

Billing PracticeMaster. Financial

Statement Formatting Guide



Tabs3.com

Tabs3 Billing Statement Formatting Guide

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Introduction

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

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Purpose of Guide

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

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

Tabs3.com/support/docs.html

Tabs3 Billing Customization

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

Setting Up Tabs3 Billing Customization

 Menu:
 Utilities | Customization

 Task Folders:
 Setup | Customization

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

🖁 Custo	mization							-		×
Main	Other Sys	tems	Options	Rates	Client	Defaults	Merchant	t Services		
Key Ty	/pe: Nur	neric	123.45	-		Decimal	Places:	2		
First M	onth of Rep	porting	Year: J	anuary		T				
Profe	ssion Custo	mizatio	n							
Clier	nt Label:	CLIEN	Г			Timekee	per Label:	TIMEKE	EPER	
Verifi	cation Lists									
	Create List f	or Fee	s				Create Lis	st for Costs		
V (Create List f	or Pay	ments				Create Lis	st for Client	Funds	
V /	Now deletion	on of v	erification	lists with	out prin	ting				
- E-mai	il Statement	s Metł	hod							
0	Dutlook									
0	SMTP									

Figure 1, Customization - Main tab

Tax Services Tax Expenses Tax Advances Rate 1: 0.0000 Rate 2: 0.0000 Rate 4: 0.0000 Rate 5: 0.0000 Rate 7: 0.0000 Rate 6: 0.0000 Rate 7: 0.0000 Rate 6: 0.0000 Rate 7: 0.0000 Rate 8: 0.0000 inance Charge Minimum Amount: 0.500 Subject to Finance Charge Bil Minimum Amount 8.500 Rate 1: 12.00 Rate 2: 18.00 Rate 1: 12.00 Rate 2: 0.000	Tax Services Tax Expenses Tax Advances Rate 1: 0.0000 Rate 2: 0.0000 Rate 3: 0.0000 Rate 4: 0.0000 Rate 5: 0.0000 Rate 6: 0.0000 Rate 7: 0.0000 Rate 8: 0.0000 Rate 9: 0.0000 Finance Charge Minimum Amount: 0.50 0.50 Rate 1: 12.00 Rate 2: 18.00 Rate 3: 0.000 Rate 1: 12.00 Rate 5: 0.000 Rate 3: 0.000	Sales Tax					
Rate 1: 0.0000 Rate 2: 0.0000 Rate 3: 0.0000 Rate 4: 0.0000 Rate 5: 0.0000 Rate 6: 0.0000 Rate 7: 0.0000 Rate 8: 0.0000 Rate 9: 0.0000 Innance Charge Iminum Amount: 0.50 Subject to Finance Charge Bill Minimum Amount 0.50 Rate 1: 12.00 Rate 2: 0.000 Rate 1: 12.00 Rate 2: 0.000	Rate 1: 0.0000 Rate 2: 0.0000 Rate 3: 0.0000 Rate 4: 0.0000 Rate 5: 0.0000 Rate 6: 0.0000 Rate 7: 0.0000 Rate 8: 0.0000 Rate 9: 0.0000 Finance Charge Minimum Amount: 0.50 Subject to Finance Charge Bill Minimum Amount: 0.50 Rate 1: 12.00 Rate 2: 18.00 Rate 3: 0.000 Rate 4: 0.000 Rate 5: 0.000 Rate 3: 0.000	Tax Ser	vices	📃 Tax Eq	penses	Tax Adv	ances
Rate 4: 0.0000 Rate 5: 0.0000 Rate 6: 0.0000 Rate 7: 0.0000 Rate 8: 0.0000 Rate 9: 0.0000 Innance Charge Iminum Amount: 0.50 0.50 Subject to Finance Charge Bill Minimum Amount: 0.50 Rate 1: 12.00 Rate 2: 18.00 Rate 1: 12.00 Rate 2: 0.000	Rate 4: 0.0000 Rate 5: 0.0000 Rate 6: 0.0000 Rate 7: 0.0000 Rate 8: 0.0000 Rate 9: 0.0000 Finance Charge Minimum Amount: 0.50 0.50 Subject to Finance Charge Bill Minimum Amount: 0.50 Rate 1: 12.00 Rate 2: 18.00 Rate 3: 0.000 Rate 4: 0.000 Rate 5: 0.000 0.000 0.000 0.000	Rate 1:	0.0000	Rate 2:	0.0000	Rate 3:	0.0000
Bate 7: 0.0000 Rate 8: 0.0000 Rate 9: 0.0000 Innance Charge Imimum Amount: 0.50 Subject to Finance Charge Bill Minimum Amount: 0.50 Rate 1: 12.00 Rate 2: 18.00 Rate 1: 12.00 Rate 2: 0.000	Rate 7: 0.0000 Rate 8: 0.0000 Rate 9: 0.0000 Finance Charge Minimum Amount: 0.50 Subject to Finance Charge Bill Minimum Amount: 0.50 Rate 1: 12.00 Rate 2: 18.00 Rate 3: 0.000 Rate 4: 0.000 Rate 5: 0.00 0.00 0.000 0.000	Rate 4:	0.0000	Rate 5:	0.0000	Rate 6:	0.0000
Anance Charge Assess Finance Charge Minimum Amount: 0.50 Subject to Finance Charge Bill Minimum Amount Rate 1: 12.00 Rate 2: 18.00 Rate 1: 0.00 Rate 3: 0.00	Finance Charge Minimum Amount: 0.50 Subject to Finance Charge Bill Minimum Amount Bill Minimum Amount Rate 1: 12.00 Rate 2: 18.00 Rate 3: 0.00 Rate 4: 0.00 Rate 5: 0.00 10.00 10.00 10.00	Rate 7:	0.0000	Rate 8:	0.0000	Rate 9:	0.0000
Prio 4: 0.00 Prio 5: 0.00	Rate 4: 0.00 Rate 5: 0.00	Finance Cha	rge Finance Charge to Finance Cha	arge	Minimum Bill N	Amount:	0.50
		Finance Cha Assess Subject	rge Finance Charge to Finance Cha	e arge	Minimur	Amount:	0.50
		Finance Cha Assess Subject Rate 1: Rate 4:	rge Finance Charge to Finance Cha 12.00 0.00	arge Rate 2: [Rate 5: [Minimum Bill N 18.00 0.00	Amount: finimum Amount Rate 3:	0.50

Figure 3, Customization - Rates tab

Main Other Systems Options F	Rates Clie	nt Defaults	Merchar	t Services	
Aging Periods					
# of Periods: 5 Period 1:	30	Period 2:	60	Period 3:	90
Period 4:	120	Period 5:	180		
		Timer Opt	tions		
Statement Numbering: Firm Level	•	Minimum:	0.10	Increment	
Client Funds					
Automatic Payment Tcodes:	Fee:		-	Exp:	-
	Adv:		-	All: 900	-
Include fund balance on stater	nents for clie	ents with onl	ly a fund b	alance	
Include clients with only a fund	balance or	WIP report	s Billin	g Increment:	

Figure 2, Customization - **Options** tab

Customization
Main Other Systems Options Rates Client Defaults Merchant Services
Progress Billing
Release To Bill Non-billable
Bill On Demand Task Based Billing Client
Change Discount Type to None after statement updated
Method to Apply Payments: 1 - Oldest Advs, Oldest Exps, Oldest Fees, Oldest FinChg
Trust Integration: Detail Statement Delivery Method: Mail
Cover Statement: Detail Combine Matters
Sales Tax Fee: 0 - Nortaxable V Exp: 0 - Nortaxable V Adv: 0 - Nortaxable V
Finance Charge Rate: 1-12.00% * Days (0-999): 0 Apply Payment to Finance Charge: Last *

Figure 4, Customization - Client Defaults tab

Main tab	The Main tab allows you to select whether e-mail statements will be sent via Microsoft [®] Outlook [®] or an SMTP server.
Options tab	The Options tab allows you to define your aging periods and also allows you to specify if statement numbering will be implemented at the firm level or the client level.
Rates tab	The Rates tab includes information regarding sales tax and finance charge.

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

Client Defaults tab

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

Statement Customization

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

Setting Up Statement Customization

 Menu:
 Statements | Statement Setup | Customization

 Task Folders:
 Statements | Statement Setup | Statement Customization

Statement Customization includes the following tabs:

- Options
- Terminology
- Headings
- Cover Stmt
- Months

	Statement Customization		Statement Customization	
	Options Terminology Headings Cove	er Stmt Months	Options Terminology Headings Cover S	Stmt Months
	Previous Balance Position: Top of	of the Statement 🔹	Line 1: Account No:	
	Print Non-billable Hours: No	•	Line Text	
	Courtesy Discount Position: After	the last fee transaction 🔹	1 Account No:	
	Blank lines between combine statements	; (0-9, P): 1	2 +Attn: 3 DRAFT STATEMENT	
	Double space between each fee trans	Isaction	4 Previous Balance before Adjustments	3
	Double space fees for Summary Fee F	Format	5 Previous Balance 6 Hours	
	Print credits on invoice format stateme	ents	7 Rate	
	Print finance charge on invoice format	t statements	8 n/c 9 Fees	
	Print blank miscellaneous lines		10 * Courtesy Discount	
	Spell statement date on statements		Description:	Press F2 to Edit
	Add Current Work to Past Due Amour	nts	Line 1 (Account No:) is the label printed bef	ore the client number on all pages of a statement.
	Combine All Totals on Statement		If only an "*" is entered in the first characte print on the statement.	r position of this line, the client number will not
	Print Billable Amounts of Zero			
I				

Figure 5, Statement Customization **Options** tab

Figure 6, Statement Customization Terminology tab

Statement Customization	Statement Customization
Options Terminology Headings Cover Stmt Months	Options Terminology Headings Cover Stmt Months
Lines of text to be printed as a heading on the first page of each billing statement:	Cover Statement Headings
Jensen, Martin & Anderson, P.C.	Line 1:
1621 Cushman Drive	Line 2:
Lincoln, NE 68512	Line 3: Previous Balance
(402) 423-1440	Line 4: Fees
	Line 5: Expenses
	Line 6: Advances
	Line 7: Payments
	Line 8: Finance Charge
Lines of text to be printed as a message at the end of each billing statement:	Line 9: Balance
This statement includes all payments received through the last day of the previous month.	✓ Print Client Account IDs on the Cover Statement

Figure 7, Statement Customization Headings tab

Figure 8, Statement Customization Cover Stmt tab

otions	Terminology	Headings Cover Stmt	Months		
Sta	tement Month	Names			
N	Nonth 1:	January			
N	Nonth 2:	February			
N	Nonth 3:	March			
N	Nonth 4:	April			
N	Nonth 5:	May			
N	Nonth 6:	June			
N	Nonth 7:	July			
N	Nonth 8:	August			
N	Nonth 9:	September			
N	Nonth 10:	October			
I	Nonth 11:	November			
	Nonth 12:	December			

Figure 9, Statement Customization Months tab

Options tab

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

Terminology tab

Headings tab

Cover Stmt tab

Months tab

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

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

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

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

Training Videos

You can view the following training video for more information. Clicking the image will open the training video in your browser. All training videos are also accessible in the software via the *Help* | *Training Videos* menu and at Tabs3.com/t3video.



Figure 10, Customizing Statements Video Statement Customization Segment

Printer Setup

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

Statement Printer Setup

 Menu:
 File | Print Setup | Statement Setup button

 Task Folders:
 Setup | Print Setup | Statement Setup button

You can use any Windows printer to generate statements. You can specify the font you want used, the paper size and source, and whether you want envelopes printed with statements. If you plan on using the nine lines specified in Customization for the statement heading, you can specify a heading font. As an alternative, you can include a bitmap of your firm's letterhead allowing you greater formatting flexibility. If you will be using the custom page layouts created by the Statement Designer (page 29), you must select the **Enable Statement Designer Layouts** check box as shown in Figure 11.

tatement Setup for Broth	er HL-2270DW		2	×
Normal Font: 10 p	ot Arial	(Select	📃 Print Envelopes
Statement Width Automatic: Fixed:	Percent Adjustment Columns	📝 En	able Statement Design	er Layouts
Page One Heading Font: 10) pt Arial		Select	
Paper: Letter	•	Source:	Auto Select	•
Blank Lines at Page Top:	0 Blank Lines	Before Detail:	2 Con	npress Address
Bitmap Select) (none)			
Bitmap Vertical Placemen	t 0.000	Bitmap Alignme	ent: Flush Left Margi	n 💌
Continuation Page				
Paper: Letter	•	Source:	Auto Select	•
Blank Lines Before Detail:	2			
Envelopes				
Paper: Letter	-	Source:	Auto Select	-
Address Print Position:	Horizontal: 0.000	Vertical:	0.000	
Paper Orientation:	Portrait	ndscape		
	ОК	Cancel	Help	

Figure 11, Print Setup - Statement Setup

Statement Templates

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

Defining Statement Templates

 Menu:
 Statements | Statement Setup | Statement Templates

 Task Folders:
 Statements | Statement Setup | Statement Templates

Each statement template includes the following tabs:

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

🕃 Statement Temp	lates	
General Fee Forma	at Cost/Payment Fo	mat Layouts
Template ID: Reca	ap 🔻 Des	cription: detail format including timekeeper recap
Statement Type		
Statement For	mat 🔘 Invoice	e Format
Billing History: Inc	lude History	▼ Past Due Message: Aged ▼
Beginning Note:	Payments •	Payments received after \S are not included (
Ending Note:	Finance 👻	A finance charge of 1% per month will be asse
Include State	ment Notes for each I	File on Combined Statements
Include State	ment Notes on a Cov	er Statement
Print Stateme	nt Comments on Draft	Statements
Allow Page B	reak in Transaction D	escriptions
🔲 Use as Draft	Statement Default for	New Clients
Use as Final S	Statement Default for	New Clients
L		

General Fee Format Cost/Reyment Format Layouts Template ID: Recap detail format including timekeeper recap Fee Format Include Hours: Totals Only Standard Ø Date Hours: Subtotals & Totals • Info Only Ø Date Hours: Subtotals & Totals • Summary Ø Description Paragraph: Date/Timekeeper • Ø Total for Non-billable Hours Ø Date • Fee Recap Include Include Include Ø Timekeeper Include Include Include Ø Total Rate: Average Hourly • •		tes	ement Templates	Stateme
Template ID: Recap detail format including timekeeper recap Fee Format Include Hours: Totals Only Standard Info Only Summary No Fees Votal for Non-billable Hours Fee Recap Include Timekeeper Level Rate Votal for Non-billable Hours Fee Recap Include Timekeeper Level Rate Average Hourly V	t Layouts	Cost/Payment Format	ral Fee Format Co	General
Standard Standard Irfo Only Summay Summay No Fees Fee Recap Inckeeper Level Rate Timekeeper Timekeeper Level Rate Anount: Subtotal: Date Hours Total for Non-billable Hours Fee Recap Include Timekeeper Total Rate Anount: Level Description Rate Anount: Level Description Rate Anount: Level Description Rate Anount: Level Description Rate Anount: Anount: Subtotal: Date Total Rate Anount: Anount: Subtotal: Date Total Rate Anount: Subtotal: Subtotal: Total Subtotal: Total Rate Anount: Subtotal: Subtotal: Subtotal: Total Subtotal: S	al format including timekeeper re	 detail fo 	plate ID: Recap e Format Inclu	Template
Vitro Only Info Only Info Only Summary No Fees Fee Recap Include Timekeeper Level Rate No Recap No Recap No Recap Include Rate Amount: Subtotal: Date Date Timekeeper Include Includ	Hours: Totals Only	✓ Date	Standard D	Stan
Summary Summary Summary No Fees Fee Recap Timekceper Timekceper Timekceper Timekceper Timekceper Ate Ate Subtatal: Date Date Timekceper Timekceper Timekceper Total Rate Average Hourty V	Amount: Subtotals	Timekeeper Initials	Info Only	 Info (
No Fees Hate Subtotal: Date Image: Total for Non-billable Hours Fee Recap Include Timekceper Include Timekceper Level Include Rate Include No Recap Include	Paragraph: Date/Time	Description	Summary	Sumr
Fee Recap Include Imekeeper Imekeeper Timekeeper Level Imekeeper Level Rate Rate: No. Recap Rate:	Subtotal: Date	Rate Total for Non-billable Ho	No Fees	
Timekeeper Timekeeper Timekeeper Level Total Rate No. Recen No. Recen		Include	e Recap	Fee Re
○ Timekeeper Level ☑ Total ◎ Rate Rate: No Becan Rate:	Level Desc	V Hours	Timekeeper	Timel
Rate: Average Hourty ▼		el 🔽 lotal	Timekeeper Level	Ime Rate
(no noop	erage Hourly 🔻	Rate: Averag	No Recap	○ No R

Figure 12, Statement Templates **General** tab





Figure 13, Statement Templates Fee Format tab

General Fee Format Cost/Payment Format Layouts Template ID: Recap detail format including timekeeper recap	^
Template ID: Recap 🔹 detail format including timekeeper recap	
Page Layouts	
Page 1: Sample Layouts Letterhead -	
Page 2:	
Envelope:	
Cover:	
Note: in order to utilize layouts created in the Statement Designer, the Statement Printer Setup window must have the "Enable Statement Designer Layouts" check box selected.	



General tab

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

Fee Format tab	The Fee Format tab is used to determine whether fees print and, if so, whether timekeeper initials, dates, hours, hourly rates, and amounts are included. Subtotaling of fees is defined here. An optional fee recap by timekeeper, timekeeper level, or rate can also be set up. The recap can include hours, timekeeper levels, rates, and a total amount.
Cost/Payment Format tab	The Cost/Payment Format tab is used to specify whether expenses and advances print and, if so, the format used on the statement. You can also indicate whether payments will be shown in detail, be subtotaled by date, or show totals only.
Layouts tab	The Layouts tab is optional and is used to designate which custom Page Layouts created by the Statement Designer will be used when statements are printed for clients that are assigned this template.

These options apply to all clients who are assigned the specified template. Each client is assigned two statement templates—one for draft statements and one for final statements. Once a template has been defined, any changes made to a statement template affect all clients who are assigned that template. Some firms will have separate statement templates for each timekeeper.

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

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

당 Client Informat	ion				
Address	Setup	Rates	A/R & Fur	nd Balances	Client No
Billing Option	s Bi	ling Preferences	Statem	ent Options	Split
Client ID: Statement Form	101.00 at	← Willia State	ams/John : v. Williams		
Draft Template:	Draft	•	Final Template:	Hours	•
Trust Integration	n: Summary	•	Cover Statement:	Detail	

Figure 16, Statement Format Options

Adding a New Statement Template

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

• To add a statement template

- 1. From the Tabs3 Billing Task Folders, click the **Statements** tab, click the **Statement Setup** icon, and then click the **Statement Templates** icon.
- 2. On the General tab, enter a new Template ID.
- 3. Enter the **Description**.
- 4. Select the desired options on the **General**, **Fee Format**, **Cost/Payment Format**, and **Layouts** tabs.
- 5. Click 🗄 to save the new template.

Copying a Statement Template

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

To copy a statement template

- 1. From the Tabs3 Billing Task Folders, click the **Statements** tab, click the **Statement Setup** icon, and then click the **Statement Templates** icon.
- 2. On the General tab, select the Template ID you want to use as a basis for the new template.
- 3. Change the **Template ID** to the name of the new statement template.
- 4. In the **Description** field, enter a description for the new template.
- 5. Make the desired changes.
- 6. Click 🔲 to save the new template.

Changing the Statement Template Used

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

Changing the Statement Template for One Client

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

▶ To change the statement template used for a single client

- 1. From the Tabs3 Billing Task Folders, click the **Client** tab and then click the **Client** icon.
- 2. Select the **Client ID** for which you want to change templates.
- 3. From the **Statement Options** tab, in the **Statement Format** section, select the desired **Draft Template** and/or **Final Template**.
- 4. Click 🛅 to save the changes to the client.

Changing the Statement Template for Multiple Clients

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

To change the statement template used for multiple clients

- 1. From the Tabs3 Billing Task Folders, click the **Client** tab and then click the **Change Client Options** icon.
- 2. Select the **Client ID** range, or click **Multiple** to select multiple ranges of clients.
- 3. From the **Statements** tab, click the **Select** button.
- 4. Select Draft Template and/or Final Template and click OK.
- 5. In the Statement Format section, select the desired Draft Template and/or Final Template.
- 6. Click **OK**.

	Change Client	t Optior	IS					
a	lient Setup	Rates	Billing	Statements				
	Statement For	mat						
	Draft Template	: Dr	aft	•	Final Template:	Final	*	Combine Matters
~~~	-hearabi		ail	m	- Cover-tistement	Longilon		· ····································
		~~~	, norsia	non on on one	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	᠆ᠾ᠆ᢩᠣ᠇ᡧ᠈ᡃᢖ	<u></u>	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
1								Select

Figure 17, Change Client Options

Changing the Statement Template for One Statement

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

- ▶ To change the template used at the time statements are generated
 - 1. From the Tabs3 Billing Task Folders, click the **Statements** tab and then click the **Generate Statements** icon.
 - 2. Select the **Client ID** range, or click **Multiple** to select multiple ranges of clients.
 - 3. From the **Options** tab, in the **Statement Options** section, click the **Statement Template** button.
 - 4. In the Statement Template Options window, click the **Select Template** button.
 - 5. In the **Template ID** field, select the desired **Template ID** and click **OK**.
 - 6. Click **OK** to close the Statement Template Options window.
 - 7. Generate the statement as normal.

5	Statement Options	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	\searrow
ŝ	Statement Date:	11/21/2016	- 1
ş	Beginning Statement Number:	7	566
2	Last Numbers Used: 7561 thru 7	565	{
Ş	Statement Template		
Į	E-mail Template		1
Ç,		~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	لمسر

Figure 18, Generate Statements Program

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

Training Videos

You can view the following training video for more information. Clicking the image will open the training video in your browser. All training videos are also accessible in the software via the *Help* | *Training Videos* menu and at Tabs3.com/t3video.



Figure 19, Customizing Statements Video Statement Templates Segment

E-mail Templates

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

Setting Up E-mail Templates

Menu:	Statements	Statement Setup	E-mail Templates
Task Folders:	Statements	Statement Setup	E-mail Templates

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

There is no limit to the number of e-mail templates that can be defined.

🕃 E-mail Templates	
BIUEEEEE	
Template ID: EXAMPLE	Description: Example Template
Vise as default E-mail Template for new	Bill To records
E-mail Identification	
From Name: Jennifer A. Martin	
From Address: jmartin@lawoffice.co	m
Reply To Address: billing@lawoffice.com	n
Additional Recipients	
Cc Recipients:	
Bcc Recipients: billing@lawoffice.com	n
E-mail Message Available Fields:	Subject
Adobe Reader Link	Your statement from «Firm Name» is attached.
Balance Due	Body:
Bill To Address Bill To Attention Line Bill To Full Name	Dear «Bill To Full Name»,
Billing Notes and Instructions Client Address	Your current statement dated «Statement Date» is attached.
Client Attention Line Client Full Name	Sincerely,
Add >>	«Primary Timekeeper Name» «Firm Name»

Figure 20, E-mail Templates

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

Bill To Record	
Bill To Name:	Larson/Michael
Description:	Default Billing Address for this Matter
Statement D	elivery Options
📝 Mail State	ement
📝 E-mail Sta	atement
Print t	he Client's Name and Address on the Statement
O Print t	he Bill To's Name and Address on the Statement
Statement Ar	tdress i
Jialement At	
Business*	→ 123 Washington St. Lincoln NE 68508
	ĺ
📝 Include A	Ittention line on statement
Matte	r's Contact Name: Michael Larson
Other	
-	
-E-mail Delive	ry Options
E-mail 1×	→ mlarson@larson.com
E-mail Templ	ate: MLJ's Clients
l.	
	OK Cancel Delete

Figure 21, Bill To Record Window

More Info: Additional information on E-mail Templates can be found in Tabs3 Billing Help and in Knowledge Base Article **R11338**, "E-mailing Tabs3 Statements."

Adding a New E-mail Template

You can create a new e-mail template from scratch.

► To add a new e-mail template

- 1. From the Tabs3 Billing Task Folders, click the **Statements** tab, click the **Statement Setup** icon and then click the **E-mail Templates** icon.
- 2. Enter a new Template ID.
- 3. Enter the **Description**.

- 4. Enter the desired information for the e-mail template.
- 5. Click 🛅 to save the new template.

Copying an E-mail Template

You can copy an existing e-mail template and then make changes as needed.

► To copy an e-mail template

- 1. From the Tabs3 Billing Task Folders, click the **Statements** tab, click the **Statement Setup** icon, and then click the **E-mail Templates** icon.
- 2. Enter the Template ID you want to use as a basis for the new template.
- 3. Press Esc.
- 4. Change the **Template ID** to the name of the new e-mail template.
- 5. Enter the **Description**.
- 6. Make the desired changes.
- 7. Click 🔲 to save the new template.

Changing the E-mail Template Used

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

Changing the E-mail Template for One Client

You can change the e-mail template via the Client file on an individual basis.

> To change the e-mail template used for a single client

- 1. From the Tabs3 Billing Task Folders, click the **Client** tab and then click the **Client** icon.
- 2. Select the Client ID.
- From the Billing Preferences tab, in the Statement Delivery Options section, select the Bill To Name for which you want to change the e-mail template.
- 4. Click the Edit button.
- 5. Select the E-mail Template you want to use.

- 6. Click **OK**.
- 7. Click 🛅 to save the changes to the client.

Changing the E-mail Template for Multiple Clients

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

- ► To change the e-mail template used for multiple clients
 - 1. From the Tabs3 Billing Task Folders, click the **Client** tab and then click the **Change Client Options** icon.
 - 2. Select the **Client ID** range, or click **Multiple** to select multiple ranges of clients.
 - 3. From the **Billing** tab, click the **Select** button.
 - 4. Select E-mail Template and click OK.
 - 5. In the Statement Delivery Options section, select the desired E-mail Template.
 - 6. Click **OK**.

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

Changing the E-mail Template for One Statement

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

▶ To change the e-mail template used at the time statements are generated

- 1. From the Tabs3 Billing Task Folders, click the **Statements** tab and then click the **Generate Statements** icon.
- 2. Select the Client ID range, or click Multiple to select multiple ranges of clients.
- 3. From the **Options** tab, in the **Statement Type** section, select **Final**. **Final** must be selected before an e-mail template can be selected.
- 4. In the **Statement Options** section, click the **E-mail Template** button.
- 5. In the Select E-mail Template window, select the desired Template ID and click OK.
- 6. Generate the statement as normal.

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

Training Videos

You can view the following training video for more information. Clicking the image will open the training video in your browser. All training videos are also accessible in the software via the *Help* | *Training Videos* menu and at Tabs3.com/t3video.



Figure 22, E-mailing Statements Video

Client Setup

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

Setting up the Client

Menu: File | Open | Client Task Folders: Client | Client

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

📓 Client Information	Glient Information
Billing Options Billing Preferences Statement Options Split B Address Setup Rates A/R & Fund Balances Client Note	Billing Options Billing Preferences Statement Options Split Billing Address Setup Rates A/R & Fund Balances Client Notes
Client ID: 850.00 V White/Kelly Divorce	Client ID: 850.00 V White/Kelly Divorce
Settings	Fees Expenses Advances Fin. Charge
Billing Category: 35 👻 Family Law	Amount Due:* 125.00 0.00 25.00 0.00
Billing Frequency: Monthly Monthly Monthly Clients	Balance Due: 150.00
Report Order Timekeepers	Progress Billed: 0.00 Progress Billed Tax: 0.00
Primary: 5 Kendra I. Michaels Issk Based Billing Client	Last Statement Date: 10/31/2014 Vnapplied Payments: 0.00
Secondary: 1 - Michael L. Jensen	Last Payment Date: 11/08/2014 - Last Payment Amount: 125.00
Originating: 4 🖛 Robert O. Burns	Last Statement #: 7.525
Payment Settings	Additional A/R Info Trust Account Balances
Method to Apply Payments: 2 - All (Oldest FinChg, Oldest Advs, Oldest Exps), All Fees 💌	Client Funds
Passist Alegation by Javaina	Fund Balance: 0.00 Statement Format: Detail
Fee Compensation Rules	Fund Application: Manual One Time Retainer
%'s Defined	Minimum Balance: 0.00 Target Balance: 0.00
	}

Figure 23, Client - **Setup** tab

Figure 24, Client - A/R & Fund Balances tab

1001000	etup Rates	A/R &	Fund Balances	Client Notes 🥇	Address	Setup	Rates	A/R & Fund Balance	is Cl	lient Notes
Billing Options	Billing Preferences	s Stat	ement Options	Split Billing	Billing Option	s	Billing Preferences	Statement Option	s	Split Billin
Client ID: 850.	00 v W	hite/Kelly vorce		~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	Client ID:	850.00	- White/	Kelly		
Threshold Billing Items				3	Billing Status					
Bill individual item i	f its threshold is met	Fee:	0.00	2	Release To	Bill	Bill On Demand	Progress Billing		
Bill all items if any t	hreshold is met	Exp:	0.00	5						
Bill all items if Total	threshold is met	Adv:	0.00	>	Billing Notes &				~	
Sales Tax	- Curri (0. Nastau		0 Nesteurble		Spell				-	
Fee: U - Nontaxable	Exp: U - Nontax	able V AdV:	U - Nontaxable V		Statement Deliv	very Options				
Finance Charge				- (Bill To Name	Des	cription	Mail I	E-mail 🔺	Add
Assess Finance Ch	arge	Rate:	1 - 12.00% 🔹	1 1	White/Kelly	Def	ault Billing Address for this wing Kolly a second state	s Matter Yes Y		Edit
Days (0-999):	0 Apply Payme	nt to Finance Cha	irge: First 👻		wintericeny	Jen	iuling iteliy a second state	inen No	TES #	LUIL
					Use a pass	word to prote	ect PDF statements when	e-mailed:		
				0						

Figure 25, Client - Billing Options tab

Figure 26, Client - Billing Preferences tab

Address	Setup	Rates	A/R & Fund Balances Client Notes Cus		Custom Fields
Billing Options Billing Preferences		ng Preferences	Statement Options	Split Billing	Budget
Client ID: - Statement Fom	850.00 nat	₩ White. Divorce	/Kelly ce		
Draft Template	: Draft	- F	inal Template: Hours	👻 🗸 Combi	ine Matters
Trust Integratio	n: Detail	• 0	Cover Statement: Detail	▼ Main	Cover Client
Statement Note Beginning Statement Notes:	55			*	
Ending Statement Notes:				*	
Change Notes	to blank after state	ement updated:	Beginning Ending	⊤ V	

Figure 27, Client - Statement Options tab

Setup tab	The Setup tab of the Client file includes the billing frequency for defining client batches and the method to apply payments.
A/R & Fund Balances tab	The A/R & Fund Balances tab allows you to specify how client funds are applied, whether there is a minimum and/or target balance, and how funds are displayed on a client's statement.
Billing Options tab	The Billing Options tab allows you to specify billing to occur when thresholds are met, whether to apply a courtesy discount, sales tax rates, and finance charge options.
Billing Preferences tab	The Billing Preferences tab allows you to specify whether the client will receive statements via mail, e-mail, or both. It also allows you to specify an additional Bill To contact to use when a client is to receive a duplicate statement or when a client's statement is to be sent to a third party.

Statement Options tab

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

Training Videos

You can view the following training video for more information. Clicking the image will open the training video in your browser. All training videos are also accessible in the software via the *Help* | *Training Videos* menu and at Tabs3.com/t3video.



Figure 28, Tabs3 Client Overview Video

Statement Notes

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

Implementing Statement Notes

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

- Client Statement Notes
- Statement Notes program

- Statement Customization program
- Miscellaneous Lines

Client Statement Notes

Beginning and Ending Statement Notes of up to 250 characters each can be added for any client. These notes are unique to the specific client. An example of Client Beginning and Ending Statement Notes can be seen in Figure 29.

To add Beginning and Ending Statement Notes for a client

- 1. From the Tabs3 Billing Task Folders, click the **Client** tab and then click the **Client** icon.
- 2. Select the **Client ID** for which you want to add notes.
- 3. From the **Statement Options** tab, in the **Statement Notes** section, enter the **Beginning Statement Notes** and/or **Ending Statement Notes** to be printed on the client's statement.
- 4. Optionally **Change Notes to blank after statement updated** by selecting the **Beginning** and/or **Ending** check box if you want the note to be printed on the next statement only.
- 5. Click 📃 to save the changes to the client.

Address	Setup Rates A/R & Fund Balances				d Balances		
Billing Optic	Billing Options Billing Preferences Statement Options						
Client ID:	300.0	1	- Jef	fersor tomob	Insurance Co. ile Accident		
Statement For	mat						
Draft Templat	e: Draf	t	-	Fina	al Template:	Final	
Trust Integrati	ion: Deta	ail	•	Cov	ver Statement:	None	
Statement No	tes						
Beginning Statement Notes:	\LDocke \LOJIC F	t No: 94D ile No: 98	-07965 3724-2334				*
Ending Statement Notes:	\C Remir	ider: Our i	next meeting is	sched	uled for Nov 2	9 at 2:30 p.m.	*
Change Note	s to blank a	after state	ment updated:	E	eainnina 🥅 I	Ending	Ŧ

Figure 29, Client File

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

Statement Notes Program

The Statement Notes program is used to create statement notes of up to 511 characters. Once created, these notes can be assigned to a Statement Template. Statement Notes will then be used by all clients who are assigned that statement template. An example of Client Beginning and Ending Template Notes can be seen in Figure 29.

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

To add a new Statement Note

- 1. From the Tabs3 Billing Task Folders, click the **Statements** tab, click the **Statement Setup** icon, and then click the **Statement Notes** icon.
- 2. Enter a unique Note ID.
- 3. In the Note Text field, enter the information you want to have included in the note.
- 4. Click 🛅 to save the new note.

당 Statement	Notes	
Note ID:	Finance	
Note Text:	A finance charge of 1% per month will be assessed on all accounts past due 30 days.	*
Spell		-



> To specify the Statement Notes used on a Statement Template

- 1. From the Tabs3 Billing Task Folders, click the **Statements** tab, click the **Statement Setup** icon, and then click the **Statement Templates** icon.
- 2. On the General tab, select the desired Template ID.
- 3. In the Statement Notes section, select the desired Beginning Note and/or Ending Note.
- 4. Click 🔲 to save the template.

🖁 Statement Templates 📃 💷 💌						
General Fee Format Cost/Payment Format Layouts						
Template ID: Final						
Statement Type						
Statement Format O Invoice Format						
Billing History: No Billing History Past Due Message: None						
Statement Notes						
Beginning Note: Payments Payments received after \S are not included (
Ending Note: Finance 🔻 \C A finance charge of 1% per month will be						
☑ Include Statement Notes for each File on Combined Statements						
☑ Include Statement Notes on a Cover Statement						
☑ Print Statement Comments on Draft Statements						
☑ Allow Page Break in Transaction Descriptions						
Use as Draft Statement Default for New Clients						
Use as Final Statement Default for New Clients						

Figure 31, Statement Templates

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

Statement Customization Program

The Statement Customization program provides a way to add nine lines of up to 60 characters each to be printed as a heading for each billing statement, and a message of up to 250 characters to be printed at the end of each billing statement. The text entered in Statement Customization is global, and will print on all billing statements. An example of global heading and ending messages can be seen in Figure 30.

> To add lines of text to a statement using Statement Customization

- 1. From the Tabs3 Billing Task Folders, click the **Statements** tab, click the **Statement Setup** icon, and then click the **Statement Customization** icon.
- 2. From the Headings tab, enter Lines of text to be printed as a heading on the first page of each billing statement.
- 3. Enter Lines of text to be printed as a message at the end of each billing statement.
- 4. From the Cover Stmt tab, enter text into Line 1 and Line 2 if you want text to be printed at

the top of cover statements.

5. Click 🛅 to save Statement Customization.

Statement Customization							
Options Terminology Headings Cover Stmt Months							
Lines of text to be printed as a heading on the first page of each billing statement:							
Jensen, Martin & Anderson, P.C.							
Lincoln Building, Suite 201							
1621 Cushman Drive							
Lincoln, NE 68512							
Statement includes fees and expenses							
for the period of \B through \S							
Lines of text to be printed as a message at the end of each billing statement:							
\C. We appreciate your business/							
,							

Figure 32, Statement Customization

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

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

Miscellaneous Lines

Miscellaneous Lines 1 through 3 defined on the **Custom Fields** tab in the Client File are automatically displayed on statements, as shown in Figure 30, and can be used to add additional information about the matter. However, if using a Statement Designer Layout, these lines must manually be added to the Statement Designer Layout.

🖁 Client Informati	on					
Billing Options		Billing F	Preferences	Statement Options	Split Billing	Budget
Address	Setup Rates		Rates	A/R & Fund Balances	Client Notes	Custom Fields
Client ID:	300.01	300.01 Jefferson Insurance Co. Automobile Accident				
Miscellaneous 1:	Insured: J	Insured: John G. Schnell				
Miscellaneous 2:	Policy No:	Policy No: 387-2398528				
Miscellaneous 3:	Soc Sec 1	No: 501-9	6-3487			
\sim	~	~~~~	- mar		man and	<u>~</u>

Figure 33, Miscellaneous Lines

► To add Miscellaneous Lines to a Statement Designer Layout

- 1. From the Tabs3 Billing Task Folders, click the **Statements** tab, click the **Statement Setup** icon, and then click the **Statement Designer** icon.
- 2. In the Layout Tree pane, select the desired layout.
- 3. In the Field Selection pane, expand the Client Fields folder.
- 4. Click and drag **Miscellaneous 1** to the location in the **Page Layout** pane where you want to place the line.
- 5. Repeat step 4 for Miscellaneous Line 2 and 3.
- 6. Click 🛅 to save the layout.

More Info: Additional information on the Statement Designer program can be found on page 29 of this guide and in Tabs3 Billing Help.

Figure 34 is an example of where the various Statement Notes are printed on a statement:

Global Heading Statement includes fees and expenses for the period of 10/01/2016 through 10/31/2016							
Jefferson Insurance Co. American Charter Building 9th and West 'O' Streets Lincoln NE 68510-6330							
Automobile Accident Insured: John G. Schnell Policy No: 387-2398528 Soc Sec No: 501-96-3487 Docket No: 94D-07985 OJIC File No: 983724-2334							
Payme	nts received after 10/31/2016 are <u>not</u> included on this statement.						
Previous Ba	Beginning Template Notes						
10/14/2016 MLJ Telephone For Current	conference with John G. Schnell. Discussed details of accident.						
	Expenses						
10/14/2016 Mileage to (10/14/2018 Long distan Total Exper	Omaha. 2 oe telephone charges. 2 ises 2						
Balance Du	Client Ending Statement Notes						
R	eminder: Our next meeting is scheduled for Nov 29 at 2:30 p.m.						
Ending Template Notes —	Ending Template Notes A finance charge of 1% per month will be assessed on all accounts past due 30 days. Payments are due 10 days from 10/31/2018. Global Ending Message We appreciate your business!						

Figure 34, Statement Notes Locations

Training Videos

You can view the following training video for more information. Clicking the image will open the training video in your browser. All training videos are also accessible in the software via the *Help* | *Training Videos* menu and at Tabs3.com/t3video.



Figure 35, Customizing Statements Video Statement Customization Segment

Statement Designer

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

Using Statement Designer

Menu:	Statements	Statement Setup	Statement Designer
Task Folders:	Statements	Statement Setup	Statement Designer

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



Figure 36, Statement Designer

Layout Tree pane

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

Field Selection pane	The Field Selection pane is used to select and add fields from the Tabs3 Billing and System Configuration data files to the current page layout. Clicking the plus (+) symbol next to a branch in the Field Selection pane (e.g., "Firm Fields") expands that branch to show the fields contained therein. Likewise, clicking the minus (-) symbol next to an expanded branch collapses that branch, hiding its contents from view. To insert a field into the current page layout, double-click the desired field, or right-click it and select the Insert option.
Page Layout pane	The Page Layout pane is where you control the appearance of the current page layout. You can add, remove, or modify various elements such as text boxes, lines, rectangles, etc., and also control the page layout properties.

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

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

More Info: Additional information on using Statement Designer can be found in Tabs3 Billing Help, in Knowledge Base Article **R10923**, "Frequently Asked Questions About Statement Designer," and in Knowledge Base Article **R10901**, "Customizing the Sample Page Layouts Provided with the Tabs3 Billing Statement Designer." Additionally, there is an excellent introductory video that shows the various features available in the Statement Designer. Training Videos can be accessed at **Tabs3.com/videos**.

Enabling Statement Designer Page Layouts

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

Statement Templates

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

► To specify a layout for a Statement Template

- 1. From the Tabs3 Billing Task Folders, click the **Statements** tab, click the **Statement Setup** icon, and then click the **Statement Templates** icon.
- 2. On the General tab, select the Template ID.

- 3. On the Layouts tab, in the Page Layouts section, select an existing layout for Page 1.
- 4. Optionally select an existing layout for Page 2, Envelope, and Cover.
- 5. Click 🛅 to save the template.

General Fee	Format Cost/Payment Format Layouts
Page Layo	uts
Page 1:	Sample Layouts Firm Information
Page 2:	Sample Layouts Page 2 - Detail 🗸
Envelope:	
Cover:	Sample Layouts Remittance Page 🗸
Note: In orde	r to utilize lavouts created in the Statement Designer the Statement Printer
Setup window	w must have the "Enable Statement Designer Layouts" check box selected.

Figure 37, Statement Setup - Enable Statement Designer Layouts check box

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

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

Print Setup

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

To enable Statement Designer layouts in Print Setup

- 1. From the Tabs3 Billing Task Folders, click the **Setup** tab and then click the **Print Setup** icon.
- 2. Select the **Printer** to which you print statements.
- 3. Click the **Statement Setup** button.
- 4. Select the Enable Statement Designer Layouts check box.
- 5. Click **OK** on the Statement Setup window.
- 6. Click **OK** on the Print Setup window.

Statement Setup for Normal Font:	Brother 10 pt A	HL-2270DW rial	Select Print Envelopes
Statement Width Automatic:	100	Percent Adjustment	Enable Statement Designer Layouts
Fixed:	0	Columns	
Page One	~~~	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	

Figure 38, Statement Setup - Enable Statement Designer Layouts check box

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

Training Videos

You can view the following training video for more information. Clicking the image will open the training video in your browser. All training videos are also accessible in the software via the *Help* | *Training Videos* menu and at Tabs3.com/t3video.



Figure 39, Customizing Statements Video Statement Designer Segment

Bitmaps and Image Files

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

Enabling Bitmaps or Image Files

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

▶ To add a bitmap via Print Setup

- 1. From the Tabs3 Billing Task Folders, click the **Setup** tab and then click the **Print Setup** icon.
- 2. Select the printer to which you will be printing statements.
- 3. Click the **Statement Setup** button.
- 4. In the Page One section, select the Bitmap check box.
- 5. Optionally enter a Bitmap Vertical Placement.
- 6. Select a **Bitmap Alignment**.
- 7. Click **OK** on the Statement Setup window.
- 8. Click **OK** on the Printer Setup window.

Page One Heading Font: 10 pt	Arial	S	ielect
Paper: Letter	•	Source:	Auto Select 🔹
Blank Lines at Page Top:) Blank Lines	Before Detail: 2	Compress Address
Bitmap Select	C:\Tabs3\FirmLetterh	ead.bmp	
Bitmap Vertical Placement:	0.000	Bitmap Alignment:	Flush Left Margin 🔹

Figure 40, Printer Setup

► To add a bitmap or other image file via Statement Designer

- 1. From the Tabs3 Billing Task Folders, click the **Statements** tab, click the **Statement Setup** icon, and then click the **Statement Designer** icon.
- 2. Select the **Layout** to which you want to add an image.
- 3. Click the 🖾 toolbar button.
- 4. Select the image file you want to have printed on statements.
- 5. Click the **Open** button.
- 6. Move the image to the desired placement.
- 7. Click 🛅 to save the Statement Designer layout.

Tip: Software Technology offers a letterhead scanning service for a nominal fee. You can send us the letterhead you want scanned, and we will produce a bitmap file that can be used to print your firm's letterhead on Tabs3 Billing statements. For more information on our scanning service, visit Knowledge Base article **R10168**, "Bitmap Scanning Service."

Trust Accounts

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

Trust Account Integration and Terminology

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

To display trust information on statements

- 1. From the Tabs3 Billing Task Folders, click the **Client** tab, and then click the **Client** icon.
- 2. Select the client for which you want trust information displayed on statements.
- 3. Click the Statement Options tab.
- 4. In the Statement Format section, in the Trust Integration field, select Detail or Summary.
- 5. Click 🗄 to save the changes to the client.

Figure 41 is an example of how trust activity appears on the statement when the **Detail** option is selected:

		Trust Account Activity	
	Opening	Balance	\$52,000.00
10/04/16	Expense	money for Dawson	
	PAYEE:	Charles L. Dawson	-1,200.00
10/10/16	Sale of	Stock	4,255.75
10/11/16	Attorne	y fees	
	PAYEE:	Jensen & Burns, P.C.	-443.75
10/17/16	Real Est	tate taxes	
	PAYEE:	Lancaster Country Treasurer	-1,450.00
	Closing	Balance	\$53,162.00

Figure 41, Example of **Detail** trust activity on a statement

Figure 42 is an example of how trust activity appears on the statement when the **Summary** option is selected:



Figure 42, Example of Summary trust activity on a statement

► To customize terminology for trust accounts

- 1. From the Trust Accounting Software Task Folders, click the **Setup** tab, and then click the **Bank Accounts** icon.
- 2. Select a Bank Account.
- 3. Click the Integration Settings button.
- In the Tabs3 Statement/WIP Terminology section, enter the desired balance and remittance text.
- 5. Click 🛅 to save the changes to the bank account.

Tabs3 Integration Setti	ngs 🔹 🔋 💽
Tabs3 Statement/WIF	'Terminology
Current Balance:	Your retainer balance is
Opening Balance:	Opening retainer balance
Closing Balance:	Closing retainer balance
Bill Remittance:	As per our agreement please remit:
Target Remittance:	To meet your minimum retainer balance, please remit:
~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	der - Quimenter

Figure 43, TAS - Tabs3 Statement/WIP Terminology

### **Training Videos**

You can view the following training video for more information. Clicking the image will open the training video in your browser. All training videos are also accessible in the software via the *Help* | *Training Videos* menu and at Tabs3.com/t3video.



Figure 44, Tabs3 Trust Accounting Integration Video

# Conclusion

## Resources

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

### **Guides and Sample Statements**

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

- **Statements Guide** This guide provides an overview of the process of generating monthly billing statements.
- **Tabs3 Billing Sample Reports** Over 20 pages of sample statements, and the formatting options that were used to create the statements, can be found in the Tabs3 Billing Sample Reports.

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

#### Tabs3.com/support/docs.html

### **Knowledge Base**

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

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

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

#### support.Tabs3.com

### **Training Videos**

You can view the following training videos for more information. Clicking an image will open the associated training video in your browser. All training videos are also accessible in the software via the *Help* | *Training Videos* menu and at <u>Tabs3.com/t3video</u>.



Figure 45, Customizing Statements Video



Figure 46, E-mailing Statements Video



Figure 47, Client Overview Video



Figure 48, Trust Accounting Integration Video

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