



Tutorials



Tabs3 Trust Accounting Software
Reseller/User Tutorial
Version 15.2 for November 2009 Sample Data
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Software Technology, Inc.
1621 Cushman Drive
Lincoln, NE 68512
(402) 423-1440
<http://www.Tabs3.com>

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Version 15.2 (July 2009)

Tabs3 Trust Accounting Software

Version 15 Tutorial

Thank you for reviewing Tabs3's Trust Accounting Software (TAS). TAS was created as a tool to help professionals keep track of trust accounts that they manage. Checks written out of the trust check book, electronic funds transfers, and deposits made to the trust checking account are entered into the software providing current balance information for each individual trust account. Check registers can be printed for individual trusts, or for individual trust checking accounts in 99 different bank accounts. TAS will help you keep the strict control you need over trust accounts.

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 TAS Manual or the Help in TAS. You can also get assistance by calling our Technical Support Department at (402) 419-2210.

During the tutorial, you will be shown how to add trust accounts, checks, and deposits. You will also be shown how to print a check as well as preview some of the reports available in TAS.

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

- | | |
|--------------------------------------|---|
| Press: F2 | You should press the F2 function key. |
| Click: OK | You should select the specified item by clicking the primary mouse button (usually the left mouse button) once. |
| Double-click: Trust #100 | You should select the specified item by clicking the primary mouse button twice. |
| Right-click: the Client field | You should click the secondary mouse button (usually the right mouse button) once on the specified field. |
| Type: WIL | You should type the characters " WIL ". |

Your responses will consist of **PRESS**ing a key, **CLICK**ing, **DOUBLE-CLICK**ing, and **TYPE**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.

Installation and Getting Started

Installing the Software

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

Note: Instructions to install the software are provided on the CD.

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 software. This process installs the required files and Windows shortcuts on the workstation.

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.

Starting Up TAS

Let's start TAS. This can be done via the Windows taskbar.

Windows Taskbar

TAS 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 **Trust Accounting with Sample Data** icon.

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

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

After starting TAS, 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 programs that are a part of TAS. We can access programs using the menu bar or the task folders. The task folders in TAS are portrayed as various file folders that contain all of the TAS functions. Each folder contains icons for the programs in the folder. The programs can be started by clicking on the appropriate icon. Fig. 1 is an example of the TAS Window with the task folders displayed.

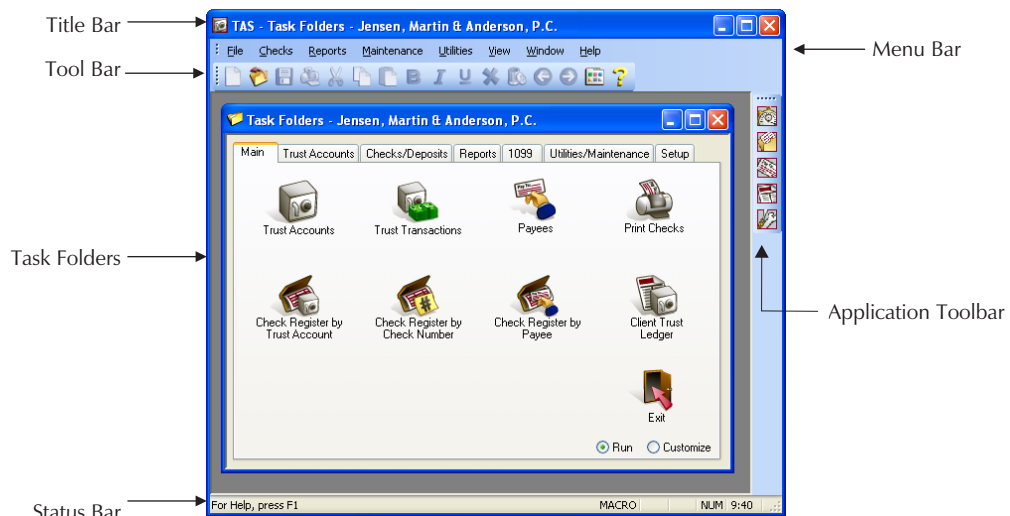


Fig. 1, TAS Window
with Task Folders Displayed

We'll now set up our first trust account.

Section 1


Trust Accounts

Adding a Trust Account

We'll use the task folders to access the trust account file. From the **Main** Task Folder,

Click: the **Trust Accounts** icon To open the trust account file. A window similar to Fig. 2 will be displayed.

Fig. 2, Trust Account Window

- Click:  To assign the next available Trust ID. Trust ID 851.00 is automatically entered in the **Trust ID** field. The word "NEW" appears in blue next to the **Trust ID** field.
- Press: the **Enter** key In the **Bank Account** field to accept "1" as the bank account number. The Tab key or the Enter key can be used to advance through fields in this program. Notice the bank description is displayed next to the **Bank Account** field.
- Type: **Beck/Paul T.** In the **Name** field.
- Press: the **Enter** key To advance to the next field. By default, the text "Beck/Paul T." has automatically been entered in the **Name Search** field. The Name Search field is used to alphabetize trust accounts.
- Press: the **Enter** key To accept the default Name Search and advance to the next field.
- Continue to enter the following information for the trust account.
- Address Line 1: **1318 Logan Ave.**
- Address Line 2: (Blank)

Address Line 3: (Blank)

City: **Lincoln**

State: **NE**

Note: TAS will automatically shift any lowercase letters entered in the State field to uppercase.

Zip: **68506**

Contact Name: **Paul Beck**

Phone: **402-438-0927**

Notice that the **Federal ID #** defaults to "12-3456789". This Federal ID # represents the Federal ID # of the fictitious law firm set up in the sample data (in other words, your law firm). TAS has the ability to print 1099s for any payees paid by the trust account. The payer shown on the 1099 can be either the trust account *or* your firm. The Federal ID # entered in this field determines who the payer is. Since the Federal ID # is the same Federal ID # defined in System Configuration, we have indicated that the payer on the 1099 form will be your law firm. TAS will also warn you if you add two trust accounts with the same Federal ID # that do not match the Firm's Federal ID #.

Press: the **Enter** key To accept the default Federal ID #.

Type: **Divorce** In the **Work Description** field.


Press: the **Enter** key Notice that the second program tab, the **Balances** tab, is automatically displayed when you press the Enter key in the last field of the **Address** tab.

The **Balances** tab includes a **Date Opened** field to specify when the trust account was added. The default Date Opened is the current system date. The **Responsible Attorney** field is used to indicate which attorney is in charge of the trust account. The default attorney is attorney #1, Michael L. Jensen.

The **Current Trust Balance** field is typically not edited because the deposit and check transactions automatically adjust this field. The **Desired Minimum Balance** field is used to record a minimum balance that should be maintained in the trust account. When entering transactions, TAS will give you a warning if a trust account drops below the Desired Minimum Balance. If this occurs TAS gives you the ability to print a Trust Account List that only includes trust accounts whose balances are below their Desired Minimum Balance.

Note: If you are integrating with Tabs3, two other fields will be available: **Amount to Bill** and **Target Balance**. These fields can be used to trigger a billing statement in Tabs3 to automatically bill a flat amount or calculated amount to replenish a client's trust account.

Since we will accept the defaults for the fields on the **Balances** tab, we are now ready to save the new trust account record.

Click:  To save the trust account record for Paul Beck.

Click:  To close the Trust Account window and return to the task folders.

Now that we've entered a trust account, let's enter a payee.

Section 2

Payees

Adding a Payee



When checks are entered in TAS, you can select a payee from the predefined payee file or simply enter the payee name. By selecting a payee already present in the file, the operator will save time by not having to reenter the payee name and address information. Payees are entered using the Payee program or by adding them “on the fly” during data entry. Let’s look at the payees that have already been defined and add a new payee.

- Click: **File** To display the File menu
- Click: **Open** To display the Open menu.
- Click: **Miscellaneous** To display the Miscellaneous window. Notice that this window includes three program tabs: **Attorney**, **Payee**, and **Bank Account**. These three tabs make up the files that must be set up before you can add new trust accounts and transactions.
- Click: the **Payee** tab To select the Payee program.


A blank data entry screen is displayed. To see the payees in the file, we can click the drop-down button to display a Payee Lookup window or we can use the F3 and F4 keys to display the previous and next payee.




Press: **F4** To display the first payee. The first payee in the sample data is “Banks, McCobe & Heins”. Each payee can have up to 3 address lines of 35 characters each. A Federal ID # is maintained for those payees who require a 1099-Miscellaneous form.

Press: **F4** again To display the next payee which is Bryan/LGH East Medical Center. Notice the payees are displayed in alphabetical order.

Notice the  and  buttons shown on the toolbar. These buttons perform the same functions as the F3 and F4 keys. Try clicking on these buttons to scroll through the records in the payee file.

Let’s add a new payee for a court reporter who we will be paying later in this tutorial.

- Click:  (New) To indicate we will be adding a new record to the payee file.
- Type: **Henderson/Chris** In the **Payee Name** field. The slash character tells TAS to print the payee as “Chris Henderson” on checks.
- Press: the **Tab** key To advance to the **Payee Address Line 1** field. The label “New” will be displayed indicating this is a new record.
- Type: **6125 Rosebriar Ct** In the **Payee Address Line 1** field.
- Press: the **Tab** key To advance to the **Payee Address Line 2** field.
- Type: **Lincoln, NE 68507** In the **Payee Address Line 2** field.

- Press: the **Tab** key twice To advance to the **Federal ID #** field.
- Type: **267-12-4321** In the **Federal ID #** field.
- Click:  To view the **1099 Info** options.
- Click: **Box 7** For the **1099 Info** option. This tells TAS that we want the information for this payee to print in box 7 (Nonemployee compensation) when 1099 Forms are printed.
- Click:  To save the new payee record.
- Click:  To close the Miscellaneous Files window and return to the task folders.

Section 3

Checks, Deposits & EFTs

Entering a Deposit

Trust transactions consist of checks, deposits, electronic funds transfers (EFTs) and voids.

Let's say that Attorney Michael L. Jensen has agreed to represent Mr. Paul Beck for his divorce and requires a \$2,000 retainer. Any funds not used for fees or costs will be refunded to the client. Mr. Beck has written out a check in the amount of \$2,000 to the law firm. Let's enter the payment as a deposit in TAS to Mr. Beck's trust account.

From the **Main** Task Folder,

- Click: the **Trust Transactions** icon To open a Trust Transactions window. A window similar to Fig. 3 will be displayed.

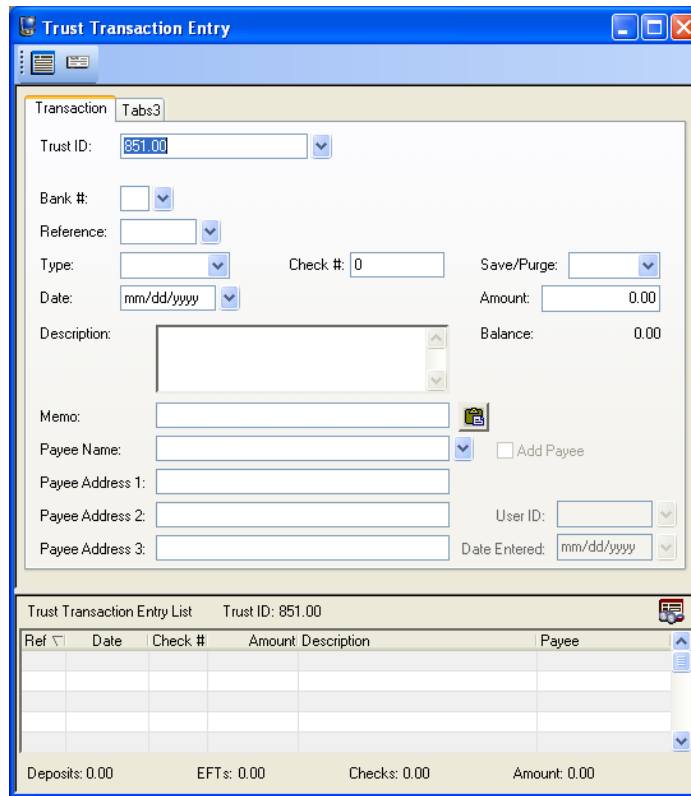



Fig. 3, Trust Transactions Window

Notice that Trust ID 851.00 is displayed by default in the **Trust ID** field. TAS remembers the last trust account used during data entry and displays it as the default.

- Press: the **Enter** key To accept Trust ID 851.00. Once again, the Tab key or Enter key can be used to advance through fields in this program.

- Press: the **Enter** key To accept bank account #1.

- Press: the **Enter** key In the **Reference** field to accept the next available reference number. Each trust transaction is assigned a unique reference number that is used for editing purposes.

- Click:  Next to the **Type** field to display the available transaction types.

- Click: **Deposit** To indicate we will be adding a deposit. Notice that the **Check #** and **Payee** fields are dimmed. These fields are not used for deposit transactions. We will accept the defaults for the **Save/Purge** and **Date** fields.

- Double-click: the **Amount** field To highlight the value shown in the **Amount** field.


- Type: **2000** In the **Amount** field. Notice that the Trust Balance shown below the **Amount** field is changed from 0.00 to 2000.00.


- Press: the **Tab** key To advance to the **Description** field.



- Type: **Retainer received, check #8456** In the **Description** field.

- Press: **Ctrl+S** To save the deposit transaction. The Ctrl+S keystroke is a shortcut to save a record.

Trust Transaction Entry List

Notice that once the deposit is saved, it is displayed in the Trust Transaction Entry List shown at the bottom of the window. This list can optionally be displayed from the data entry window by clicking the  button on the toolbar. Totals for Deposits, EFTs, and checks are displayed, as is the net amount for all of the Trust Transactions in the list. Double-clicking a transaction in the list automatically retrieves that transaction in the data entry window allowing you to review, edit, or delete the transaction.

The list includes all transactions entered for one of the following filters: Trust ID, Transaction Date, or Entry Date. The heading in the upper left corner of the list displays which filter is being used. The filter can be changed by clicking the  button in the upper right corner of the list.

You can change how the transactions are sorted in the list by clicking a column heading. An ascending  sort indicator will be shown when the column is in ascending order. Clicking the same column heading again will reverse the sort order and change the sort indicator to a descending  sort indicator.

Entering a Check Transaction

Let's say that Attorney Jensen will need a \$200 check to pay Chris Henderson, the court reporter, for a deposition that he will take with him to the courthouse.

Press: the **Enter** key three times. To accept the default trust account, bank account and reference number. TAS uses the last trust account accessed as the default trust for subsequent trust transactions. Notice that the Trust Balance of \$2,000 is shown below the **Amount** field.

Type: **C** In the **Type** field to indicate we are adding a check transaction.

Press: the **Enter** key To advance to the **Check #** field. Notice this field defaults to **0**. When a check number of "0" is entered, it indicates that TAS will be used to print the check. The check number will be assigned when the check is printed. If TAS will not be used to print a check, you can enter the actual check number in the **Check #** field. Check transactions that have a **Check #** other than "0" are considered paid and will not be able to be printed using TAS. We will leave this field at the default of "0" to indicate we will be printing the check using TAS.


Double-click: the **Amount** field To highlight the value shown in the **Amount** field.

Type: **200** In the **Amount** field. Notice that the Trust Balance is changed from 2000.00 to 1800.00. Even though the check hasn't been printed, this amount shows the balance of the trust account including the current trust transaction.

Press: the **Enter** key To advance to the **Description** field.

Type: **Court Reporting Fee** In the **Description** field.

Press: the **Tab** key To advance to the **Memo** field.

Click: the  button In the **Memo** field. The **Memo** field can optionally print on a check to the left of the signature line.

Press: the **Tab** key To advance to the **Payee Name** field. Notice the **Add Payee** check box. This box can be used to add Payees to the Payee file on the fly when entering trust transactions.

Type: Hen	You can type the first few letters of the payee to speed up the data entry process. Notice Henderson/Chris is displayed below the Payee Name field and highlighted. TAS will automatically search for the first occurrence of anything that has been entered in a lookup field, such as the Payee Name field.
Press: the Enter key	To select Henderson/Chris .
Press: Ctrl+S	To save the deposit transaction. The Ctrl+S keystroke is a shortcut to save a record.

Quick Print Check Feature

Now that we've added the check transaction, we can use the Quick Print Check feature to print this transaction.

From the Trust Transaction Entry screen,

Click:  Next to the **Reference** field to view the Trust Transaction Lookup window.

Double-click: our \$200.00 transaction To display the transaction in the Trust Transaction Entry window.

Click:  To open the Print Trust Check window.

When generating checks, TAS allows you to display the checks prior to printing them. This allows you to confirm the information on the check before it is printed. The information for the check is not processed when the check is displayed, it is only processed when the check is printed. Thus, you can display the check and make any necessary corrections in the Trust Transactions program before the check is actually printed.

Let's display the check before we print it.

Click: **Preview** To begin previewing the checks. You will be asked to enter a beginning check number for the bank account. This number is determined by taking the "Last Check Number Used" from the bank account file and adding one to it. We will accept the default.

Click: **OK** To accept the default beginning check number.

The check will be displayed in the Preview window. If desired, you can click and drag on any edge of this window to resize it or you can maximize the window. As you can see, the preview window includes a graphical representation of the check so that you can see exactly how the check will print.

The font used for printing and previewing reports is based upon the width of the report. TAS can either select font sizes for you automatically or you can select different fonts and sizes for different report widths. The fonts and font selection options are defined in Print Setup.

Use your arrow keys or scroll bar to scroll through the information on this check. When you have finished viewing the check,

Click: **Close** To close the Preview window.

We are now ready to print the check.

Click:  To indicate we want to print the check.

Select: the **Printer** option

Click: **OK** To begin processing the check. You will be asked to enter a beginning check number for the bank account. We'll accept the default.

Click: **OK** To accept the default beginning check number.

You will be asked if you would like to print a test pattern. A test pattern allows you to adjust your check form in the printer so the check information is properly aligned on the check form. At this time we will print a test pattern.

Make sure your printer has paper and is turned on.

Click: **Yes** To indicate you want to print a test pattern. A test pattern will print on the selected printer.

Note: If the test pattern didn't print, make sure there is paper in the printer and the printer is turned on. Try again to print a test pattern. If nothing prints, call our Technical Support Department for assistance.

The TAS Test Pattern window will be displayed again. This time we will not print a test pattern and print the actual check. If you need to insert another piece of paper in the printer, do so now.

Click: **No** To indicate that you do not want to print another test pattern. The check will begin printing.

Take a look at the check you just printed. Keep in mind that there are several options in the TAS Check Printer Setup window that can be used to customize the information included on the check form. These options include printing the Trust Account Name and the Trust ID on the check and check stub. In the Sample Reports section of the TAS Manual, the areas of the check that can be customized are shown.

Printing Batch Checks

We just showed you how to print one check at a time in the Trust Transaction Entry window. Checks can also be printed in batches by using the Print Checks program in TAS. For more information about the Print Checks program, see the TAS Help.

We have entered a deposit and a check transaction. The only types of transactions we haven't entered are EFTs (electronic funds transfer) and voided transactions. Entering an EFT transaction is identical to entering a check transaction except the transaction type of EFT is used and no check number is specified. We will not enter an EFT during this tutorial. Entering a void is identical to adding a manual check except the transaction type of Voided is used. We will not enter a voided check during this tutorial.

Click:  To close the Trust Transactions window.

A window will be displayed allowing you to print a verification list. The verification list can be used as a means of verifying the data entry additions, changes and deletions made. This list can be printed after each data entry session, at the end of the day, at the end of the week or whenever desired. Use of the verification list is optional.

Click: **Cancel** To close the Verification List window.

You have now seen how easy it is to enter data in the Trust Accounting Software. Next, let's take a look at two reports available in TAS.


Section 4

Reports

Check Register By Trust Account

The first report that we will look at is the Check Register By Trust Account.

From the task folders,

- | | | |
|---------------|---|--|
| Click: | the Reports Task Folder | To display the icons available in the Reports task folder. |
| Click: | the Check Register By Trust Account icon | To open the Check Register By Trust Account window. The Trust Accounts tab will be displayed. |
| Click: |  | Shown next to the beginning Trust ID field. |
| Double-click: | 851.00 | To select Paul Beck's trust account. Notice that 851.00 is automatically entered in the Ending Trust ID field. |
| Click: | the Transactions tab | To display the options on the Transactions tab. This tab allows you to specify a date range for the trust transactions and specify if you want to see checks set to save, purge or both. Since we want to include all transactions for this account, we will leave this range at the default. |
| Click: | the Options tab | To display the options available on the Options tab. We will not change any of these options. |
| Click: | the Sort tab | To display the options available on the Sort tab. We will not change any of these options. |
| Click: | OK | To display the Print dialog box. |
| Click: | Preview | To begin displaying the report. All of the activity entered for the Paul Beck trust account is shown. |

After you have finished viewing the report,

- | | | |
|--------|---------------|--|
| Click: | Close | To close the Preview window. |
| Click: | Cancel | To close the Check Register By Trust Account window. |

Check Register By Check Number

The next report that we will look at is the Check Register By Check Number. When the report is printed without a running balance, this report can be used to print a list of checks in check number order. Any gaps in the check number sequence are shown with asterisks.

From the **Reports** task folder,

Click: the Check Register By Check Number icon	To open the Check Register By Check Number window. The Transactions tab will be displayed allowing you to select transaction dates, check number ranges, checks set to save, purge or both and different transaction types.
Click: the Options tab	To display additional options for the Check Register By Check Number. Notice that TAS gives you the option to include a running balance on this report. When a running balance is included, the transactions are printed in date order. We will not change any of these options.
Click: OK	To accept the selected options. The Print dialog box will be displayed. We will view this report using the Preview window.
Click: Preview	To begin displaying the report. Notice that the check transactions for bank account #1 are shown in check number order. Notice that Check # 45341 is voided and marked as being reconciled. This check was used to print the test pattern.
Press: Ctrl+PgDn	To display the top of the second page. This page shows the transactions for bank account #2.
Press: Ctrl+PgDn	To display the top of the third page. This page shows the transactions for bank account #3.
Press: Home	To display the beginning of the report.
Click: Close	To close the Preview window.
Click: Cancel	To close the Check Register By Check Number window.

Section 5

Bank Account Reconciliation

TAS includes a Bank Account Reconciliation program that is truly easy to use and will expedite the reconciliation of your bank accounts. Let's take a look at the Bank Account Reconciliation program.

From the menu bar,

Click: Checks	To display the Checks menu.
Click: Bank Account Reconciliation	To start the bank account reconciliation.

We will reconcile bank account #1.

Type: 1	In the Beginning Bank Account # field.
Press: the Tab key	To advance to the Ending Bank Account # field. Notice 1 is automatically entered in the Ending Bank Account # field.

Note: TAS allows you to specify a range of bank account numbers for the reconciliation because some firms use the TAS bank accounts for separate funds that are actually run through the same physical bank account.

Press: the **Tab** key

To advance to the **Beginning Statement Balance** field.

Type: **2200.00**

For the **Beginning Statement Balance**. This figure is taken from the bank account statement.

Press: the **Tab** key

To advance to the **Ending Statement Balance** field.

Type: **4200.00**

For the **Ending Statement Balance**. This figure is also taken from the bank account statement.

You have the option to enter a specific Cut-Off Date for the Bank Reconciliation. We will be using 10/31/2009 for the Cut-Off Date.

Press: the **Tab** key

To advance to the **Cut-Off Date** field.

Type: **10/31/2009**

For the cut-off date.

Click: **Start**

To begin the reconciliation.

A window similar to the following will be displayed:

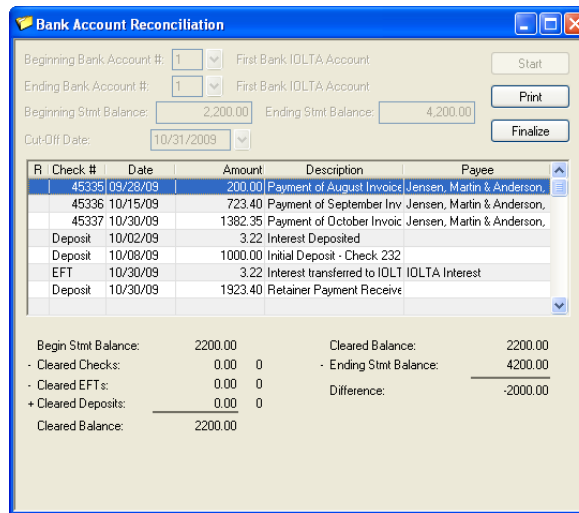


Fig. 4, Bank Account Reconciliation Window

The trust transactions for this bank account include check numbers 45335, 45336, and 45337, three deposits, and one EFT. Our bank statement shows that checks 45335 and 45336 have cleared the bank. Let's mark this range of checks as cleared. Check #45335 should already be highlighted.

While holding down the Shift key,

Click: **Check 45336**

To highlight checks 45335-45336.

Press: the **Space Bar**

Notice that the "R" (Reconciled) column on the left side of the list of checks now has a check mark indicating that these checks have been tagged as reconciled.

You may have noticed that the Cleared Checks figure shown in the lower portion of the window was automatically adjusted as well as the Cleared Balance figure and Difference figure. Notice that the number 2 next to the Cleared Checks figure represents the number of cleared checks.

The deposits shown in the Reconciliation window are also shown on the bank account statement

- Press: **Down-Arrow** To highlight the first deposit.
- Press: **Enter** To mark the deposit as reconciled.
- Double-Click: **1000.00** To mark the \$1000.00 deposit as reconciled.
- Click: **the last deposit listed** To highlight the last deposit.
- Press: **the Space Bar** To mark the deposit as cleared. Notice that the Cleared Deposits figure is also adjusted as well as the Cleared Balance figure and the Difference figure. The Difference should be \$3.22.


Oops! If your Difference figure does not show the amount of 3.22, check the Beginning Statement Balance and Ending Statement Balance you entered. The Beginning Statement Balance should be 2,200.00 and the Ending Statement Balance should be 4,200.00. Also, all trust transactions on the screen should be marked except for the EFT and check number 45337. If you entered an incorrect Beginning or Ending Statement Balance, you can easily correct it by doing the following. Press ESC to exit the reconciliation. Click **Yes** when asked if you want to save your work. Restart the reconciliation program, enter "1" for the Beginning and Ending Bank Account and enter the correct balances.

The EFT shown on the screen for \$3.22 is also included on the bank statement. Let's mark the EFT as cleared.

- Press: **Up-Arrow** To highlight the EFT.
- Press: **the Space Bar** To mark the highlighted \$3.22 EFT transaction. Notice how the figures at the bottom of the window are adjusted.

Notice the label "In Balance" is now shown for the Difference. This means your trust account is now in balance with your bank statement so we can now finalize the reconciliation. Finalizing the reconciliation consists of TAS marking the transactions permanently as reconciled so they are not shown as unreconciled for the next reconciliation.

Before we finalize the reconciliation, let's print a Reconciliation Report.

- Click:  (*Print*) To display the Bank Account Reconciliation Report window.

The Bank Account Reconciliation Report can be printed using a Detail or Summary format. The report can also include unreconciled transactions, reconciled transactions, or both unreconciled and reconciled transactions. You can include checks only, deposits only, EFTs only, or all transaction types. This report cannot be printed once the reconciliation has been finalized.

- Click: **OK** To accept the defaults for the report. The Print dialog box will be displayed. The Preview option should already be selected by default.

- Click: **Preview** To begin previewing the report. Using your arrow keys, scroll through the information on this report. Notice that the report includes information about each transaction as well as the balance information calculated by the Bank Account Reconciliation program.

After viewing this report,

- Click: **Close** To close the Preview window.


We are now ready to finalize the Bank Account Reconciliation.

- Click: **Finalize** To finalize the reconciliation. You will be asked to confirm that you want to finalize the reconciliation.

Click: **Yes** To confirm that you want to finalize the reconciliation.

After the reconciliation has been finalized, a message will be displayed indicating that the process has completed.

Click: **OK** To continue. The Bank Account Reconciliation window will be cleared and you will be able to select a new account to reconcile.

Click:  To close the Bank Account Reconciliation window.

TAS's Bank Account Reconciliation program helps take the drudgery out of reconciling your bank statements by enabling you to perform this task quickly and easily.

Thank You!!

This wraps up the TAS tutorial for the trial system. We would like to thank you for taking a look at how our Trust Accounting Software works. You should now have a working knowledge of the system and we hope you feel more comfortable with it after this "hands-on" experience. If you have any questions, please feel free to give us a call at (402) 419-2210.

Purposes & Benefits of TAS Reports

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

PURPOSES & BENEFITS OF TAS REPORTS			
Report	Purpose	Benefit	When to Run
Bank Account List	Provides a list of bank accounts including their current balance and last check number used. Also includes GLS account numbers and Tabs3 transaction codes for integration purposes.	Quick access to bank account balance.	As needed.
Payee List	Provides a list of payees and addresses in alphabetical order.	Easy to review address information, Federal ID numbers and which 1099 box is set up for the payee.	As needed.
Trust Account List	Provides a list of trust accounts with their respective balances and grand totals in detail or summary format. Flexible subtotaling options allow subtotaling by bank account or attorney or both. Use current balances or specify balances as of a selected date.	A "totals only" report can be printed. Zero balance trusts can be excluded and a list of trust accounts whose balances fall below the desired minimum balance can be printed. Optionally include dates of last deposit, check and EFT.	As needed.
Transaction Verification List	Provides a paper audit trail of all trust transactions entered from all sources in bank account or entry order. Changes and deletions are also included. Separate lists are maintained for each User ID.	Allows the data entry operator to check his/her work after each data entry session.	Usually after each data entry session. TAS can be configured to not allow deletion of the verification lists unless they have been printed.
Reconciliation Report	Shows reconciled trust transactions, unreconciled trust transactions or both in a summary or detail format. Option to include checks, deposits, EFTs or all trust transactions.	Provides a paper listing of all trust transactions reconciled during the current reconciliation. A useful tool for determining where discrepancies reside when not in balance.	As needed.
Voided Check List	Includes checks that have been voided since the last time transactions were purged.	Provides an audit trail of voided checks that includes the date the check was voided.	As needed and before running the Purge Transactions program.
Check Register by Trust Account	Includes activity by individual trust account for a range of trust accounts. Transactions are printed in date order. Voided checks are included.	Easily review activity for trust accounts. Includes reference numbers for editing purposes.	As needed.
Check Register by Check Number	Provides a listing of checks, deposits and EFTs for a specified date range. Include or exclude voided checks.	Provides a complete list of checks in check number order with an optional running balance. Easy to spot missing check numbers.	Annually and as needed.

PURPOSES & BENEFITS OF TAS REPORTS			
Report	Purpose	Benefit	When to Run
Check Register by Payee	Provides a listing of all checks and EFTs for specified Payees. Include or exclude voided checks.	Easily determine if checks or EFTs have been written to a payee and what Trust account it was from.	As needed.
Client Trust Ledger	Includes activity by trust account for a range of trust accounts. Transactions are printed in date order. Voided checks are not included. Optionally exclude zero balance trusts or no activity trusts.	Includes a running balance after each transaction. This report can be given to the client as a record of all activity on the account.	As needed.
1099 Report	Verify 1099 information before printing forms or preparing APS merge file. Provides a list of trust accounts who have paid payees more than a specified amount in a calendar year. Optionally include detailed information for each disbursement.	Easily determine if Federal ID numbers are entered and verify which 1099 box is set up for the payee.	Annually and as needed.
1099 Form	Fulfills IRS reporting requirements.	Eliminates manual preparation of forms. Streamlines mandatory annual chore.	Annually and as needed.

For more information:

www.Tabs3.com

(402) 423-1440