

What's New List for Version 14 of Tabs3 and PracticeMaster Software

Tabs3 Version 14 Highlights

- Totally redesigned receipt allocation provides unprecedented flexibility in an off-the-shelf billing package. Version 14 makes it easier than ever to make compensation decisions, no matter how simple or how complex your rules for compensation are.
- New **Fee Compensation Rules** program lets you assign percentages to multiple fee compensation timekeepers.
- Multiple new reports for payment and receipt allocation reporting include:
 - New Allocated Payments Report replaces the Processed Payments Report.
 - New Unallocated Payments Report.
 - New Timekeeper Analysis Report.
 - New Timekeeper Realization Report.
 - New Client Analysis Report.
 - New Client Realization Report.
 - Improved Receipt Allocation Report can be run for up to two user-defined periods. You are no longer limited to MTD, YTD, or TD periods. Periods can span any time frame, including prior reporting periods.
 - Improved Cash Receipts Report.
- Improved the Payment data entry window.
 - Lets you view and modify receipt allocations at the time of payment entry.
 - Now lets you track the check number, type of payment, and a reference field for all payments (not just those that integrate with GLS).
- New GLS Integration lets you automatically create more than two journal entries for one payment, thus allowing credit entries to more than one account (e.g., fee income, costs advanced, reimbursable expenses, finance charge income, etc.). Tabs3 can be configured to post journal entries according to allocations by timekeeper, location, location by timekeeper; by category, category by timekeeper; by tcode; by cost type; by tcode by cost type. Previously, only one credit entry per payment tcode could be made automatically. This new functionality greatly improves the integration capabilities. It also effectively eliminates the need to make separate payment entries for fees, expenses, advances, and finance charge.
- Numerous other Tabs3/GLS integration improvements have been made.

Fee Compensation Rules *New Feature*****

- Added the ability to create fee compensation rules for each client allowing you to specify a percentage of a client's receipts that you want allocated to a specific timekeeper or the firm.
- Replaced primary, secondary and originating percentages from the **Setup** tab in the Client data entry program with fee compensation rules that can be set up by clicking the **Fee Compensation Rules** button.
- Added the ability to create fee compensation rules for multiple originating, primary and secondary timekeepers.
- Fee Compensation Rule Tables can be shared, copied, and customized. Each table can include multiple rules.
- When creating fee compensation rules, rules can be based on:
 - a percentage of receipts from all working timekeepers.
 - a percentage of receipts from selected working timekeepers.
 - a percentage of receipts from all working timekeepers assigned to a specific timekeeper level (i.e., partners, paralegals, etc.).
 - a percentage of receipts from statements within a specified date range.
 - a percentage of receipts from accumulated receipts within an amount range.

Fee Compensation Rules Report *New Report*****

- Added a new report that shows fee compensation rules that have been defined. The report can be run by client or by fee compensation timekeeper. It can be run for all fee compensation timekeepers and the firm or for selected specific fee compensation timekeepers.

Payment Entry

- Added a Payment Allocation window that lets you view current payment allocations or make manual payment allocations. This window can be displayed by clicking the button next to the Amount field or pressing Alt+P.
 - The Payment Allocation window is extremely flexible and includes a tree control that lets you view detailed billed information for the entire client, by statement, by timekeeper, or by cost type. It includes the ability to see a summary accounts receivable breakdown as well as a breakdown for each statement allowing you to manually adjust how a payment is applied. When fee compensation rules are defined for a client, a separate breakdown for fee compensation amounts can be displayed.
 - The Payment Allocation window facilitates the ability to apply payments to fees, expenses, and advances thereby virtually eliminating the need to enter separate fee, expense, and advance payments.
 - Right-clicking a statement in the tree control allows you to see the exact details of the statement by allowing you to Reprint the Updated Statement.
 - Clicking the Client icon provides direct access to the Client file, allowing you to view fee compensation rules that have been defined.
- Added an access right that can be used to restrict non-managers access to the Payment Allocation window.
- Improved the apply payments by statement number feature.
 - When entering a payment for a specific statement, the Due columns in the Statement Ledger Lookup window now include work-in-process payments.
 - When applying a payment by statement number, added the ability to see what Client ID the statement is associated with even when that statement has no balance due.
 - You can now accurately select a statement record when duplicate statement numbers are present.
- Added the ability to specify a **Receipt Type**, **Check #** and **Ref/Memo** field. Previously, these fields were only available if you were integrated with GLS.
- Payments can no longer be entered with a status of “Save” because payments are now allocated at the time of entry.

Undo Updated Statements

- Tabs3 now requires that you undo updated statements in the order of the most recently updated statement first.

Allocated Payments Report *Changed Report Name*****

- Changed the name of the **Processed Payments Report** to **Allocated Payments Report** to better reflect the information that is included on the report.
- Changed the date range specified on the **Options** tab to be based off of a payment’s allocation date instead of the payment date.
- Work-in-process payments that have been allocated are included on the report. Previously, work-in-process payments were only included in a “Total WIP Payments” section without allocation breakdown.
- Added the ability to optionally include timekeepers’ Fee Compensation amounts, thus allowing you to run the report with two different sets of figures: based solely on working timekeeper allocations; or including timekeeper’s Fee Compensation amounts along with working timekeeper allocations.

Cash Receipts Report *Completely Redesigned*****

- Updated the Cash Receipts Report to reflect how the payment was allocated.
- The Cash Receipts Report can optionally be run in Detail or Summary format. The summary report shows totals by client whereas the Detail report shows individual payments for each client.
- Added an option to print portrait or landscape.
- Added the ability to optionally include the breakdown of applied payments (fees, expenses, advances, etc.)
- Added the ability to optionally include allocation breakdown (timekeepers, cost types, etc.).
- Added the ability to optionally include Payment Adjustments.
- Added the ability to optionally include Reference #'s for payments.

Receipt Allocation Report *Completely Redesigned*****

- The Receipt Allocation Report can now be run for a user specified period instead of only for MTD, YTD and TD (i.e., Month-to-Date, Year-to-Date, and To-Date). Optionally allows you to compare two periods.
- Includes a list of over 15 pre-defined time periods such as Current Reporting Month, Prior Calendar Month, Prior Quarter, Current Reporting Year, Prior Reporting Year, Custom, etc. These new pre-defined time periods make it easy to save report definitions with date variables.
- Added the ability to optionally include fee compensation amounts, thus allowing you to print the report with gross or net figures. The **gross** value represents the working timekeeper fee paid amounts **before** any fee compensation percentage amounts have been allocated; whereas the net value represents the timekeeper fee paid amounts after fee compensation percentage amounts have been allocated.
- The Receipt Allocation Report no longer needs to be run to allocate work-in-process payments. Payments are now allocated at the time the payment is entered (provided accounts receivable is due) and when statements are updated.
- The Receipt Allocation Report now provides true date-based receipt allocation reporting. Amounts are now tracked differently as follows:
 - Billed amounts are now shown based on the statement date. Previously, the amounts billed during the Current Reporting Month appeared in the MTD, YTD, and TD columns regardless of the statement date used.
 - Paid amounts are now shown based on the payment allocation date. Previously, the payments allocated during the Current Reporting Month appeared in the MTD, YTD and TD columns regardless of the payment allocation date.
 - Write Offs are now shown based on the date specified when the Write Off was performed. Previously, the Write Offs performed during the Current Reporting Month appeared in the MTD, YTD and TD columns regardless of the date specified when the Write Off was performed.
 - As a result of these differences, your Version 12 Receipt Allocation Report will in all likelihood not match your Version 14 Receipt Allocation Report.
- Added additional secondary sort options allowing you to sort the Receipt Allocation Report by the following:
 - Client ID
 - Client Name Search
 - Billed Hours
 - Billed Amount
 - Write Offs
 - Receipts
 - Effective Rate
- Added a **Format** tab that allows you to optionally include the following columns. When two time periods are included on the report, you can also optionally include the difference and/or the percentage change between the two periods:
 - Billed Hours
 - Billed Amount
 - Write Offs
 - Receipts
 - Effective Rate
- Eliminated the need to run an end-of-month Receipt Allocation Report before closing out the month.
- Assigned timekeepers are handled differently on the Receipt Allocation Report. Previously users could only see billed and paid fee information for timekeepers assigned to them. Now, all billed and paid fee information is included on the report regardless of timekeeper assignments.
- Payments that apply to progress fees are now shown as a separate amount on the report. Previously this amount was included in the Unallocated Payments figure.

Unallocated Payments Report *New Report*****

- Added a new report that includes payments with a remaining amount to apply (i.e., partially unallocated) as well as payments that are completely unallocated. This report will provide a detail breakdown of the Unallocated Payments figure from the Receipt Allocation Report.

Timekeeper Analysis Report *New Report*****

- Added a new report that provides billed and paid information for a timekeeper in a month. The report includes an analysis of Billed Hours, Original Hours, Billed Amounts, and "Gross" Receipts by working timekeeper for an individual month or a range of months.

Client Analysis Report *New Report*****

- Added a new report that provides billed and paid information for a client in a month. The report includes an analysis of Billed Hours, Original Hours, Billed Amounts, and Receipts for an individual month or a range of months.

Timekeeper Realization Report *New Report*****

- Added a new report that can be used to evaluate the profitability of individual timekeepers by reviewing the amounts collected on specific billings. 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.

Client Realization Report *New Report*****

- Added a new report that can be used to evaluate the profitability of clients by reviewing the amounts collected on specific billings. 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.

Transaction File List & Task Code Billing Report

- Added the ability to include columns for Receipt Type, Check #, and Ref./Memo fields when including payments.
- Added the ability to select Receipt Type or Check # as a sort order.
- Changed the **Sort** tab to use drop-down lists for the sort orders.

Improved Handling of Duplicate Statement Numbers

- Improved how Tabs3 handles duplicate statements, thus allowing the Select by Statement Number Lookup window to accurately report records with the same statement number. The following applies to statements updated in Version 14 or later.
 - The **Reprint Statements** program can now reprint individual statements with duplicate statement numbers.
 - The **Undo Updated Statements** program can now undo individual statements with duplicate statement numbers.
 - The **Write Off Client** program can now write off individual statements with duplicate statement numbers.
 - When entering a payment using the **Select by Statement Number** button, the Select by Statement Number Lookup window now lets you accurately select the desired statement when duplicate statement numbers are present.

Generate Statements

- Added a date checking routine for the Statement Date when running final statements to help firms maintain consistent billing periods as well as help prevent data entry mistakes. Tabs3 now compares the Statement Date to the system date, Tabs3 Current Reporting Month and the Current GLS Fiscal Month when running final statements. A warning message will be displayed if the specified Statement Date is outside the expected date range.

Write Off Client Program

- The Amount Due column now reflects allocated work-in-process payments.

Transfer Transactions & A/R

- When transferring A/R and Ledger information, client fund information is also transferred (i.e., client funds balance, client funds archived transactions, and client funds work-in-process transactions). Changed the **A/R and Ledger** check box to **A/R, Ledger, and Client Funds**.

Client Information

- On the **Setup** tab, the label for the Timekeepers group box has been changed from "Timekeepers" to "Report Order Timekeepers". Report sorting by Primary, Secondary, and Originating Timekeeper functions the same as it did in previous versions; just the label has been changed.
- Changed the field label for **Payment Allocation Method** to **Method to Apply Payments** to better describe its function.

- Added a new Fee Compensation Rules button to the **Setup** tab, which allows you to define Fee Compensation Rules for multiple primary, secondary, and originating timekeepers.
- On the **Setup** tab, the **Receipt %** fields for the Report Order Timekeepers (i.e., primary, secondary, and originating timekeepers) were moved to the Fee Compensation Rules program, which can be accessed via the Fee Compensation Rules button in the Payment Settings section.

Terminology

- Updated the Progress Billing terminology on all Tabs3 windows and reports to be consistent (i.e., Progress WIP, Progress Billed, and Progress Paid).
- Changed Excess Payments terminology to Unapplied Payments on the Summary Accounts Receivable Report, Detail Accounts Receivable Report, and the Timekeeper Status Report.
- Changed “Client Order” on the **Sort** tab to “Secondary Order”.

Advance Current Reporting Month *Changed Program Name*****

- Renamed the **Clear Productivity Totals** program to **Advance Current Reporting Month** to more accurately reflect what the program does.

Delete Range of Clients

- The Support Log now tracks which clients are deleted, the date and time they were deleted, and who deleted the client in the Client File Information section.
- Improved the Delete a Range of Clients Verification List.
 - The verification list is now retained and is no longer deleted after every session.
 - The verification list now indicates which clients were *not* deleted (if any) and the reason why the client could not be deleted. Previously the list only included the clients that were actually deleted.
- Modified the Delete Range of Clients program to be more consistent with the Delete Client function in the Client data entry window.

Month-End Procedures

- You are no longer required to print a Receipt Allocation Report prior to closing out the month.
- Changed the name of the Clear Productivity Totals program to Advance Current Reporting Month.

Support Log

- Added tracking information for features such as: Delete Range of Clients, Change Key Type, Renumber Category, Renumber Client, Renumber Timekeeper, and Renumber Transaction Code.

Change Client Options

- Added the ability to clear fee compensation rules tables.
- Added the ability to globally share existing fee compensation rules tables.

General

- The “Timekeepers” heading on the **Setup** tab in the Client Entry window has changed to “Report Order Timekeepers”.
- The Criteria Page for many Tabs3 reports now includes formulas used for columns on the reports.
- Added column sorting to many areas where it was not previously present. For example, you can now sort on columns in the Active User List and the PracticeMaster Task List.
- Added the “First Month of Reporting Year” to the About Tabs3 window.
- Moved the Task Code Budget Report to the **Reports | Transactions** menu from the **Reports | Management** menu to make room for new report icons. Removed the icon from the **Management Reports** Task Folder; it is still on the **Client Reports** Task Folder.
- Preprinted check forms for APS and TAS are now provided by Nelco. Details can be found at www.NelcoSolutions.com.

Programs Removed

- Removed the **Purge Archive Data** program. The new data files require the transaction based archive information to be present.
- Removed the **Combine Client Ledger Information** program. The new data files require all statement and payment records to be present.

- Removed the **Edit Receipt Allocation Information** program. Payments can now be allocated at the time of entry.
- Removed the **Edit Client Ledger Information** program. In order to change billed information, you must undo the statement, make your adjustments, rerun a final statement and update it. Alternatively, you can enter credit transactions and bill and update those transactions. In order to change paid information, you must reverse or refund the payment.
- Removed the **Rebuild Client Ledger Detail** program.
- Removed the **Client Productivity by Timekeeper Report**. The information that was on this report is now available on the Receipt Allocation Report.
- Removed the **Processed Payments Report**. The information that was on this report is now provided on the new Allocated Payments Report.
- Removed the ability to add Finance Charge Credit tcodes and transactions (i.e., Type 9 tcodes).

Tab3 and Tab3 General Ledger Software (GLS) Integration

Tab3/GLS Integration Highlights *Completely Redesigned*****

- Completely redesigned Tab3/GLS integration so that you can configure Tab3 to automatically post journal entries for payments based on how the payment was allocated instead of just by tcode. Tab3 can be configured to post journal entries for payments based on the following:
 - By Timekeeper (for fees)
 - By Cost Type (for costs)
 - By Location
 - By Category
 - By Tcode
- If desired, GLS integration for payments can be taken a step further, thus allowing the posting to GLS to be based on two levels. For example, Tab3 can optionally be configured to post journal entries for payments:
 - By Timekeeper & Location
 - By Category & Location
 - By Tcode & Location
 - By Category & Timekeeper
 - By Cost Type & Tcode
- Because payments are allocated and posted to GLS at the time the payment is entered, the new integration requires that an account for Unapplied Payments be defined in GLS. This account will be posted to when a payment is entered for a client that has no balance due.
- GLS configuration is performed in a single location. Once GLS integration is enabled in Customization, the new **GLS Integration Setup** program is used to configure the integration (*Maintenance | Integration | GLS Integration Setup*).
- Added warning messages in Tab3 to indicate GLS journal entries will be created for a prior GLS reporting month.
- Payment and cost transactions must be entered with a date in or prior to the current GLS Month. This change will help ensure that the date of the Tab3 cost or payment will match the date of the GLS journal entries. Previously, a Tab3 cost or payment transaction could be saved with a date beyond the Current GLS Month. When this situation occurred, the GLS Integration window was displayed requiring you to change the date for the GLS journal entries before proceeding. This is no longer possible.
- Reduced the number of times that the GLS Journal Entry window is displayed when adding or changing Tab3 transactions. The GLS Journal Entry window is now only displayed when an invalid GLS Account or Journal is encountered and the user has rights to GLS (or the Journal Entry window in Tab3).

Access Rights

- Added a new access right for the **GLS Integration Setup** program.
- The new **GLS Integration Setup** program can be accessed while other users are using the software (single user access).
- Changed access rights so that a user who has rights to add, change or delete costs or payments also has rights to add, change or delete journal entries in GLS without requiring access rights to GLS.
- Added a new access right that prevents a user from being able to see the GLS journal entry window while in Tab3. With the new integration, the only time the GLS Journal Entry window must be displayed is when Tab3 encounters an invalid GLS Account or Journal Entry. If a user does not have access to the

GLS Journal Entry window while in Tabs3, a message will be displayed indicating that no GLS journal entries were created.

Tabs3 GLS Journal Entry Window

- Made the following changes to the Journal Entry list shown at the bottom of the window:
 - The **Account** column now includes the **Account Name** next to the **Account #**.
 - Added separate columns for **Debit Amount** and **Credit Amount**. Previously, a single **Amount** column was displayed with a **DB/CR** column.
 - The Journal Entry list is proportionately resized when the Journal Entry window is resized.
- Removed the “Clients Accounts Receivable Excluding Current Payment” section. This section is no longer needed since payments are now allocated upon data entry and journal entries can be automatically created by Tabs3 based on those mappings.

GLS Integration Setup Report ***New Report***

- Added a new GLS Integration Setup Report that includes the configuration settings and GLS account tables. This report can be accessed via a **Print GLS Integration Setup Report** button on the **Maintenance | Integration | GLS Integration Setup**.

Tabs3 Customization

- A new **General Ledger Software Integration** section has been added to the **Other Systems** tab. This section simply includes a check box to enable GLS integration and the **GLS Client** field.
- The **GLS Integration** tab has been removed from Tabs3 Customization.
 - The **Pass cost/payment entries to General Ledger** check box has been removed; it is no longer required.
 - The **GLS Journal #** field has been removed. The Journal # is now defined in the GLS Integration Setup program.
 - The **Create GLS entries automatically** check box has been removed.
 - The **Force GLS entries to balance** check box has been removed from the program. Journal entries posted from Tabs3 must be in balance. It is no longer possible to post one-sided journal entries.
- The Accrual Information has been moved to the new **GLS Integration Setup** program (**Maintenance | Integration | GLS Integration Setup**).

Timekeeper File

- Removed the accrual posting information from the timekeeper file. This information is now stored in the new **GLS Integration Setup** program.

Timekeeper File List

- Moved the GLS accrual posting information from the Timekeeper File List to the GLS Integration Setup Report. The new GLS Integration Setup report includes all configuration settings combined into one report.

Tcode File

- Removed the GLS account information from the tcode file. This information is now stored on the new **GLS Integration Setup** program along with all other GLS configuration options.

Tcode List

- Moved the GLS account information from the Tcode List to the GLS Integration Setup Report. The new GLS Integration Setup report includes all configuration settings combined into one report.

Payment Entry

- Payments cannot be saved with a date beyond the GLS Current Month.
- Increased the **Check #** field from 7 digits to 9 digits.
- Added a GLS Integration button to the Payment entry toolbar allowing you to view GLS journal entries once a payment is saved.
- Added a Payment Allocation button that allows you to view and change payment allocations.

Changing a Payment

- The GLS Integration window is no longer automatically shown at any time. However, you can use the GLS Integration button on the Payment entry toolbar (or Alt+J) to view GLS journal entries.
- When changing a payment in Tabs3, if you change the **Description, Receipt Type, Ref/Memo, or Check #** fields, the corresponding field will be automatically changed in GLS, provided the field contents in GLS matched the original field contents in Tabs3. If the contents do not match, no changes will be made in GLS. Previously, the GLS Integration window would always be shown after a change was made.
- When changing a payment in Tabs3, if you change the **Amount** for a transaction that has a date in the Current GLS Fiscal Month, we automatically create the reversing GLS journal entries and the new journal entries using the same date but do not display the GLS Integration window. If desired, you can use the GLS Integration button in the data entry window to view the GLS journal entries. Previously, we used the same date and displayed the GLS Integration window.
- When changing a payment in Tabs3, if you change the **Date** for a transaction that has a date in the Current GLS Fiscal Month, we create the reversing GLS journal entries and the new journal entries using the new date but do not display the GLS Integration window. If the new date is for a period other than the Current GLS Fiscal Month, a message will be displayed indicating that the date is not in the Current GLS Fiscal Month and will ask you if you are sure you want to save.
- When changing a payment in Tabs3, if you change the **Date** or **Amount** for a transaction that has a date *prior* to the Current GLS Fiscal Month, the GLS Adjusting Journal Entries window will be displayed, thus allowing you to specify the date for the reversing GLS journal entries. Previously, we defaulted the date to the date of the original journal entry and then displayed the GLS Integration window allowing you to retrieve each journal entry and modify the dates. Now, we prompt for a single date up front and automatically create the journal entries with the date you want. The GLS Integration window is no longer shown.

Deleting a Payment

- The GLS Integration window is no longer automatically shown.
- When deleting a payment in Tabs3, reversing GLS journal entries are automatically created and can no longer be viewed or modified in Tabs3. If the date of the payment that is reversed is before the Current GLS Fiscal month, you will be given the opportunity to specify the date you want used for the reversing journal entries. Previously the GLS Integration window was displayed.

Payment Adjustment

- GLS journal entries for payment refunds are now posted as a single set of journal entries for the net difference. Previously, the reversed GLS journal entries were created for the original payment and new GLS journal entries were entered for the new payment amount. This new method makes it easier to refund portions of payments without affecting journal entries for payments that have been included on reconciled deposit slips.

Changes to Your Back Office Procedures

- When running statements, the Statement Date will be a significant factor because it is now additionally used for the following purposes:
 - The Statement Date determines the period the billed amounts will be included on the Receipt Allocation Report. Previously, billed amounts on the Receipt Allocation Report were accumulated from one month-end to another month-end. Any statement that was updated was included in the MTD column regardless of the statement date used. This is no longer true.
 - The Statement Date in some cases may be used as the date of GLS journal entries that are created for unapplied payments when the statement is updated. For example, if you enter a payment for a client that has no accounts receivable, GLS journal entries are created using the date of the payment; the cash account is debited and the unapplied payments account is credited. Later, after fees and/or costs are billed, GLS journal entries will be created when the final statement is updated using the statement date; the unapplied payments account is debited and the associated income accounts are credited.
- The GLS Current Fiscal Month must be closed before you can enter payments in Tabs3 with the following month's date. You will need to run the Month-End/Year-End Close-Out program in GLS in order to enter payments for the following month.

Tab3 Custom Report Writer Version 14

General

- Added the ability to include one or more **Custom Fields** from the Client file. Each **Custom Field** can be added as a separate column on the report and you can optionally print the **Label**, **Text**, or **Label and Text** for the field.
- Added the ability to include the **Billing Notes and Instructions** field from the Client file.
- Added the ability to include the **Beginning Statement Notes** field and/or the **Ending Statement Notes** field from the Client file.
- Added the ability to optionally print a field label for the following fields.
 - Client Notes
 - Billing Notes and Instructions
 - Beginning Statement Notes
 - Ending Statement Notes
- Added the ability to include the **Hours Worked** field from the Fee Entry program. Previously, the **Hours** field only included the hours in the **Hours to Bill** field for the fee transaction. Additionally, the field label for the **Hours** field was changed to **Hours to Bill** to more accurately describe the information in the field.
- Added drill-down capability to the Client file from all Tab3 Report Writer reports when previewed in Tab3.
- Increased the number of Columns that can be defined in a Report Writer report to 200. Previously, only 50 columns could be included.
- Increased the number of Query selection criteria available in a Report Writer report to 40. Previously, only 9 Query selection criteria could be defined.
- Added the ability to limit the information included on the report for a specific **User ID** and/or **Date Entered** range for the following fields: **Hours to Bill**, **Fee Transactions**, **Expense Transactions**, **Advance Transactions**, and **Payments**.
- Added the ability to include a **Progress Paid** figure. This field displays the difference of total Progress Billed amounts and Progress Billed amounts due.
- Added the ability to specify a default report orientation of either **Portrait** or **Landscape** in each report definition.
- Added the ability to include information for the following fields based on a Timekeeper Level range:
 - R/A Billed Hours
 - R/A Billed Amount
 - R/A Write Off
 - R/A Paid Amount
 - Hours to Bill
 - Hours Worked
 - Fee Transactions
 - Expense Transactions
 - Advance Transactions
- Replaced the MTD/YTD/TD period selector with the new Tab3 period selector allowing you to include information for any time period for the following fields:
 - R/A Hours
 - R/A Billed Amount
 - R/A Write Off
 - R/A Paid Amount
- Several changes were made to the **R/A Paid Amount** field to accommodate the new Receipt Allocation reporting capabilities in Version 14:
 - Added an **Include Fee Compensation Amounts** check box. When this check box is selected, the paid amount on the report will be the net value for the timekeeper range. When this check box is cleared, the paid amount on the report will be gross value for the timekeeper range. The **net** value represents the timekeeper fee paid amounts **after** fee compensation percentage amounts have been allocated; whereas the **gross** value represents the working timekeeper fee paid amounts **before** any fee compensation percentage amounts have been allocated.
 - Added a new **Type** designator of "Firm" for the **R/A Paid Amount** field. This field can be used to display the payments allocated to the firm via the Fee Compensation Rules.
 - Added the ability to specify a **Timekeeper** range when using the **R/A Paid Amount** field with a **Type** of "Primary Timekeeper", "Secondary Timekeeper" or "Originating Timekeeper." Tab3 now

- allows for multiple Primary, Secondary or Originating Timekeepers to receive payment allocations by using Fee Compensation Rules.
- Added the ability to include the **Location Description**. Previously only the **Location ID** could be used in reports.
- Added the ability to optionally print a separator line between clients. This can be useful to show where each client's information ends especially when printing reports with Client Notes or Billing Notes and Instructions.
- Removed the **Primary Timekeeper %**, **Secondary Timekeeper %** and **Originating Timekeeper %** fields.
- Increased the maximum column width for all fields from two-digits to three-digits.
- Increased the Description field for Report and Form definitions from 30 to 50 characters. The description is shown in the table of contents.
- Increased the default column width to match the maximum length allowed for the following fields:
 - All **Phone** fields from 12 to 25 characters
 - The **Email** field from 30 to 100 characters
 - The **Miscellaneous Lines** fields from 35 to 50
- Changed the order in which fields are displayed in the Field List due to adding and removing fields. Please refer to Appendix A in the Report Writer Manual for a full list of Report and Form Definition Fields.
- Tabs3 Report Writer Report definitions (*.t3r) and Form definitions (*.t3l) are now backed up when the Tabs3 data files are backed up using the Tabs3 built-in Back Up Data Files program.

PracticeMaster Version 14

General

- Added the ability to enter costs in PracticeMaster regardless if you are integrating with Tabs3 and Tabs3 General Ledger Software. GLS journal entries will not be created for any costs entered in PracticeMaster. Previously, costs could not be entered in PracticeMaster when Tabs3 was integrated with GLS.
- Added the ability to sort the columns in the Task List (and several other areas) by clicking on a column heading.
- Added the ability to resize the panes in the Calendar Plan Templates window, the View Calendar Plans window, the Preview of Plan window, and the View Associated Plans window.
- Removed the Timekeeper Receipt % fields from the **Setup** tab of the Client file because these fields no longer synchronize with Tabs3.
- Removed the Palm Desktop One-Way Sync program.

Tabs3 General Ledger Software Version 14

General

- Increased the Check # field from a maximum of 7 digits to 9 digits.
- Added a new status indicator of "Unapplied Payments". This status indicator applies only to journal entries created by Tabs3 for unapplied payments. The status indicator is shown for existing journal entries in the Journal Entry data entry window to the right of the **Record #** field. When accessing this type of journal entry, the only fields that can be changed are the Journal #, Reference, and Description. This is because these journal entries need to be handled by Tabs3. When the payment is allocated, Tabs3 will post the appropriate GLS journal entries to the unapplied payments account and income accounts when the final statement is updated.

Tabs3 Trust Accounting Software Version 14

General

- TAS payments now take advantage of the new GLS integration in Tabs3. As a result, when integrating TAS with Tabs3 and GLS, Tabs3 now creates the GLS journal entries instead of TAS.
- Preprinted check forms for TAS are now provided by Nelco. Details can be found at www.NelcoSolutions.com.

TAS Customization

- Changed the **Integrate with Tabs3** check box to **Integrate with Tabs3 (and GLS)**.
- Changed the **Integrate with GLS** check box to **Integrate with GLS (no Tabs3)**.

Voiding a Check

- TAS payments to FIRM are now linked to the Tabs3 payment. When a check to FIRM is voided in TAS, the associated Tabs3 payment will be treated as follows:
 - If the payment is still in work-in-process in Tabs3, the payment will be deleted from Tabs3 and Tabs3 will create the associated reversing GLS journal entries.
 - If the payment has already been run on a final statement and updated in Tabs3, the payment will not be affected and no GLS reversing journal entries will be created.

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