** button. The format is “Hours:Minutes:Seconds”. Once the timer is started, you can click the button showing the elapsed time to add the elapsed time to the **Hours** field.

Click:  To pause the timer. Keep in mind that if you had another event that you wanted to time but wanted to maintain the time elapsed on this timer, you could simply open another Fee Entry window and start a new timer. Once the second event was completed, you could return to this window and restart this timer.

Click:  To resume timing. The timer continues to run until you stop it or reset it. If you switch to another Windows task, the timer will continue to keep track of time.

Click:  To reset the timer to 00:00:00.


Let’s add one more fee transaction using the rapid fee entry program


Click: the  button To enable rapid fee entry. Notice that some of the fields are removed from the fee entry screen to streamline data entry.

Enter: **Wi** In the **Client ID** field and press the Tab key to retrieve the client “Williams/John” using the Name Search feature.

Press: **Tab** To assign a reference number in the **Reference** field.

- Enter: **2** In the **Timekeeper** field.
- Once again, the default date is 11/17/2009.
- Click: the **Day** section of the **Date** field To select 17.
- Type: **11** To change the date from November 17, 2009 to November 11, 2009.
- Press: the **Tab** key To advance to the **Tcode** field.
- Enter: **TC** In the **Tcode** field and press the Tab key. Transaction codes can be entered by using the transaction code number or alpha code. "TC" represents "Telephone conference with" which is displayed in the **Description** field.

Notice the  button shown on the Fee Entry toolbar. This button can be used to display a window showing the amount of billable and non-billable time for a timekeeper on a given day.

- Click:  To display the Recap of Hours window. The total hours for timekeeper #2 for November 11, 2009 will be displayed. Notice that timekeeper #2 already has 5.00 hours of billable time and 0.00 hours of non-billable time entered. If desired, you could click a different date in the Recap of Hours window or select a different timekeeper to see hours for another day or timekeeper.
- Click: **10** Timekeeper #2 has 8.75 billable hours and 1.00 non-billable hour for November 10th.
- Click: **Exit** To close the Recap of Hours window.
- Enter: **.50** In the **Hours Worked** field.

The **Description** text box includes the text "Telephone conference with". We want the description for this transaction to include both a telephone conference and a letter. We will use the **Auto Text Expansion** feature to embed a second transaction code description. Type the following text without pressing the Enter key.

- Type: **Todd Armstrong.** To complete the sentence.
- Press: **space bar** two times Following the period to insert two blank spaces. With the cursor still in the **Description** field,
- Type: **Lt** space (using an uppercase "L") The text "Letter to" has been expanded. Text macros consist of a Macro ID and associated replacement text. Whenever the Macro ID is typed followed by a space, it is automatically replaced with the associated text.
- Enter: **Jeff Larson.** To complete the sentence in the **Description** field.

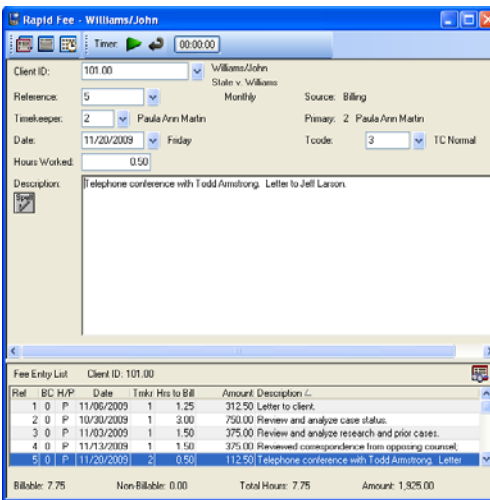


Fig. 2, Adding a Fee Transaction for Client 101.00

- Press: **Ctrl + S** To save the new fee transaction.
- Press: the **ESC** key twice To close the fee entry window and the fee verification list window.

## Recap of Hours Report

The Recap of Hours Report shows the number of billable and non-billable hours entered for each timekeeper for a specified range of time. The report looks like a calendar making it easy to spot missing time sheets.

From the menu bar,

- Click: **Reports** To display the Reports menu.
- Click: **Transactions** To display the Transactions menu.
- Click: **Recap of Hours Report** To select the Recap of Hours Report.

The Recap of Hours Report can be printed for any date range because the information is retrieved from the Work-In-Process and Archive files.

- Enter: **11/30/2009** For the Ending Date.
- Enter: **1** For the Beginning Timekeeper.
- Enter: **1** For the Ending Timekeeper.
- Click: **OK** To accept the options. Once the Print dialog box is displayed,
- Click: **Preview** To begin processing the report. The report will be displayed in the Preview window.

Using your arrow keys or mouse, scroll through the report until you locate the hours for 11/09. Notice that this timekeeper has 7.85 billable hours. When previewing the Recap of Hours Report, you can drill down to the transactions by clicking the billable, non-billable, or total hours for a day. This displays a lookup window with those transactions allowing you to review and edit individual transactions.

- Mouse over: **7.85** 7.85 will be highlighted in yellow.

Click: <b>7.85</b>	The Fee Recap Lookup window will be displayed for Timekeeper #1 with one transaction for client 120.01, two transactions for client 200.02, and two transactions for client 415.00.
Click: <b>OK</b>	To open the highlighted record. The Fee Entry window will be displayed allowing you to review or edit the transaction for client 200.02.
Press: <b>Esc</b>	To close the Fee Entry window. A Fee Verification List window will be displayed.
Press: <b>Cancel</b>	To return to the Recap of Hours Report.

Using your arrow keys or mouse, scroll through the report until the Grand Totals are shown. Notice that this timekeeper has 108.05 billable hours and 0.00 non-billable hours entered for the specified time period.

After you have finished viewing the report,

Click: <b>Close</b>	To close the Preview window. When the Recap of Hours window is displayed,
Click: <b>Cancel</b>	To close the Recap of Hours window.

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## Section 3

# Statements

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Tabs3 offers a multitude of options and features when running billing statements. You can print statements at any time, corrections can be made and statements can be rerun until the timekeepers are satisfied with them. “Previous balance only” statements can be printed for sending out reminder notices. A finance charge on unpaid amounts can be assessed. Billing history can be printed on the statements as well as past due messages or the aged breakdown of previous balances. A Fee Recap may be printed on the statement. Multiple copies of statements can be specified. Billing thresholds for fees, expenses, and advances can be specified. Statement numbers are optional and can be specified at the firm level or the client level. The statement date can be spelled out or can be printed in a MM/DD/YYYY format. A courtesy discount can be applied when the statement is run and can be printed in three different locations on the statement. An envelope can be printed with the statement if you have an envelope feeder. Duplicate statements to a second interested party can be printed as well as statements being billed to a third party. Statements can be combined for clients with multiple files, and cover statements can be printed for clients with multiple files.

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### Printing Statements

The billing process is a two-step process. The first step consists of printing **final** statements and the second step consists of updating those statements. However, before printing **final** statements, we will show you how to print **draft** statements.

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**Note:** The statement options are almost identical for draft statements and final statements. The main difference is that draft statements do not affect the data files. When you run final statements, however, the **Status** field for all transactions that are included on the statement is changed to a “U - Update”. When you run the Update Statements program, only transactions with “U - Update” in the **Status** field are updated to accounts receivable and removed from work-in-process. Draft statements optionally allow a reference number to be printed for each transaction on the statement for easy editing.

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## Draft Statements

From the task folders,

Click: the **Statements** tab                      To display the **Statements** task folder.

Click: the **Generate Statements** icon                      To select the Statements program. Let’s print a draft statement for client 88.01.

Enter: **88.01**                                      In the beginning **Client ID** field. Notice that after you press the Tab key, the beginning client number is automatically copied to the ending **Client ID** field.

Click: the **Transactions** tab                      This tab allows you to select a range of transactions to include on the statement. We will include all transactions so you do not need to make any changes on this tab.

Click: the **Options** tab                              By default, the Statement Type is set to “Draft” instead of “Final”. Since we want to print a draft statement, we will not change this.

Make sure the **Update Pre-Bill Tracking** check box shown under “Draft” is selected. We will use the Pre-Bill Tracking window to run our final statements.

Enter: **11/30/2009**                              For the Statement Date.

Click: **OK**    To accept these options.

The Print dialog box will be displayed.

Click: **Printer**                                      To indicate we want to print the statements. Make sure that the printer you want to print to is displayed in the **Selected Printer** field. If not, select the desired printer from the drop-down list.

Click: **OK**    To begin printing the statement.

Take a look at the statement once it is printed. Kevin Smith has a balance of \$62.50. The “Draft Statement” terminology shown on the statement is a label indicating that the statement is a draft statement and not a final statement. This terminology can be changed in Statement Customization if desired.

The layout for your Tabs3 statements can be customized using the Statement Designer program. The Statement Designer allows you to control the placement of various fields from the Tabs3 Client data file, 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.

The optional Statement Run Totals page is printed after the last statement. This page shows the number of statements printed in the run as well as totals for hours, fees, expenses, advances, payments, credits, finance charge and taxes.

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**Note:** You may want to make adjustments to the Statement Printer Configuration. To do this, select to print the statements again by clicking **OK**. When the Print dialog box is displayed, click the **Setup** button. When the Printer Setup window is displayed, click the **Statement Setup** button. This window allows you to select a different font to use for statements, change the overall width of the statement, select output trays, and adjust spacing to accommodate preprinted letterhead. You can also optionally include a bitmap image on statements. Or, you can click the **Page Setup** button in the Printer Setup window to adjust your margins. Keep in mind that margin adjustments also affect reports. Further details can be found by clicking the **Help** button in the Statement Setup window. Our Technical Support Staff can help you if you are having problems printing statements.

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**Note:** When draft statements are previewed, the Tabs3 drill-down feature can be used to quickly drill down to fee, cost, payment or client records that need editing.

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
## Pre-Bill Tracking & Final Statements



Let's take a look at the Pre-Bill Tracking window.

Press: **Ctrl + T** To display the task folders. From the **Statements** task folder,

Click: the **Pre-Bill Tracking** icon To open the Pre-Bill Tracking window.

Since the **Update Pre-Bill Tracking** check box was selected when we ran the draft statement, our new client is shown in the window. Tabs3 lets you use draft statements and/or Detail Work-in-Process reports for pre-bills. Typically, pre-bills are printed in batches and distributed to the timekeeper in charge. As statements are returned to the billing operator, changes are made and then the statements are marked as reviewed.

Records in the Pre-Bill Tracking window can be sorted by Client ID, Client Name, Description, Timekeeper, Pre-Bill Date, Hold Status, Reviewed Status, Final Date, or Batch. A  or  symbol is displayed to indicate how records are currently being sorted. You can change the sort order by clicking the column heading you want to sort by. The last sort order used in the Pre-Bill Tracking window will be the same sort order used the next time the Pre-Bill Tracking window is opened by the same user. Let's change the sort order.

Click: the **Client ID** column heading A  symbol indicates the Client IDs are in ascending order. A  symbol indicates the Client IDs are in descending order. When a sort order is changed, the previous primary sort order is used as the secondary sort order.

Notice the "H" and "R" column headings. "H" indicates a statement is on hold and a final statement should not be run. "R" indicates the statement has been reviewed and a final statement can be run. Let's mark a client as reviewed.

Highlight: **88.01** To select client Kevin Smith.

Click: the **Reviewed** button To mark client Kevin Smith as reviewed. Notice a check mark is shown under the "R" column.

The Pre-Bill Tracking window makes it easy to list the status of your pre-bills. Let's say you wanted to print a list of statements that haven't been reviewed so you can distribute it to the appropriate timekeepers.

Click: the **Options** button To display the Pre-Bill Tracking Options window.

The Pre-Bill Tracking Options window allows you to filter records displayed in the Pre-Bill Tracking window by including or excluding records that have been reviewed, are on hold, or final billed, as well as view records for a specific batch. You can change whether the primary, secondary, or originating timekeeper is used to select the client records, as well as limit the records displayed to specific timekeepers. If multiple timekeepers are included in the Pre-Bill Tracking window, you can specify whether you want each timekeeper to print on a separate page on the Pre-Bill Tracking Report.

Click: the **Exclude Reviewed** option

Click: **OK** Notice that Kevin Smith is no longer shown.

Let's show all clients in the window again by changing the **Exclude Reviewed** option to **Both**.

Click: the **Options** button To open the Pre-Bill Tracking window. Next to the **Exclude Reviewed** option,

Click: the **Both** option

Click: **OK** Kevin Smith is shown in the list again.

Now that our pre-bill has been marked as reviewed, let's run a final statement.

Click: the **Final Statements** button A new Generate Statements window is opened. However, notice that the **Client** tab is not shown. That is because all clients who are marked as reviewed are automatically selected.

Click: the **Options** tab Let's change the statement date.

Enter: **11/30/09** In the **Statement Date** field. Notice that the Statement Type is automatically set to **Final**. We are now ready to print the final statement.

Click: **OK** To accept the selected options. When the Print dialog box is displayed, make sure the desired printer is selected.

Click: **Printer** To print the statement.

Click: **OK** The statement will begin printing. Notice that the label "Draft Statement" is not printed on the final statement.

Keep in mind that much of what you see on the statements can be changed. Virtually all of the statement terminology can be customized. Dates and other text can be included in the terminology. For example, you could customize Tabs3 to print "Services Thru MM/DD/YYYY" instead of the "Fees" heading. The "MM/DD/YYYY" represents the Ending Fee Date specified when statements are run. If desired, you can eliminate the section headings altogether. The "For Current Services Rendered" line can be customized to suit your firm's particular wording. For example, you can use the text "Professional Services thru MM/DD/YYYY". You can eliminate the page numbers if you want. You can spell out the statement date if desired. The Account Number can be eliminated as well as the Statement Number if desired. You could print using your firm's letterhead or include a bitmap image of the letterhead on the statements.

After statements have printed,

Press: **ESC** To close the Generate Statement window. Notice a date of 11/30/2009, the date used for the final statements, is now displayed for the client in the Final column.

Press: **ESC** To close the Pre-Bill Tracking window. The Statements window that was opened to run draft statements should still be open.

Click: the **Generate Statements** window To move focus from the task folders to the Generate Statements window.

Press: **ESC** To close the Generate Statements window.

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# Section 4

## Update Statements

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### Update Statements

As previously mentioned, the billing process is a two-step process: 1) Running Final Statements and 2) Updating Statements. Changes can be made to the final statements up until the Update Statements program is run. The Update Statements program updates accounts receivable and receipt allocation information as well as timekeeper, category and transaction code productivity figures from the transactions billed on the final statements.

### Updating Statements

Running the Update Statements program is an important turning point in your monthly billing cycle. You can make corrections on final statements by simply editing and reprinting final statements as often as you want until the Update Statements program is run. Typically, statements will only be updated once a month but can be updated more often. Once statements are updated, they are in essence “finalized”. All information from the billed statements is updated to accounts receivable and the productivity reports.

Let’s update the final statements we have run. From the **Statements** task folder,

Click: the **Update Statements** icon To select the Update Statements program.

Tabs3 includes a built-in backup program for temporary backups. You will be asked if you would like to make a backup before proceeding with the Update Statements program.

Click: **Yes** To back up the data files.

Click: **OK** To create the backup. Upon completion, a message will be displayed indicating the backup was successful.

Click: **OK** To continue.

The current reporting month and year are displayed in the Update Statements window for your reference. The current reporting month and year for the sample data is 11/2009.

Enter: **88.01** In the beginning **Client ID** field.

Click: **OK** To begin the updating process.

Tabs3 begins to update each billed client’s accounts receivable and the various productivity files. As each client is updated, the client number, name and work description is displayed. The number of clients updated is also displayed.

After the program has completed,

Click: **OK** To continue. You will be returned to the Update Statements window allowing you to update more clients if desired.

Click: **Cancel**

To close the Update Statements window. You will be prompted to generate an Update Statements Verification List. We will not view the Verification List at this time.

Click: **Cancel**

To close the Update Statements Verification List window.

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# Section 5

## Payments & Accounts Receivable

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### Entering Payments

Let's assume that some time has passed. Kevin Smith has received his billing statement and has made a payment on his account. Let's enter that payment into Tabs3.

From the task folders,

Click: the **Main** tab

To display the **Main** task folder.

Click: the **Payment** icon

To select the Payment Entry program.

Kevin Smith made a payment on 11/17/2009. Enter the following information:

Client	<b>88.01</b>
Reference	Accept the default.
Date	<b>11/17/2009</b>
Tcode	<b>900</b>
Statement #	Accept the default.
Amount	<b>50.00</b>
Receipt Type:	<b>Check</b>
Check #:	<b>1234</b>
Ref/Memo:	Accept the default.
Description	<b>Payment</b>
Status	<b>P - Print</b>

Notice that the bottom portion of the data entry window shows the fees, expenses, advances, and finance charge due along with the total due. Kevin Smith's balance of \$62.50 is displayed.

Click: 

To save the payment entry.

Notice that the accounts receivable information shown at the bottom of the window now reflects the payment we just entered.

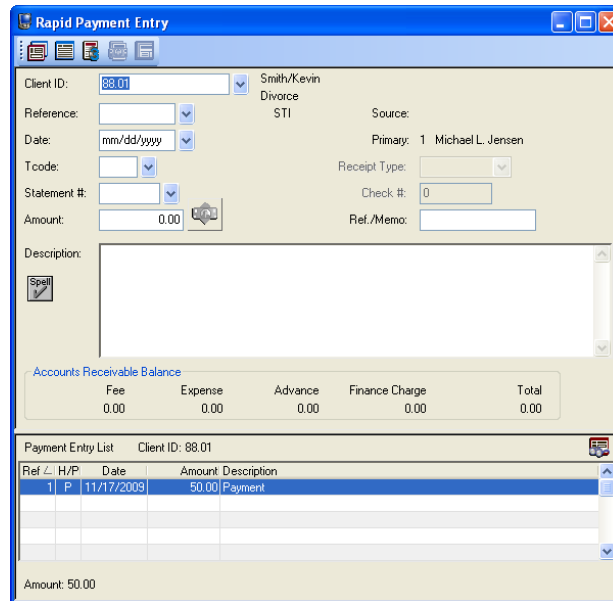


Fig. 3, Adding a Payment for Client 88.01

Press: **ESC** To close the payment entry window.

Press : **Cancel** To skip printing the verification list.

## Cash Receipts Report

Let's say you want to print a report that shows all payments received for a particular day and you want to compare these figures to your deposit slip to verify that all payments have been entered into Tabs3. You would use the Cash Receipts Report to do this. Let's look at a Cash Receipts Report for 11/17/2009.

From the task folders,

Click: the **Reports** tab To display the **Reports** task folder.

Click: the **Transaction Reports** icon To display a subfolder showing the various Transaction Reports.

Click: the **Cash Receipts** icon To display the Cash Receipts Report window.

Click: the **Options** tab To display the **Options** tab.

Click: **Summary** To select a Summary report

Enter: **11/17/09** For the Beginning Payment Date.

Enter: **11/17/09** For the Ending Payment Date.

Click: the **Sort** tab To display the options on the **Sort** tab. Let's confirm the Report Order.

Click: **None** For the Report Order.

- Click: **OK** To accept the selected options. The Print dialog box will be displayed.
  - Click: **Preview** To begin previewing the report.
- A total of \$50.00 in payments has been entered for 11/17/2009. After you have finished viewing this information,
- Press: **ESC** (twice) To return to the task folders.

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## Accounts Receivable Reports


Tabs3 has several accounts receivable reports available.

From the task folders,

- Click: the **Accounts Receivable** tab To display the icons on the **Accounts Receivable** task folder.

### Detail Accounts Receivable Report

Let's print a detailed accounts receivable report for Kevin Smith. The purpose of this report is to show the amount due. This report also shows the age of unpaid fees and costs along with the client's phone number and the contact person, etc. From the **Accounts Receivable** task folder,

- Click: the **Detail A/R Report** icon To open the Detail Accounts Receivable Report window.
  - Enter: **88.01** For the beginning Client ID.
  - Click: the **Options** tab To display the available options.
- You may have noticed that all date fields in Tabs3 have a drop-down button shown to the right of the field.
- Click:  Next to the **Report Date** field to display the Calendar window. This window allows you to select a date to use in the field.
  - Double-click: **Dec. 15, 2009** To select this date as the Report Date. The Report Date is used for aging of accounts receivable on all of the accounts receivable reports.
  - Enter: **12/15/09** For the WIP Cut-Off Date.
  - Click: the **Sort** tab To display the **Sort** tab.
  - Click: **None** For the Report Order.
  - Click: **OK** To accept the selected options. When the Print dialog box is displayed,
  - Click: **Preview** To begin previewing the report.
  - Press: **ESC** (twice) To close the Preview window and the Detail Accounts Receivable Report window.

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# Section 6

## Productivity & Management Reports

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Tab3 includes a variety of reports that can be used for management purposes. We will look at the Category Productivity Report, Client Productivity Report, and Timekeeper Profitability Report.

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**Note:** Examples of these reports can also be seen in the Sample Reports section of the Tab3 manual.

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### Category Productivity Report

The first productivity report we will look at is the Category Productivity Report.

From the **Reports** task folder,

- |  |   |
|--|---|
| Click: the <b>Productivity Reports</b> icon  | To display the Productivity Reports subfolder.                          |
| Click: the <b>Category Productivity</b> icon | To display the Category Productivity Report window.                     |
| Enter: <b>5</b>                              | For the Beginning Category.   |
| Enter: <b>15</b>                             | For the Ending Category.  |
| Select: <b>October 2009</b>                  | For the Beginning Reporting Month.                                      |
| Select: <b>November 2009</b>                 | For the Ending Reporting Month.   |
| Click: <b>OK</b>                             | To accept the selected options. When the Print dialog box is displayed, |
| Click: <b>Preview</b>                        | To begin previewing the report.   |

Use your arrow keys to scroll down through the report until you can see the information for category 5, Wills/Trusts/Estates. Notice that the billed figures are all zero for the month of November 2009. This is because no statements have been processed for Wills/Trusts/Estates clients in the current reporting month.

After you have finished viewing the report,

- |                      |   |
|----------------------|---|
| Click: <b>Close</b>  | To close the Preview window.                      |
| Click: <b>Cancel</b> | To close the Category Productivity Report window. |

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## Client Productivity Report

The next productivity report we will look at is the Client Productivity Report.

From the **Reports** task folder,

Click: the <b>Productivity Reports</b> icon	To display the Productivity Reports subfolder.
Click: the <b>Client Productivity</b> icon	To display the Client Productivity Report window.
Enter: <b>88.01</b>	For the beginning Client ID.
Click: the <b>Options</b> tab	To display the available options. We'll change the Ending Date for this report.
Click: the <b>Ending Date</b> field	To position the cursor in this field.
Type: <b>C</b>	To clear the date from this field.
Click: the <b>Sort</b> tab	To display the <b>Sort</b> tab.
Click: <b>None</b>	For the Report Order.
Click: <b>OK</b>	To accept the selected options. When the Print dialog box is displayed,
Click: <b>Preview</b>	To begin previewing the report.

When the report is displayed, you will see that the report shows billed fees and costs for each client along with write-ups and write-downs. If the client on the report has any unbilled work-in-process, this amount is shown as well as the average age of unbilled WIP. An average hourly rate is also calculated and printed.

If you want to print this report, click the **Print** button shown at the bottom of the Preview window.

After you have finished viewing the report,

Click: <b>Close</b>	To close the Preview window.
Click: <b>Cancel</b>	To close the Client Productivity Report window.

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## Timekeeper Profitability Report & Graphing Capabilities

Let's look at the Timekeeper Profitability Report. The Timekeeper Profitability Report shows billed amounts and overhead for each timekeeper for any range of months in the current fiscal year. Net profits are calculated as well as a percentage of overhead. This report can be printed in a standard report format or as a graph. We will view both.

From the **Reports** task folder,

Click: the <b>Management Reports</b> icon	To display the Management Reports subfolder.
Click: the <b>Timekeeper Profitability Report</b> icon	To display the Timekeeper Profitability Report window.
Click: <b>November 2009</b>	For the Beginning Reporting Month.

- Click: **November 2009** For the Ending Reporting Month.
- Click: **OK** To display the Print dialog box.
- Click: **Preview** To begin previewing the report. The report includes billed fees, the overhead figures entered for each timekeeper, a percentage of billed fees with a net profit/loss figure and grand totals for the entire firm.

When you are finished viewing the report,

- Click: **Close** To close the preview window and return to the Timekeeper Profitability report window.

You may have noticed the **Graph** tab that is displayed that was also displayed in the Category Productivity report. Tabs3 allows you to print graphs for selected productivity and management reports. There are 12 different types of graphs that can be generated. Please see the Tabs3 Help for complete details regarding Tabs3 graphing capabilities.

When you have finished viewing the report,

- Press: **ESC** To close all windows and return to the task folders.

---

## Thank You!!

This wraps up the Tabs3 tutorial for the trial system. We would like to thank you for taking a look at how Tabs3 works. You should now have a working knowledge of the system and we hope you feel a little more comfortable with it after this “hands-on” experience. If you have any questions concerning Tabs3, please feel free to call our Technical Support Staff at (402) 419-2210.

# Purposes & Benefits of Tabs3 Reports

The following table shows the various reports in Tabs3 including their purposes and benefits.

<b>Purposes &amp; Benefits of Tabs3 Reports</b>			
<b>Report</b>	<b>Purpose</b>	<b>Benefit</b>	<b>When to Run</b>
<b>Client List</b> #	Shows a detail or summary client listing by client number or name for specified clients.	Gives quick and easy access to client information including contact name, address, phone number, and more.	As needed.
<b>Client Rate Report</b>	This report shows billing rate codes for each client. Optionally includes fee and cost rate tables and timekeeper level rates and codes.	Provide a comprehensive report of default billing rates for each timekeeper for each client.	As needed.
<b>Conflict of Interest Report</b> #	Allows you to perform a conflict of interest check using up to eight different search values. You can optionally include client information, client notes, fee and cost/payment transactions and the archive files in the search. A Conflict of Interest Report can be generated when conflicts are found.	Provides a written record of conflicts found. Conflicts are underlined allowing for quick review. Optional phonetic searching helps find typing and spelling errors.	As needed.
<b>Recap of Hours Report</b> #	Shows billable and non-billable hours worked for individual timekeepers during a selected period of time in a calendar-like format. Totals for each day and week are shown for each timekeeper.	Provides the ability to quickly spot missing time sheets.	As needed.
<b>Verification Lists</b> # <b>Fee</b> <b>Cost</b> <b>Payment</b> <b>Client Funds</b>	Verification lists are used to verify transactions that have been added using one of the data entry programs, changed by a program in Tabs3 (e.g., Update Statements, Write-Up/Write-Down, etc.) or imported from an external source (e.g., Tabs3 Remote, etc.). Separate verification lists are maintained for each User ID.	Verification lists can serve as an audit trail for accounting purposes. They also allow data entry operators to check their work after each data entry session.	Usually printed after each data entry session, daily or weekly. Should be deleted periodically.
<b>Transaction File List</b> #	Gives the firm the flexibility to access archived and work-in-process transactions and subtotal/total on desired criteria. Up to 3 levels of sorting and sub-totals are allowed. Reference numbers can be included for easy editing.	An extremely flexible and powerful report that can generate a combined report of billed and unbilled transactions for any range of dates, timekeepers, clients, categories, and/or transaction codes for a variety of purposes. Can be saved to a disk file for various output formats.	As needed.

<b>Purposes &amp; Benefits of Tabs3 Reports</b>			
<b>Report</b>	<b>Purpose</b>	<b>Benefit</b>	<b>When to Run</b>
<b>Task Code Billing Report</b>	This report shows both billed and unbilled task based billing transactions for a variety of ranges and sort orders. Transactions can be sorted by task code and activity/expense code.	A flexible report that can be saved to a disk file in a variety of output formats. Many firms submit this report on disk to satisfy their clients' task code billing requirements. Can be saved to a disk file for various output formats.	As needed.
<b>Detail Work-In-Process Report<sup>#</sup></b>	Provides a detailed report of unbilled fee and cost transactions by client. This report can be used for verification of fee, cost and payment transactions prior to printing billing statements. Aged accounts receivable information is also shown. Client funds balances are shown for clients with a client funds balance.	Used as a tool for making billing decisions such as text changes, write-ups/write-downs, rate adjustments and whether or not to bill. Some firms use this report for pre-bills. Optionally includes clients' billing instructions.	As needed. If not printing it monthly, you might consider printing it quarterly.
<b>Summary Work-In-Process Report</b>	Provides a summary report of unbilled fee and cost transactions by client. Aged accounts receivable information and client funds balances are also shown. A report with totals only can be printed.	Quick summary of clients' status for partner-in-charge to review unbilled and billed dollars due for each client. Assist in income projections.	As needed.
<b>Aged Work-In-Process Report</b>	Provides an aging report of unbilled fee and cost transactions by client.	Allows tracking of unbilled amounts at a glance. Particularly useful for monitoring unbilled costs. Ideal for tracking delayed billings, forgotten projects, and income projection.	As needed.
<b>Cash Receipts Report</b>	Shows all payments in a specific date range. It will optionally show the breakdown of the payment to Fees, Finance Charge, Expenses, Advances, or Unallocated. It can include both payments from the ledger file as well as work-in-process payments.	Ideal for balancing to daily bank deposit slips and assisting in account reconciliation.	As needed.
<b>Write-Up/Write-Down Report</b>	Shows write-ups, write-downs and net write-ups/write-downs by client by timekeeper for a specified date range. The write-up and write-down amounts are broken down into fees, expenses and advances. This report can include billed time, unbilled time, and hours that were written up or down.	Ideal for tracking write-down trends for specific clients and timekeepers.	As needed.
<b>Pre-Update Statements Report</b>	Shows the amounts that have been processed on final statements and are ready to be updated by the Update Statements program. The report shows amounts for previous balance, fees, expenses, advances, finance charge, payments and balance due.	Allows you to easily review which clients will be updated and also check for clients that should not be updated.	Immediately before running the Update Statements program.

<b>Purposes &amp; Benefits of Tabs3 Reports</b>			
<b>Report</b>	<b>Purpose</b>	<b>Benefit</b>	<b>When to Run</b>
<b>Pre-Bill Tracking Report</b>	This report includes the client name, work description, pre-bill date, whether the statement is “on hold” or has been reviewed, whether a final statement has been run and the statement batch number.	Quickly pinpoint which clients haven’t been reviewed, which clients haven’t had final statements run and which clients are “on hold”.	As needed.
<b>Detail Accounts Receivable Report * #</b>	Shows aged past due fees, expenses and advances along with pertinent client information (i.e., phone #, contact name) and unbilled fees, expenses and advances.	Use the last billing date and aged breakdown of fees and costs to determine if reminder statements should be sent. It can also be used to check the average age of unbilled fees and costs. Optionally include clients’ billing instructions, billing history and work-in-process.	As needed. Usually monthly.
<b>Summary Accounts Receivable * #</b>	This report shows amounts due in each of the aging periods defined on the <b>Options</b> tab in Tabs3 Customization.	Past due amounts are easily monitored. Also, gives the firm a quick total of accounts receivable for each timekeeper-in-charge.	As needed. Usually monthly.
<b>Accounts Receivable by Invoice Report * #</b>	Shows how much was billed and is due by specific invoice for each client. Optionally include detailed billed amounts by timekeeper and cost types for each statement.	Allows you to review receivables as open invoice items.	As needed.
<b>Client Funds Report</b>	This report shows client funds activity with beginning and ending balances for a specified date range.	Review all client funds activity, client funds balances and grand totals.	As needed.
<b>Collections Report *</b>	This report is used to assist with the collection of receivables and helps identify which clients require additional collection efforts. Summary and detail report formats are available. Includes total amount billed, amount paid, percentage paid, amount due for all outstanding invoices, date and amount of last payment, and number of days since last payment. Optionally includes contact information, invoice detail, WIP and billing history, and detail write off and payment information.	Provides the necessary information in a single report making it easier to make decisions regarding how to proceed with collections efforts. Shows the average number of days between payments making it easy to identify deviations in client payment trends.	As needed.
<b>Allocated Payments Report #</b>	Shows how payments were allocated to fees, expenses, advances, sales tax and finance charge. When printing a detail report, amounts allocated to individual timekeepers and cost types are also included. This report is based on the payment allocation date.	Provides an audit trail of how each payment was allocated.	As needed.

<b>Purposes &amp; Benefits of Tabs3 Reports</b>			
<b>Report</b>	<b>Purpose</b>	<b>Benefit</b>	<b>When to Run</b>
<b>Client Productivity Report *</b>	Provides total billed hours, amounts, write-ups/write-downs, write offs and the effective hourly billing rate for each client. The report optionally includes unbilled totals along with the average age of the unbilled amounts.	Helps determine which clients could be considered preferred based on their profitability to the firm. Also helps determine which clients are undesirable. Generate a write off report to review net write offs by including only clients with write offs.	As needed.
<b>Client Ledger Report *<sup>#</sup></b>	Shows the history of billing and payment activity for each client. Includes payments, fees, expenses, and advances. Optionally includes finance charge, sales tax, write offs only, balance due, detail billed information by individual working timekeeper, and Cost Type for each statement.	Replaces manually kept ledger cards. It allows you to find within seconds exactly when a payment was received or when a bill was sent. Ideal for reviewing detailed write offs by including only clients with write offs.	As needed. If not run monthly, consider running it quarterly or annually.
<b>Receipt Allocation Report *</b>	Shows the allocation of receipts (payments) for each client. The report shows billed amounts and allocation of receipts towards those billed amounts for individual working timekeepers, fee compensation timekeepers, expenses and advances (by Cost Type), fee sales tax, expense sales tax, advance sales tax and finance charge. Allocations can be shown by working timekeeper or include fee compensation allocations. The report can be run for up to two user-defined periods and can optionally include differences for the two periods as well as percentage changed comparison figures. Optionally include write offs, billed hours, amount due, and unallocated payments.	This report can be used as a primary means to determine profit distribution based on amounts collected vs. amounts billed for each timekeeper. Flexible sorting options allow you to sort the clients in descending order by receipts, billed amounts, billed hours, effective rates, and write offs, thus making it easy to identify the most profitable clients.	As needed. Usually monthly.
<b>Unallocated Payments Report<sup>#</sup></b>	Shows partial or fully unallocated payments for each client.	This report provides a detail breakdown of the Unallocated Payments figure from the Receipt Allocation Report.	As needed.
<b>Client Realization Report*<sup>#</sup></b>	Used to evaluate the profitability of clients by showing the amounts collected on specific billings. Optionally include fees broken down by working timekeeper and costs broken down by cost type for each client.	The report includes billed information for a specified date range, the realized value compared to actual time spent, and receipts applied (i.e. collections) to the billed information, thereby effectively combining billing realization and collection realization on a single report.	As needed.
<b>Timekeeper Realization Report*<sup>#</sup></b>	Used to evaluate the profitability of individual timekeepers by showing the amounts collected on specific billings. Fees are broken down by working timekeeper.	The report includes billed information for a specified date range, the realized value compared to actual time spent, and receipts applied (i.e. collections) to the billed information all on a single report.	As needed.

<b>Purposes &amp; Benefits of Tabs3 Reports</b>			
<b>Report</b>	<b>Purpose</b>	<b>Benefit</b>	<b>When to Run</b>
<b>Client Analysis Report<sup>*,#</sup></b>	A date-based report that provides monthly comparisons of Billed Hours, Amounts, and Payments by client for an individual month or a range of months. Optionally include and compare Hours Ratios, Payment Ratios, Billed Rates, Effective Rates, Non-Billable Hours, Non-Billable Amounts, Write Offs, Net Write-Ups/Write-Downs, and Courtesy Discounts.	Ideal for comparing performance in specific areas because customizable columns let you determine which information you want to focus on. Ability to include courtesy discount as a separate column makes this report useful for reviewing courtesy discount amounts.	As needed.
<b>Top Client Report</b>	Provides the ability to print a report of your top clients or matters based on your preferred criteria.	Easily see which clients have the highest work-in-process, billed information, write offs, paid information, unallocated payments, and current amount due for a specified time frame.	As needed.
<b>Timekeeper Analysis Report<sup>*,#</sup></b>	Provides billed and paid information for a timekeepers broken down by month. The report includes an analysis of Billed Hours, Original Hours, Billed Amounts, and gross receipts by timekeeper for an individual month or a range of months. Optionally includes Hour, Amount, and Receipt Ratios, as well as the Billed Rate and Effective Rate.	Provides an option to group by timekeeper or month, thus allowing you to analyze the information included on the report by month for each timekeeper, or to compare each timekeeper within each month.	As needed.
<b>Timekeeper Productivity Report *</b>	Shows the billed productivity amounts and hours for each timekeeper by month and year-to-date. It also shows the effective billing rate, as well as all the timekeeper's write-ups, write-downs and write offs. In addition, the report shows the total billable and non-billable hours and amounts entered into Tabs3 for each timekeeper.	Used to monitor a timekeeper's billable and non-billable activity and compare it to the firm's average to determine individual time utilization. It can also be used to monitor each timekeeper's accumulated unbilled time. In addition, the report helps determine each timekeeper's write-ups/write-downs and can also aid in the decision as to who receives what size of bonus.	Usually run monthly. It can be run for any month or range of months within the current fiscal year. However, figures for all months in the fiscal year are cleared when the Advance Current Reporting Month program is run for the last month in your firm's fiscal year.
<b>Timekeeper Profitability Report</b>	This report shows billed fees, overhead, and profit for each timekeeper for any range of months in the current fiscal year. Net profit and a percentage of billed fees are also shown.	Track monthly profit for each timekeeper.	As needed.
<b>Category Productivity Report *</b>	Shows how your firm's billing is broken down by category. The format of this report is the same as the Timekeeper Productivity Report.	Used to monitor a category's billable and non-billable activity and compare it to the firm's average to determine time utilization for each area of practice. It can also be used to monitor each category's accumulated unbilled time. Use it to locate the weakest and strongest areas in the firm based on earnings per hour.	Usually run monthly. It can be run for any month or range of months within the current fiscal year. However, figures for all months in the fiscal year are cleared when the Advance Current Reporting Month program is run for the last month in your firm's fiscal year.

<b>Purposes &amp; Benefits of Tabs3 Reports</b>			
<b>Report</b>	<b>Purpose</b>	<b>Benefit</b>	<b>When to Run</b>
<b>Timekeeper Status Report *</b>	Shows work-in-process and accounts receivable information by primary, secondary or originating timekeeper. Amounts are broken down by fees, expenses and advances.	Allows the timekeeper in charge to review the status of his or her files. Useful in balancing accounts receivable and work-in-process from month to month.	As needed.
<b>Client Budget Report *</b>	Shows billed and unbilled hours, fees and costs for clients with budgets set up. Client budgets are entered on the <b>Rates</b> tab in the client file. The report makes a percentage comparison of the hours, fees and costs billed and in work-in-process to the budgeted figures.	Ideal for monitoring flat fee clients. Useful for identifying clients that are approaching or have exceeded budget projections.	As needed.
<b>Task Code Budget Report</b>	This report shows billed and unbilled amounts for expenses and activities for each task of each phase.	Regularly review status of task code billing clients.	As needed.
<b>Productivity Report by Transaction Code for each Timekeeper *</b>	Shows the hours and amounts for fees billed year-to-date by transaction code for each timekeeper.	Helps guide timekeepers in making certain types of work more efficient and productive by reviewing the average billing rate for each transaction code.	Monthly. Shows cumulative year-to-date totals. The totals are cleared when the Advance Current Reporting Month program is run for the last month in your firm's fiscal year.
<b>Productivity Report by Category for each Timekeeper *</b>	Shows the hours and amounts for fees billed year-to-date by category for each timekeeper.	Shows the firm which timekeepers are the specialists in different areas of practice based on effective billing rates.	Monthly. Shows cumulative year-to-date totals. The totals are cleared when the Advance Current Reporting Month program is run for the last month in your firm's fiscal year.
<p>* These reports include billed information and are updated when the Update Statements program is run. Typically, these reports are run after the last time the Update Statements program is run for the month and before the Advance Current Reporting Month program is run.</p> <p># These reports provide drill-down editing capabilities allowing you to edit data directly from the Preview window.</p>			



**For more information:**

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

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