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Tabs3 Trust Accounting Guide

Tabs3 Billing

PracticeMaster

Trust Accounting

Accounts Payable

General Ledger

Tabs3 Trust Accounting Guide

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Table of Contents

Purpose of Guide **5**

Introduction **5**

Trust Accounts **6**

Address Tab 6

Balances tab 8

Steps for Adding a Trust Account 11

Contacts **14**

Payees **15**

Trust Transactions **16**

Trust Transaction Entry 17

Trust Transactions Tab 17

Print Receipt 20

Tabs3 Tab 20

Trust Deposit Requests 22

Printing and Voiding Checks **24**

Printing from the Trust Transactions Window 24

Printing from the Print Checks Window 25

Void Checks 27

Combine Trust Transactions **28**

Bank Account Manager **32**

Import Bank Transactions **33**

Reconciliation **34**

Three-Way Reconciliation Report 39

1099 Report **40**

Check Requests **42**

Check Requests 42

Additional Resources **46**

Help 46

Knowledge Base 46

Training Videos 46

Report Pack 46

Tabs3 Support 47

Index **48**

Purpose of Guide

This ***Trust Accounting Guide*** covers the process of data entry and day-to-day tasks in the Tabs3 Trust Accounting application, including creating trust accounts, entering payees, and writing checks.

The ***Administrator Guide*** includes information on initial setup and configuration of the Tabs3 Trust Accounting application including customization, attorneys, bank accounts, how to post balances, where to purchase checks, and how to configure check printers.

All guides are available on our website at:

Tabs3.com/support/docs.html

Introduction

Tabs3 Trust Accounting (Trust) is a tool to help law firms 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 system providing current balance information for each individual trust account. Check registers can be printed for bank accounts, individual trust accounts, or payees. Trust will help you keep the strict control you need over trust accounts.

Trust Accounts

Menu: *File | Open | Trust Account*
Home: *All Actions | Trust Accounts | Trust Account Information*
Quick Launch: *Trust Account Information*

Trust accounts are individual records used to track activity for trust clients. Before you can begin entering trust transactions for a client, they must have a trust account configured.

When integrating Trust Accounting with Tabs3 Billing, client and contact information is mirrored between the two applications. Client information can easily be converted to trust account information using the Trust Accounts window. Additionally, adding a new trust account for a client that does not exist in Tabs3 Billing will create client information in Tabs3 Billing.

When integrating with Tabs3 Billing, the Trust ID lookup window shows which matters already have a trust account defined. The Bank column indicates the bank account or the label "Tabs3". Matters with "Tabs3" in the Bank column do not have a trust account defined.

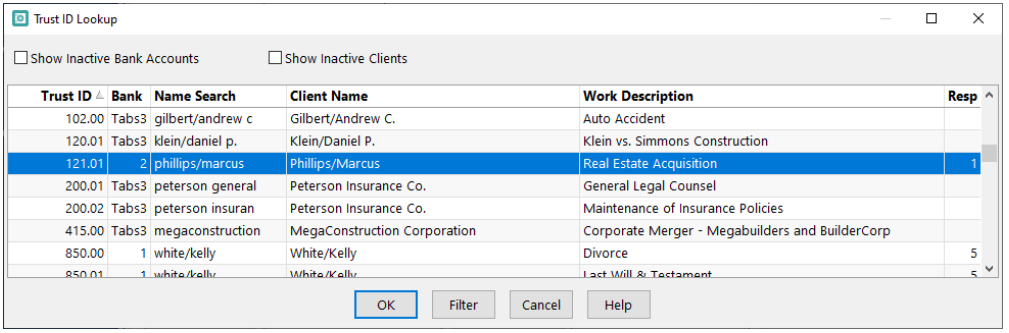


Figure 1, Trust ID Lookup window

If using Trust Accounting without integrating with Tabs3 Billing, all trust account and contact information must be added directly into Trust Accounting.

The Trust Accounts window consists of two tabs: the **Address** tab and the **Balances** tab.

Address Tab

The **Address** tab consists of preliminary name and address information for the trust account.

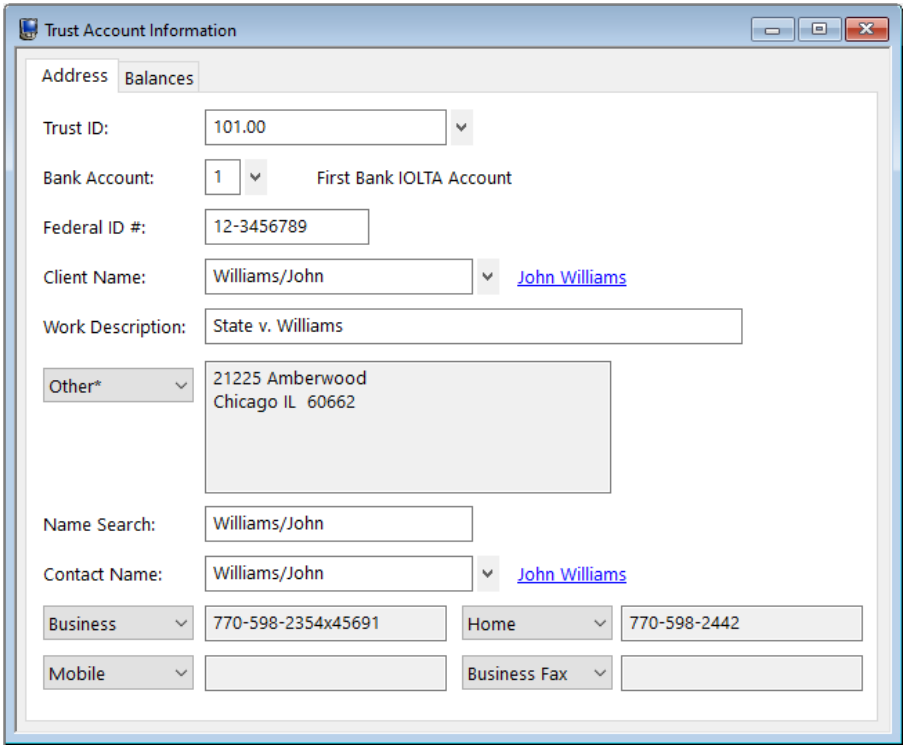


*Figure 2, Trust Account Information **Address** tab*

Trust ID

The **Trust ID** field is a unique identifier used to distinguish trust accounts for different client matters.

Bank Account

The **Bank Account** field identifies which bank account funds are being deposited to (or withdrawn from) when trust transactions are entered.

Federal ID #

The **Federal ID #** field is used when 1099-MISC forms are to be generated for trust accounts. The number entered depends on whether the trust account or the firm will be listed as the payer on the 1099 form.

The remaining fields on the **Address** tab are populated using data from the Contact file *(page 14)*.

Balances tab

The **Balances** tab includes the trust account balance as well as additional account information.

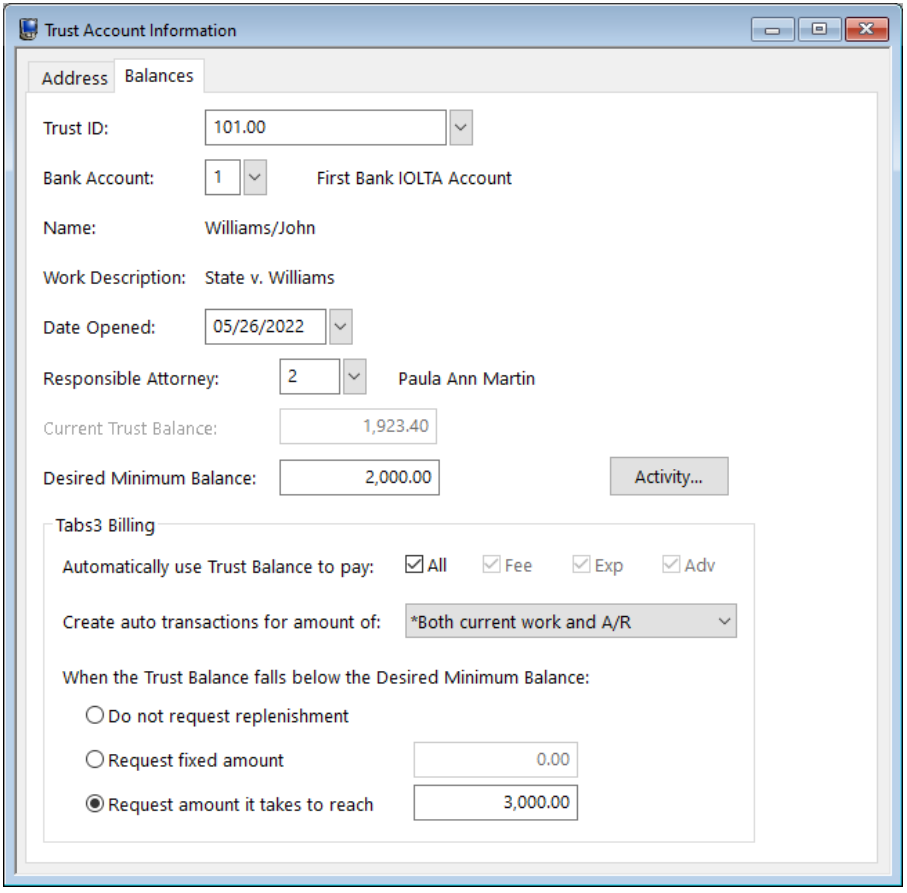


*Figure 3, Trust Account Information **Balances** tab*

Responsible Attorney

The **Responsible Attorney** field is used to designate the attorney responsible for the trust account. If integrating with Tabs3 Billing, the Responsible Attorney file will mirror the Tabs3 Billing Timekeeper file.

Current Trust Balance

The **Current Trust Balance** displays the amount currently available in the trust account. This field defaults to 0.00 when a new account is created and updates each time a trust transaction is entered to the trust account.

Desired Minimum Balance

The **Desired Minimum Balance** field is used to define the balance you want to maintain in a client's trust account. If this field is set to an amount other than zero and a transaction is entered that brings the client's trust balance below the desired minimum, a warning will be displayed .

Activity

Clicking the **Activity** button displays a history of the trust account's last check, deposit, and EFT, along with the amounts of these transactions and the date the transactions were posted. Totals for all checks, deposits, and EFTs are also displayed.

Automatically use Trust Balance to pay

The **Automatically use Trust Balance to pay** field is used to configure individual trust accounts to use automatic trust payments. The **All**, **Fee**, **Exp**, and **Adv** check boxes allow you to select the type of transactions that will be paid by automatic trust payments.

Create auto transactions for amount of

The **Create auto transactions for amount of** field is used is used to specify the method to use when paying due amounts.

More Information: Detailed information on Automatic Trust Payments can be found in Trust Help.

Do not request replenishment

When selected, no trust replenishment amount will be included when a Tabs3 Billing statement is run.

Request fixed amount

When selected, the amount specified is used to enter a fixed amount to bill when a Tabs3 Billing statement is run, provided that the trust account's **Current Trust Balance** is below the **Desired Minimum Balance**.

Request amount it takes to reach

When selected, the amount specified is used in order to calculate a specific amount to bill when a Tabs3 Billing statement is run. The exact amount to bill amount is determined by the difference between the amount entered in the **Request amount it takes to reach** field and the trust account's **Current Account Balance**, provided that the difference is not zero and the **Current Trust Balance** is not greater than or equal to the **Desired Minimum Balance**.

Example: Suppose that **Request amount it takes to reach** is selected with an amount of $500 specified, the **Desired Minimum Balance** is $600 and the **Current Trust Balance** is $400. When a statement is run in Tabs3 Billing, Tabs3 Billing will compare the Current Trust Balance of $400 to the Desired Minimum Balance of $600. Since the **Current Trust Balance** is less than the **Desired Minimum Balance**, Tabs3 Billing will calculate the difference between the **Request amount it takes to reach** value and the **Current Trust Balance** (i.e., $500 - $400) and will print the message “Please Remit $100.00” at the end of the statement.

Steps for Adding a Trust Account

The exact steps used to create trust accounts differ slightly depending on whether you are integrating with Tabs3 Billing. You can use the following procedures to create a trust account:

- Adding a new trust account when using Tabs3 Billing and the client is in Tabs3 Billing
- Adding a new trust account when using Tabs3 Billing and the client is not in Tabs3 Billing
- Adding a new trust account when not using Tabs3 Billing

▶ To add a new trust account when using Tabs3 Billing and the client is in Tabs3 Billing

1. In the Quick Launch, search for and select "Trust Account Information."
2. Click the drop-down button next to the **Trust ID** field to open the Trust ID lookup window.
    a. Select the desired **Trust ID**. All Trust IDs with the text "Tabs3" in the Bank column indicate the client is in Tabs3 Billing but does not have a trust account created yet.
    b. Click **OK**.
3. You will be returned to the Trust Account Information window.
    a. Enter the **Bank Account**.
    b. Enter the **Federal ID #** (if desired).
    c. If you want to edit any contact information, click the hyperlink to the right of the **Client Name** to open the Contact Information window. Enter the desired information and click to save the contact. You will be returned to the Trust Account Information window.
    d. Click the **Balances** tab.
        1. The **Date Opened** defaults to the current date. Edit this date if desired.
        2. The **Responsible Attorney** defaults to the client's Primary Timekeeper from Tabs3 Billing. Edit this timekeeper if desired.

4. Click to save the new trust account.

▶ To add a new trust account when using Tabs3 Billing and the client is not in Tabs3 Billing

1. In the Quick Launch, search for and select "Trust Account Information."
2. Click on the toolbar to accept the next available **Trust ID** or enter a unique, unused **Trust ID**.
    a. Enter the **Bank Account**.
    b. Enter the **Federal ID #** (if desired).
3. Enter the **Client Name** in Last/First format and press the Tab key.
    a. In the Contact Information window, enter the contact information for the trust account.
    b. Click to save the new contact. You will be returned to the Trust Account Information window.
4. Click the **Balances** tab.
    a. The **Date Opened** defaults to the current date. Edit this date if desired.
    b. Select a **Responsible Attorney** from the drop-down menu.
5. Click to save the new trust account. The client will also be created in Tabs3 Billing.

▶ To add a new trust account when not using Tabs3 Billing

1. In the Quick Launch, search for and select "Trust Account Information."
2. Click on the toolbar to accept the next available **Trust ID** or enter a unique, unused **Trust ID**.
    a. Enter the **Bank Account**.
    b. Enter the **Federal ID #** (if desired).
3. Enter the **Client Name** in Last/First format and press the Tab key.
    a. In the Contact Information window, enter the contact information for the trust account.

   b. Click to save the new contact. You will be returned to the Trust Account Information Window.

4. Click the **Balances** tab.

   a. The **Date Opened** defaults to the current date. Edit this date if desired.

   b. Select a **Responsible Attorney** from the drop-down menu.

5. Click to save the new trust account. The client will also be created in Tabs3 Billing.

A single **Trust ID** can be linked to multiple bank accounts by creating additional Trust Accounts.

▶ Creating additional trust accounts for the same client

1. After creating the first trust account, click the drop-down next to the **Bank Account** field.
2. Select the next bank account that the client has funds deposited to. The word "New" will appear next to the **Trust ID** field, indicating that the account is separate from the funds in the first bank account.
3. Make any necessary changes to the remaining information and click to save your changes.

Contacts

Menu: ***File | Open | Contact***
Home: ***All Actions | Trust Accounts | Contact Information***
Quick Launch: ***Contact Information***

Contacts are the people or organizations you interact with in the process of doing business on behalf of the firm or your clients. The Contact file is used to store information such as name, phone number, address, and email address. Contacts are shared between all Tabs3 Software applications.

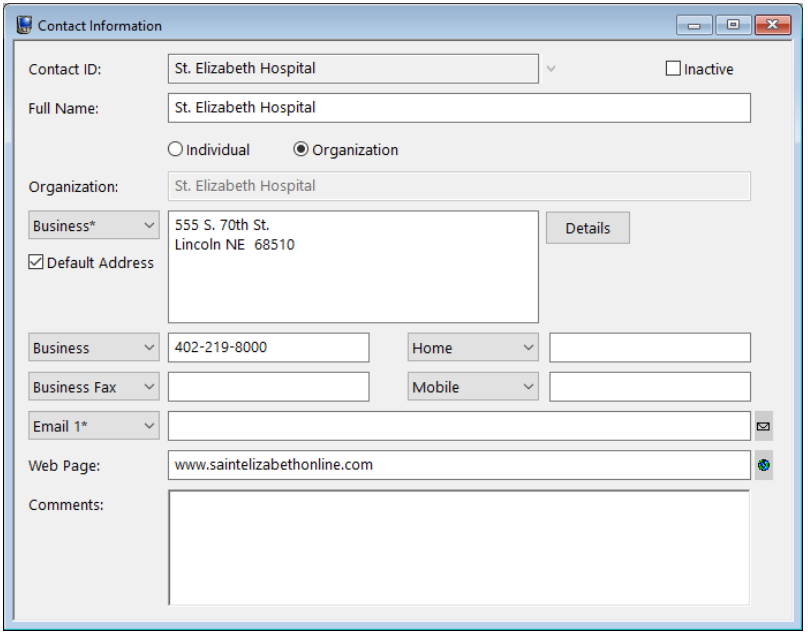


Figure 4, Contact Information

More Info: A detailed explanation of contacts, including instructions on how to add, change, and delete contacts, can be found in the Trust Help or in the ***Clients & Contacts Guide***.

Payees

Menu: ***File | Open | Miscellaneous | Payee***
Home: ***All Actions | Setup | Payee***
Quick Launch: ***Payee***

Payees are contacts to whom checks or electronic funds transfers (EFTs) are paid. You can optionally print 1099 forms for payees *(page 40)*.

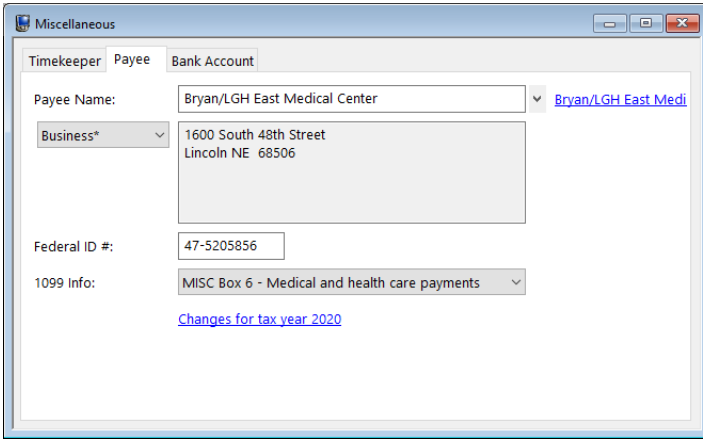


*Figure 5, **Payee** tab*

▶ To add a payee

1. In the Quick Launch, search for and select "Payee."
2. Enter the **Payee Name** using a "Last/First" format for individuals or a "First Last" format for organizations and press the *Tab* key.
    a. In the Contact Information window, enter the information for the payee.
    b. Click to save the new contact.
3. If you will need to file 1099s for the payee, enter their **Federal ID #** and specify in which box their **1099 Info** will appear. *(You can specify this information at any time prior to generating 1099s.)*
4. Click to save the new payee.

Trust Transactions

Menu: ***File | Open | Transaction***
Home: ***All Actions | Checks/Deposits | Trust Transaction Entry***
Quick Launch: ***Trust Transaction Entry***

Trust transactions make up the activity that establishes a trust account balance. The most common trust transactions are deposits and check transactions. Trust recognizes two types of checks. Handwritten checks, also known as *manual checks*, are entered into Trust with a check number. Checks to be printed from Trust are entered into Trust using a check number of 0. When the check is printed, the check number is automatically assigned.

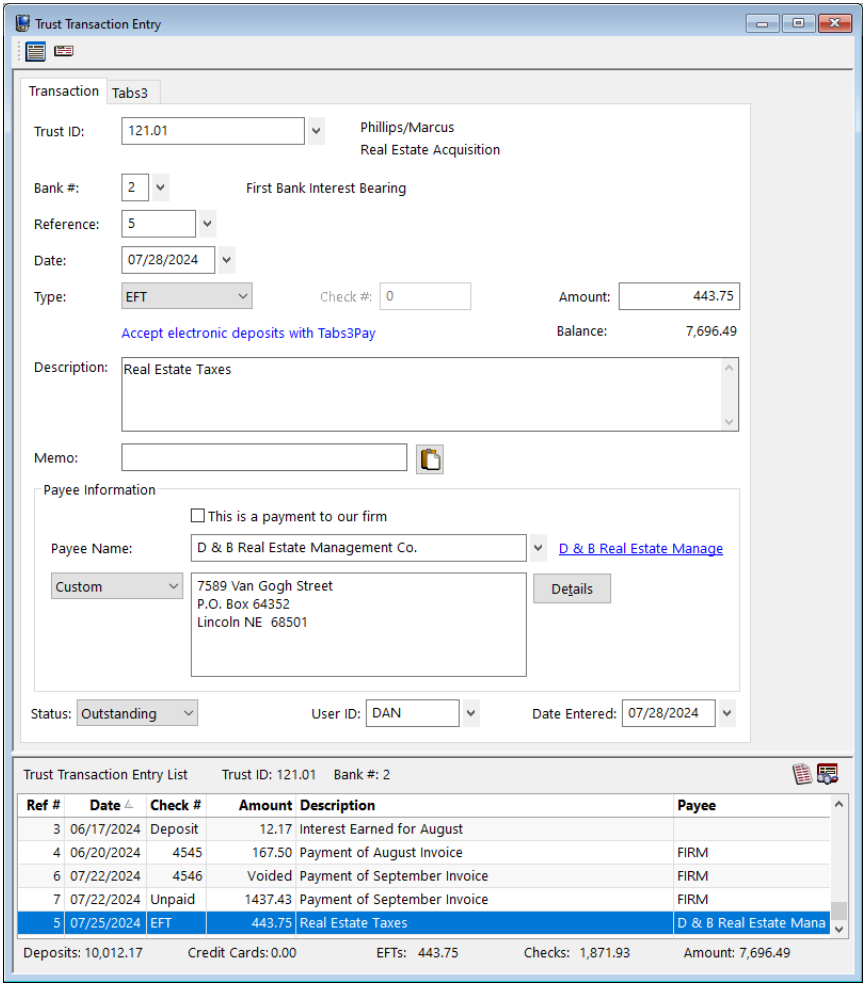


*Figure 6, Trust Transaction Entry - **Transaction** tab*

Trust Transaction Entry

Trust Transactions Tab

Five types of trust transactions can be entered using the Trust Transactions window. The **Transaction** tab is used to enter detailed information regarding each trust transaction.

More Info: Many of the fields in the Trust Transaction Entry window are self-explanatory. Those fields that require additional explanation are described below. The Trust help includes detailed descriptions of all fields used in the Trust Transaction Entry window.

Reference

The **Reference** field is used as a placeholder to identify individual transactions. This unique number can be used to retrieve transactions for editing purposes.

Type

The **Type** field is used to classify a transaction using one of five categories:

- **Check** - The **Check** transaction type is used to enter check transactions. If you select **Check**, you will be asked to enter a **Check #** and **Payee**. Check transactions reduce the trust account balance. Negative check transactions are not allowed.
- **EFT** - Select **EFT** to enter an electronic funds transfer transaction. If you select EFT, you can enter a Payee. Positive EFT transactions reduce the trust account balance. Negative EFT transactions are allowed, and will increase the trust account balance.
- **Deposit** - Select **Deposit** to enter a deposit transaction. Positive deposit transactions increase the trust account balance. Negative deposits are allowed, and will decrease the trust account balance.
- **Visa - XXXX / MC - XXXX / Disc - XXXX / Amex - XXXX / DC - XXXX / JCB - XXXX** - These types indicate existing Tabs3Pay

payment methods for the selected trust account. Select one of these options to enter a deposit transaction using the selected Tabs3Pay payment method. Tabs3Pay transactions increase the trust account balance. Negative amounts are not allowed.

More Info: Detailed information regarding Tabs3Pay can be found in the ***Tabs3Pay Guide***.

- **Visa - XXXX / MC - XXXX / Disc - XXXX / Amex - XXXX** - These types indicate existing LawPay payment methods for the selected trust account. Select one of these options to enter a deposit transaction using the selected LawPay payment method. LawPay transactions increase the trust account balance. Negative amounts are not allowed.

More Info: Detailed information regarding LawPay integration can be found in the ***LawPay Integration Guide***.

- **Credit Card** - Select **Credit Card** to enter a deposit transaction via a credit card or eCheck when configured to integrate with LexCharge (formerly ProPay). Credit card transactions increase the trust account balance. Negative amounts are not allowed.

More Info: Detailed information regarding LexCharge integration can be found in the ***LexCharge Integration Guide***.

- **Voided** - Select **Voided** to enter a voided transaction. When a voided transaction is entered, it does not affect the bank account or the trust account balances. It will be saved with an amount of 0.00. This option is selected automatically if a check is voided using the Trust Void Checks utility *(page 24)*.

Status

The **Status** field is used to indicate the status of the selected transaction.

- **Cleared** - A status of Cleared indicates that the transaction has been cleared in the Reconciliation window. Each journal entry or deposit with a check mark in the "Clr" (Cleared) column in the Reconciliation window is considered Cleared. The Cleared status is changed to Reconciled when the reconciliation is finalized.
- **Outstanding** - A status of Outstanding indicates that the transaction has not yet been cleared or reconciled using the Reconciliation window.
- **Reconciled** - A status of Reconciled indicates that the transaction has been reconciled using the Reconciliation window.

Payee Information

The Payee Information section is used to specify the contact to whom the check is being sent. You can specify a new payee without leaving the Trust Transactions window, or specify a one-time payee that does not need to be saved as a payee. Generally, a payee is created when the contact will be used more than once.

▶ To add a new trust transaction

1. In the Quick Launch, search for and select "Trust Transaction Entry."
2. Click the **Trust ID**button and select the desired trust account.
3. Click to enter a new transaction.
4. Enter the desired information for the trust transaction.
5. Click to save the new trust transaction.

More Info: Additional steps are required for firms who are configured to enable credit card processing for payments. Detailed information can be found in the ***Tabs3Pay Guide***, ***LawPay Integration Guide***, and ***LexCharge Integration Guide***.

Print Receipt

Trust allows you to print receipts for deposit transactions. When saving a new deposit or opening a previously saved deposit, click the **Print Check/Receipt** button *(Figure 7)* or press Ctrl+Shift+P. A Trust Deposit Receipt including information included in the deposit transaction will be generated *(Figure 8)*.

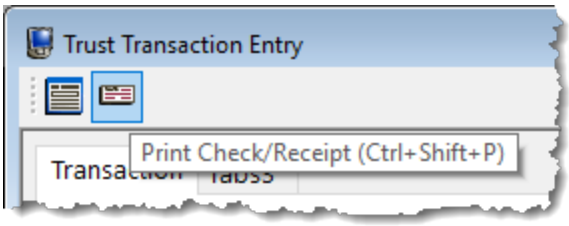


Figure 7, Print Receipt icon

Date: 08/26/2024 **Trust Deposit Receipt** Page: 1
Jensen, Martin & Anderson, P.C.

Trust ID:	101.00-01 Williams/John State v. Williams		
Receipt Type:	Deposit	Received By:	DAN
Reference:	4	Date:	08/26/2024
Description:	Retainer Payment Received		
		Amount:	**1,923.40**

Figure 8, Trust Deposit Receipt

Tabs3 Tab

If integrating with Tabs3 Billing, a **Tabs3** tab will also be available. This tab is used to enter payment amounts that are posted to Tabs3 Billing upon saving the transactions. This tab is only accessible when entering a transaction type of **Check** or **EFT** with the **This is a payment to our firm** check box selected.

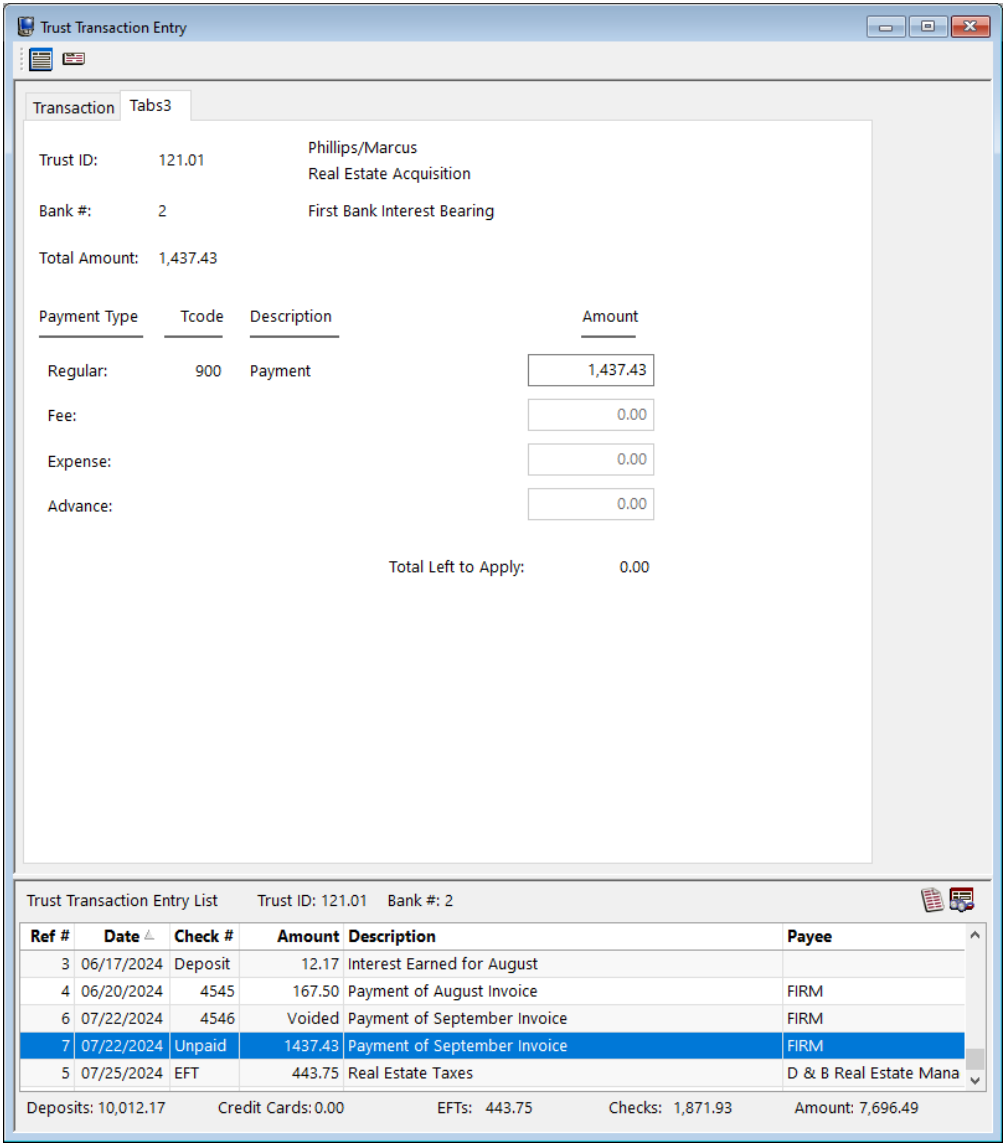


*Figure 9, Trust Transaction Entry - **Tabs3** tab*

The amount of the check/EFT transaction will be displayed in the **Total Amount** field. When an amount is entered in the **Amount** field for one of the Tabs3 Billing transaction codes, the **Total Left to Apply** field will be adjusted accordingly. Once the entire check/EFT transaction is fully distributed amongst the desired Tabs3 Billing transaction codes, the **Total Left to Apply** amount will be 0.00.

Trust Deposit Requests

Tabs3 Billing allows you to request an online payment via an email, either along with an emailed statement or using the **Request Trust Deposit** action in the Tabs3 Billing Matter Manager. This email can optionally include a Trust Request Link that opens a Tabs3Pay® page where the client can make an electronic payment.

Note: To include a Trust Request Link to allow an online payment of a trust amount, a Tabs3Pay merchant account must be configured for both Tabs3 Billing and Trust.

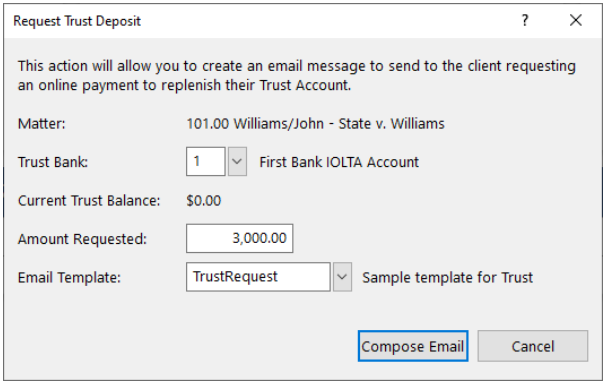


Figure 10, Request Trust Deposit window

Trust Request Links, whether generated with an email statement or using the Request Trust Deposit feature, are shown on the Trust Requests list in the Tabs3 Billing Matter Manager.

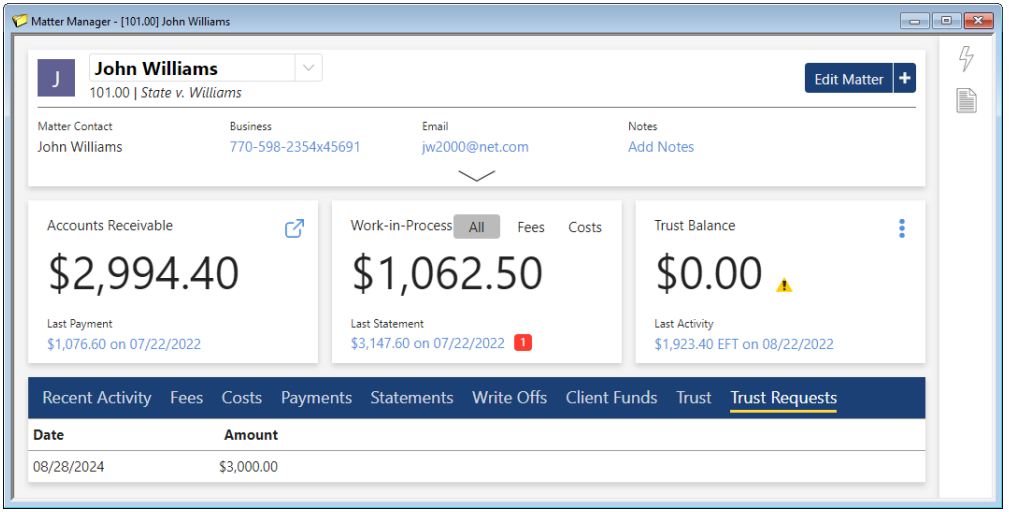


Figure 11, Tabs3 Billing Matter Manager - Trust Requests tab

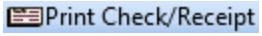
Once the client has made a payment using the Trust Request Link, the deposit can be imported into Trust using the Import Online Payments window in Tabs3 Billing.

Printing and Voiding Checks

The Print Checks window is used to print trust checks for specified trust accounts. Only trust transactions with a check number of 0 are printed; checks with a check number other than zero are considered manual checks and will not be printed. Checks can be individually printed from the Trust Transactions window, or in batches from the Print Checks window.

Printing from the Trust Transactions Window

Quick Launch:	***Trust Transaction Entry***
Home:	***All Actions | Checks/Deposits | Trust Transaction Entry***
Menu:	***File | Open | Transaction***

You can print a check directly from the **Trust Transactions window** using the **Quick Print** function. Simply select an unpaid check transaction and click 

to display the printer prompt.

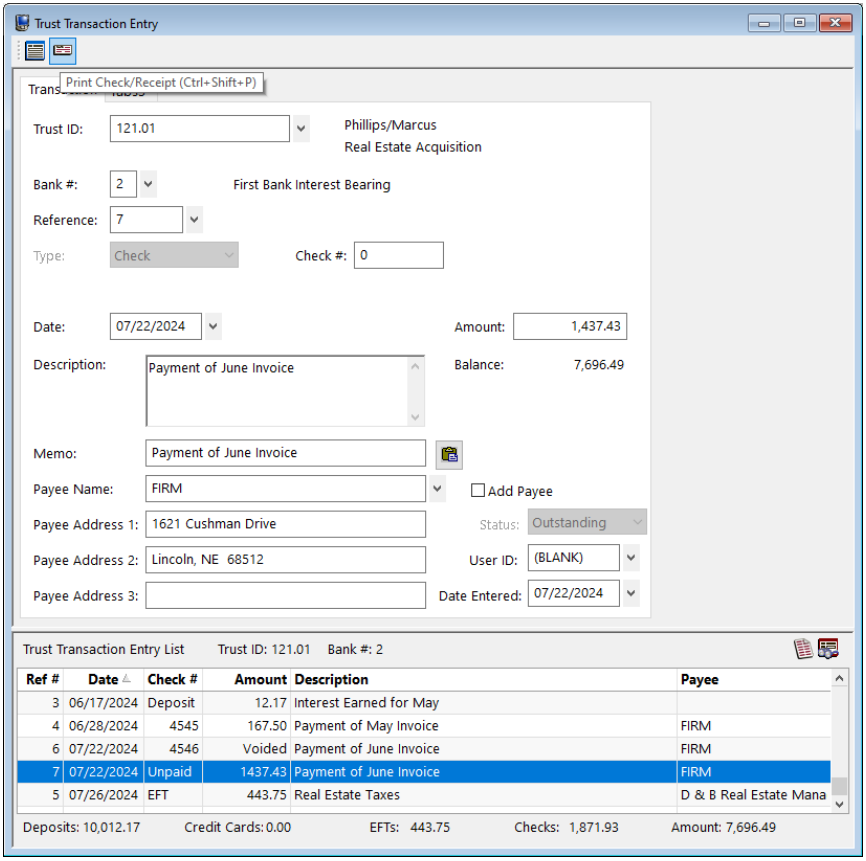


*Figure 12, Trust Transactions **Quick Print** option*

Printing from the Print Checks Window

Quick Launch: ***Print Checks***
Home: ***All Actions | Checks/Deposits | Print Checks***
Menu: ***Checks | Print Checks***

The Print Checks window consists of two tabs: the **Trust Accounts** tab and the **Transactions** tab.

The **Trust Accounts** tab allows you to select trust accounts by specifying ranges of trust accounts, bank accounts, responsible attorneys and open dates.

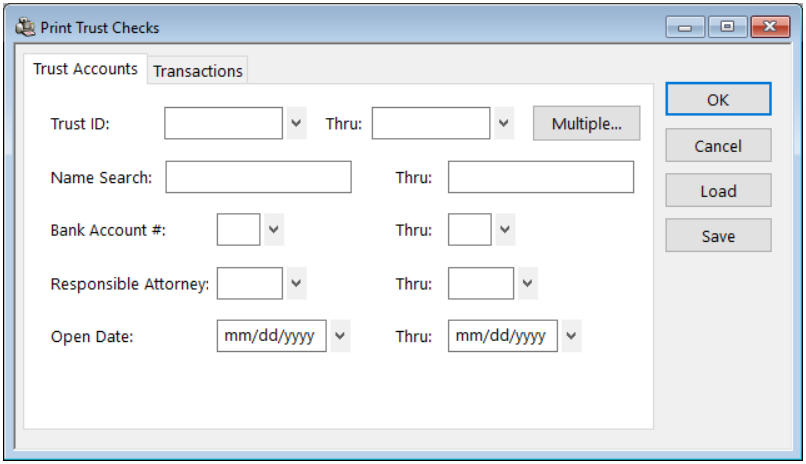


*Figure 13, Trust Print Trust Checks - **Trust Accounts** tab*

The **Transactions** tab allows you to select trust transactions by specifying ranges of dates.

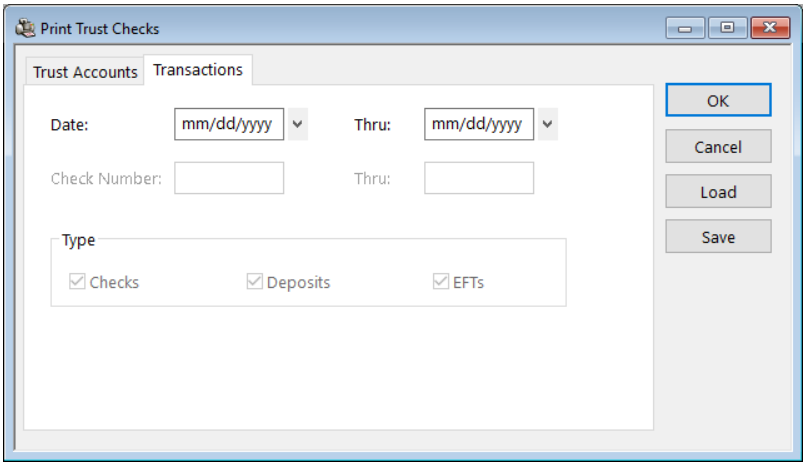


*Figure 14, Trust Print Trust Checks - **Transactions** tab*

More Info: Detailed information on the Print Checks window can be found in Trust Help.

Tip: You can use the Positive Pay Export utility to generate a list of valid checks for your bank's fraud prevention program after you print checks. See Knowledge Base Article **R11833**, "Exporting Checks Using Positive Pay," for more information.

Void Checks

Quick Launch: ***Void a Check***
Home: ***All Actions | Checks/Deposits | Void a Check***
Menu: ***Checks | Void Checks***

Manual checks and checks that have already been printed cannot be deleted but instead must be voided. This process is performed using the Void Checks window. Voiding a check updates the bank account balance as well as the balance of the trust account to which the check was written.

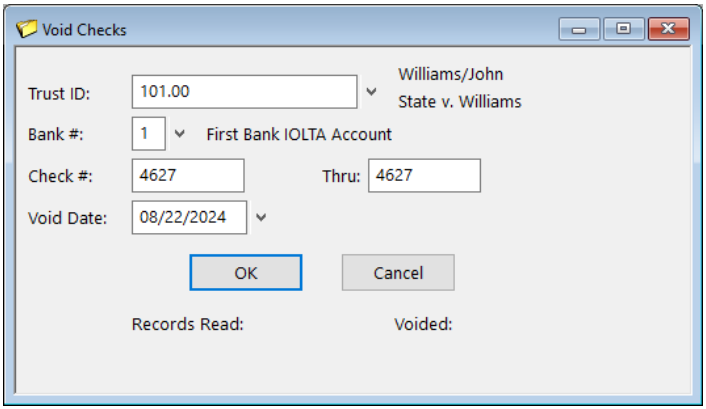


Figure 15, Trust Void Checks window

Combine Trust Transactions

Quick Launch: *Combine Trust Transactions*
Home: *All Actions | Checks/Deposits | Combine Trust Transactions*
Menu: *File | Open | Combine Trust Transactions*

The **Combine Trust Transactions window** is used to combine one or more check, EFT, or deposit transactions into a single combined transaction. This simplifies the process of bank account reconciliation by providing a single line item in Trust to match against a transaction on your bank statement. You can create combined trust transactions before funds are taken to the bank, or after the bank statement is received.

In Figure 16, the firm has received a deposit from a client for two separate trust accounts. Each deposit has been recorded in Trust as a separate transaction. Once the deposit transactions are entered using the Trust Transactions window, the **Select Transactions** button *(Figure 16)* is used to open the Select Trust Transactions to Combine window *(Figure 17)* to select which receipts are to be included in the deposit.

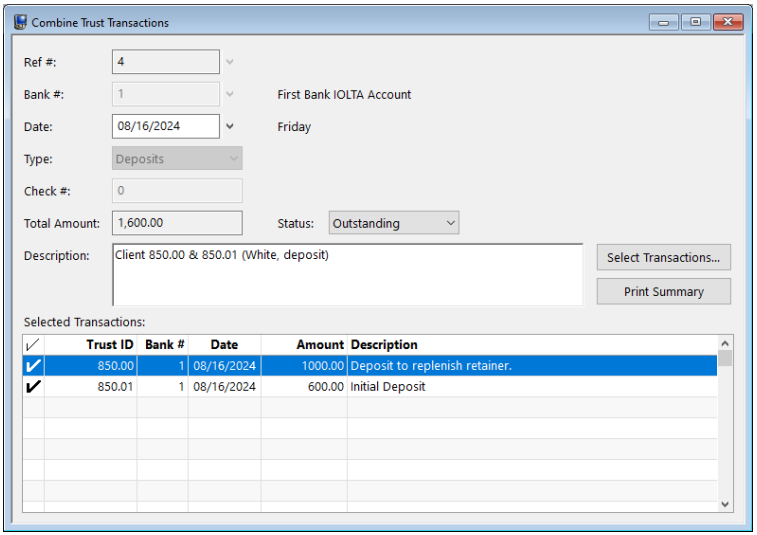


Figure 16, Combine Trust Transactions window

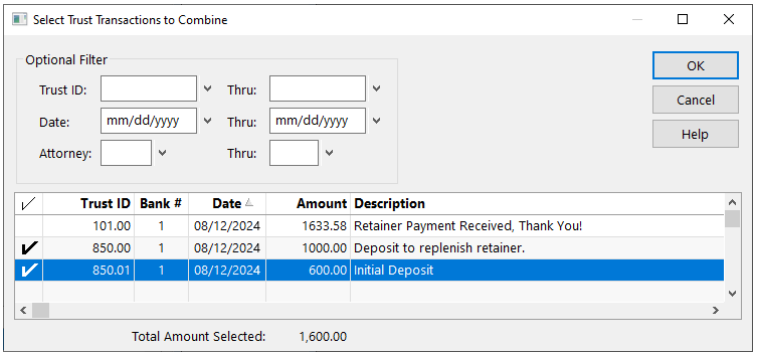


Figure 17, Select Trust Transactions to Combine window

The following fields are shown in the **Combine Trust Transactions** window *(Figure 16)*:

Ref #

The **Ref #** field acts as a unique identifier for the currently selected combined transaction. Pressing Enter will create a new combined transaction with the next available number.

Type

The **Type** field is used to specify the type of transactions being combined. Transactions with different transaction types cannot be combined. There are three types available to combine.

- **Checks** - Select the **Checks** option if you want to combine multiple unpaid checks into a single check transaction. Combining multiple check transactions allows you to create a single check for a payee that is paid from multiple trust accounts.
- **Deposits** - Select the **Deposits** option if you want to combine multiple deposits into a single deposit transaction.
- **EFTs** - Select the **EFTs** option if you want to combine multiple EFTs into a single EFT transaction.

Check #

The **Check #** field is used to assign a check number to a combined trust check. Combined checks are saved as a manual check transaction in Trust and cannot be printed using the Quick Print or Print Checks windows. This field is only available when the **Type** field is set to **Checks**.

Total Amount

The **Total Amount** is a calculation based on the total of all transactions in the Selected Transactions area of the window that have a check mark. The amount cannot be edited.

Status

The **Status** field is used to indicate the status of the selected transaction.

- **Cleared** - A status of **Cleared** indicates that the transaction has been cleared in the Reconciliation window. Each journal entry or deposit with a check mark in the "Clr" (Cleared) column in the Reconciliation window is considered **Cleared**. The **Cleared** status is changed to Reconciled when the reconciliation is finalized.
- **Outstanding** - A status of **Outstanding** indicates that the transaction has not yet been cleared or reconciled using the Reconciliation window.
- **Reconciled** - A status of **Reconciled** indicates that the transaction has been reconciled using the Reconciliation window.

Check Mark (✔)

The **Check Mark** indicates that a transaction has been selected to be included in the combined transaction and counted as part of the **Total Amount**.

The **Print Summary** button in the Combine Trust Transactions window *(Figure 16)* can be used to print a **Trust Combined Transaction Summary** *(Figure 18)*.

Date: 09/26/2026 **Trust Combined Transaction Summary** Page: 1
Jensen, Martin & Anderson, P.C.

Bank Account: First Bank IOLTA Account
Bank Description: First Bank IOLTA Account
Account #: 6027-2913-8561
Deposit Date: 08/27/2026
Description: Client 850.00 & 850.01 (White, deposit)

Date	Trust ID	Description		Amount
08/26/2026	850.00	Deposit to replenish retainer		1,000.00
08/27/2026	850.01	Initial Deposit		600.00
			Total Amount (2 items):	1,600.00

Depositor's Signature:_____

Figure 18, Combined Transaction Summary

▶ To add a new combined trust transaction

1. In the Quick Launch, search for and select "Combine Trust Transactions."
2. Click .
    a. Select the desired **Bank #**.
    b. Select the **Type** of transactions you want to combine.
    c. If combining checks, enter a check number in the **Check #** field.
3. Click the **Select Transactions** button to open the **Select Trust Transactions to Combine** window.
    a. Select the transactions you want to combine.
    b. Click **OK**.
4. Enter a **Description** for the combined transaction.
5. Optionally, click the **Print Summary** button to generate a Combined Transaction Summary.
6. Click to save the combined trust transaction.

Bank Account Manager

Menu: ***File | Open | Bank Account Manager***
Home: ***All Actions | Trust Accounts | Bank Account Manager***
Quick Launch: ***Bank Account Manager***

The Bank Account Manager provides a summary view of all of the bank accounts in Trust. From this window, you can view bank account information, see the date of the last import and reconciliation performed for each bank account, and view the bank account's current balance. The Bank Account Manager also provides access to the Import Bank Transactions, Confirm Transactions, and Reconciliation windows.

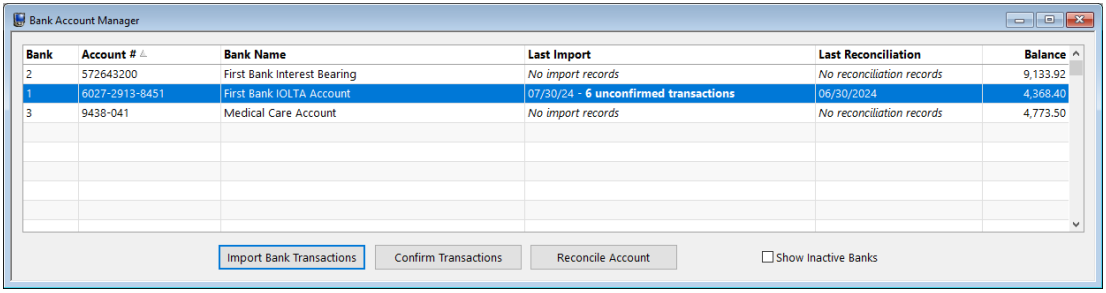


Figure 19, Bank Account Manager

Import Bank Transactions

Menu: *Maintenance | Import Bank Transactions*
Home: *All Actions | Utilities/Maintenance | Import Bank Transactions*
Quick Launch: *Import Bank Transactions*

The Import Bank Transactions window allows you to import information via a file from your bank or credit card company. File formats supported include the .OFX, .QFX, and .QBO file formats. During the import process, Trust will automatically match the imported transactions with existing trust transactions, and allow you to quickly create new transactions based on the imported transactions. After transactions have been imported and matched, you can use the Confirm Transactions window to "confirm" each match and mark each matched transaction as Cleared. This saves you time when reconciling your bank account.

Note: More information on the Import Bank Transactions window can be found in Trust Help.

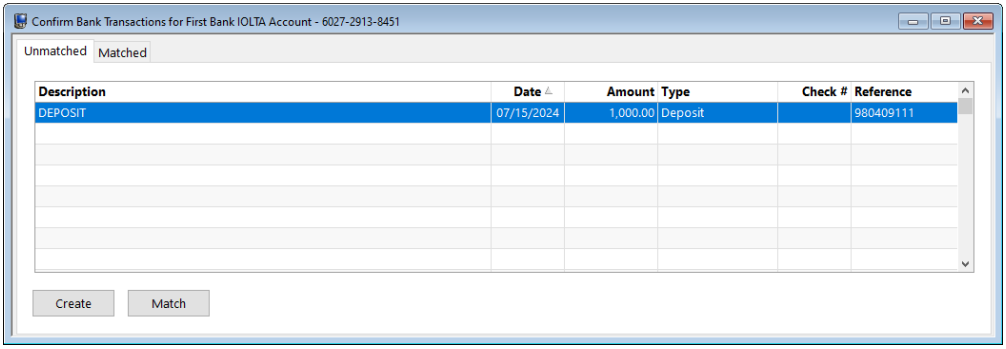


*Figure 20, Confirm Bank Transactions **Unmatched** tab*

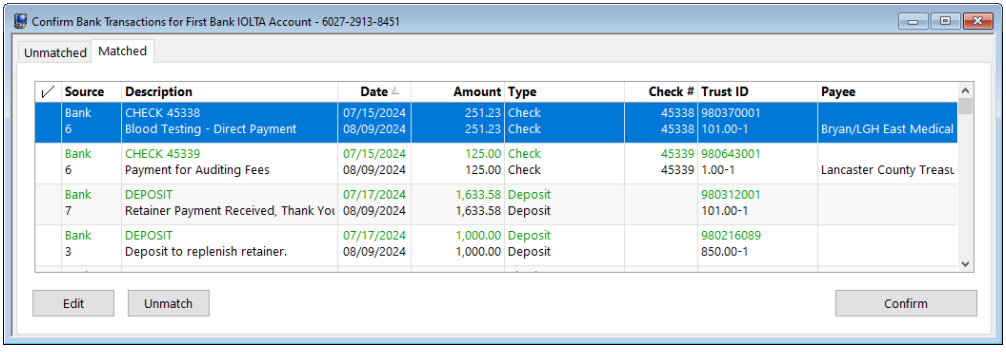


*Figure 21, Confirm Bank Transactions **Matched** tab*

Reconciliation

Menu: ***Checks | Reconciliation***
Home: ***All Actions | Checks/Deposits | Reconciliation***
Quick Launch: ***Reconciliation***

Tabs3 Trust Accounting's Reconciliation window makes it easy to reconcile bank statements against activity within Trust. When starting the Reconciliation window, the Reconciliation Settings window is displayed. From the Reconciliation Settings window, you can:

- Select the bank account to reconcile
- Confirm the beginning balance automatically calculated by Trust
- Enter the ending balance from your bank statement
- Enter interest and service charge information from your bank statement

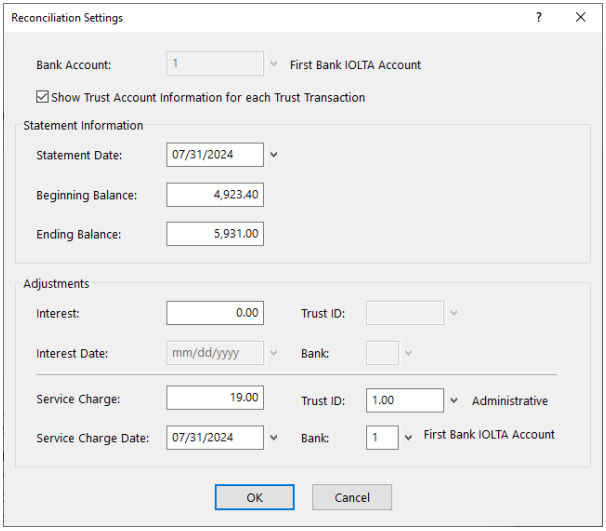


Figure 22, Reconciliation Settings window

Once you have entered your Reconciliation Settings *(Figure 22)*, the **Reconciliation** window *(Figure 23)* will be displayed. This window includes a list of outstanding journal entries and deposits, a section for tracking cleared totals, and a section for tracking reconciliation balances.

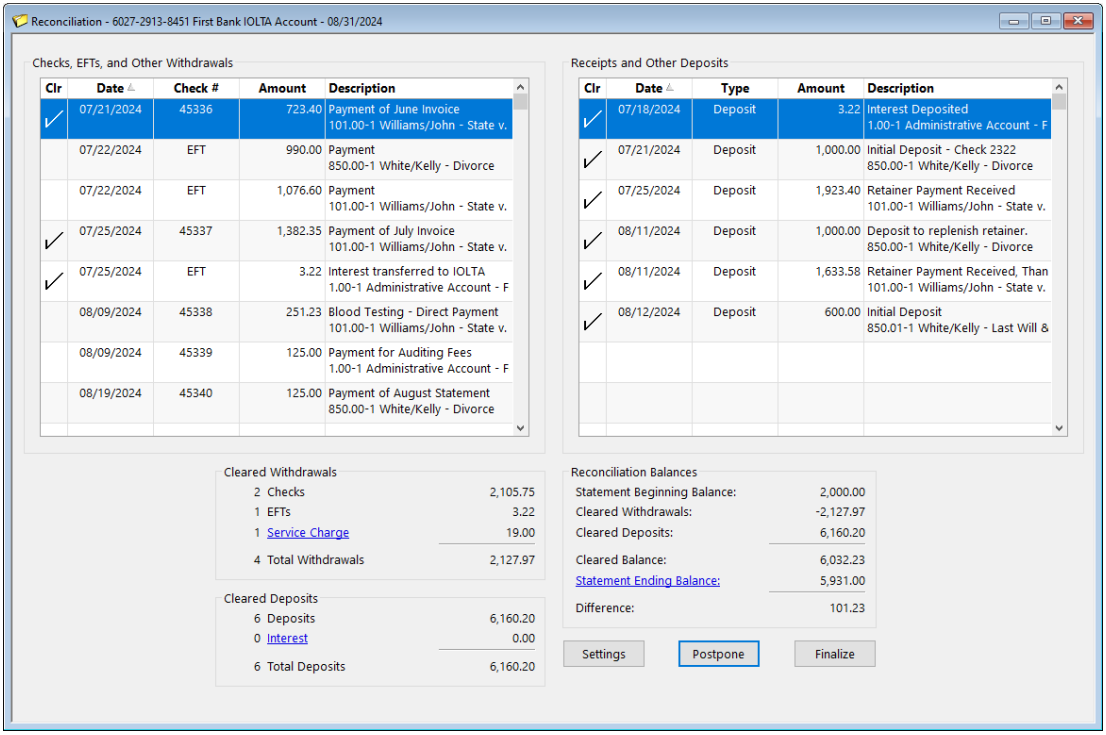


Figure 23, Trust Reconciliation

Once the reconciliation is in balance, click **Finalize**. Reconciliations cannot be finalized unless they are in balance. You can print a Reconciliation Report for your records. Trust also stores Reconciliation Reports as PDFs for later viewing.

More Info: Detailed information regarding the reconciliation process can be found in Trust Help.

Date: 08/05/2024 **Trust Detail Reconciliation Report** Page: 1
Jensen, Martin & Anderson, P.C.

Bank Account #: 6027-2913-8451
Trust Bank: 1

First Bank IOLTA Account
As of the Period Ending
July 31, 2024

Cleared Checks

Date	Check #	Trust ID	Name/Description	Payee	Amount
07/18/2024	45336	101.00	John Williams Payment of July Invoice	Jensen, Martin & Anderson, P.C.	-723.40
07/22/2024	45338	101.00	John Williams Blood Testing - Direct Payment	Bryan/LGH East Medical Center	-251.23
07/22/2024	45339	1.00	Administrative Account Payment for Auditing Fees	Lancaster County Treasurer	-125.00
			(-) **Total Cleared Checks**	3 items	-1,099.63

Cleared EFTs

Date	Trust ID	Name/Description	Payee	Amount
07/19/2024	101.00	John Williams Payment	Jensen, Martin & Anderson, P.C.	-1,076.60
07/22/2024	1.00	Administrative Account Interest transferred to IOLTA	IOLTA Interest	-3.22
07/26/2024	1.00	Administrative Account Service Charge		-11.75
		(-) **Total Cleared EFTs**	3 items	-1,091.57

Cleared Deposits

Date	Trust ID	Name/Description	Payee	Amount
07/15/2024	1.00	Administrative Account Interest Deposited		3.22
07/18/2024	850.00	Kelly Ann White Initial Deposit - Check 2322		1,000.00
07/22/2024	101.00	John Williams Retainer Payment Received		1,923.40
07/29/2024	101.00	John Williams Retainer Payment Received, Thank You!		1,633.58
07/30/2024		Client 850.00 & 850.01 (White, deposit) Combined Transaction		1,600.00
		(+) **Total Cleared Deposits**	5 items	6,160.20

Reconciliation Balances

Statement Beginning Balance		2,000.00
Cleared Withdrawals	6 items	-2,191.20
Cleared Deposits	5 items	6,160.20
Cleared Balance		5,969.00
Statement Ending Balance		5,969.00
Difference		**In Balance**

Date: 08/05/2024 **Trust Detail Reconciliation Report** Page: 2
Jensen, Martin & Anderson, P.C.

Bank Account #: 6027-2913-8451
Trust Bank: 1

First Bank IOLTA Account
Thru: 07/31/2024

Outstanding Checks

Date	Check #	Trust ID	Name/Description	Payee	Amount
07/22/2024	45337	101.00	John Williams Payment of July Invoice	Jensen, Martin & Anderson, P.C.	-1,382.35
07/31/2024	45340	850.00	Kelly Ann White Payment of July Statement	Jensen, Martin & Anderson, P.C.	-125.00
			(-) **Total Outstanding Checks**	2 items	-1,507.35

Outstanding EFTs

Date	Trust ID	Name/Description	Payee	Amount
07/22/2022	850.00	Kelly Ann White Payment	Jensen, Martin & Anderson, P.C.	-990.00
		(-) **Total Outstanding EFTs**	1 item	-990.00
		(+) **Total Outstanding Deposits**	0 items	0.00
		Total Voided Checks	0 items	~~0.00~~

Account Balances as of 08/31/2022

Statement Ending Balance		5,969.00
Total Outstanding Items	3 items	-2,497.35
Calculated Balance		3,471.65
Total Unpaid Items	1 item	-885.00
Adjusted Bank Account Balance		2,586.65

Date: 08/31/2022 — **Trust Detail Reconciliation Report** — Page: 1
Jensen, Martin & Anderson, P.C.

Bank Account #: 6027-2913-8561
Trust Bank: 1

First Bank IOLTA Account
As of the Period Ending
August 31, 2022

Cleared Checks

Date	Check #	Trust ID	Name/Description	Payee	Amount
07/21/2022	45336	101.00	John Williams Payment of July Inovice	Jensen. Martin & Anderson, P.C.	-723.40
07/25/2022	45338	101.00	John Williams Blood Testing - Direct Payment	Bryan/LGH East Medical Center	-251.23
07/25/2022	45339	1.00	Administrative Account Payment of Auditing Fees	Lancaster County Treasurer	-125.00
			(-) **Total Cleared Checks**	3 items	-1,099.63

Cleared EFTs

Date	Trust ID	Name/Description	Payee	Amount
07/22/2022	101.00	John Williams Payment	Jensen. Martin & Anderson, P.C.	-1,076.60
07/25/2022	1.00	Administrative Account Interest transferred to IOLTA	IOLTA Interest	-3.22
07/25/2022	1.00	Administrative Account Service Charge		-11.75
		(-) **Total Cleared EFTs**	3 items	-1091.57

Cleared Deposits

Date	Trust ID	Name/Description	Payee	Amount
07/18/2022	1.00	Administrative Account Payment		3.22
07/21/2022	850.00	Administrative Account Interest transferred to IOLTA		1,000.00
07/25/2022	101.00	Administrative Account Service Charge		1,923.40
08/11/2022	101.00	John Williams		1,633.58
08/12/2022		Client 850.00 & 850.01 (White, deposit) Combined Transaction		1,600.00
		(-) **Total Cleared Deposits**	5 items	6,160.20

Reconciliation Balances

Statement Beginning Balance		2,000.00
Cleared Withdrawals	6 itmes	-2,191.20
Cleared Deposits	5 items	6,160.20
Cleared Balance		5,969.00
Statement Ending Balance		5,969.00
Difference		**In Balance**

Figure 24,

Trust also includes an Undo Reconciliation window, which allows you to reverse a reconciliation in order to make any necessary changes.

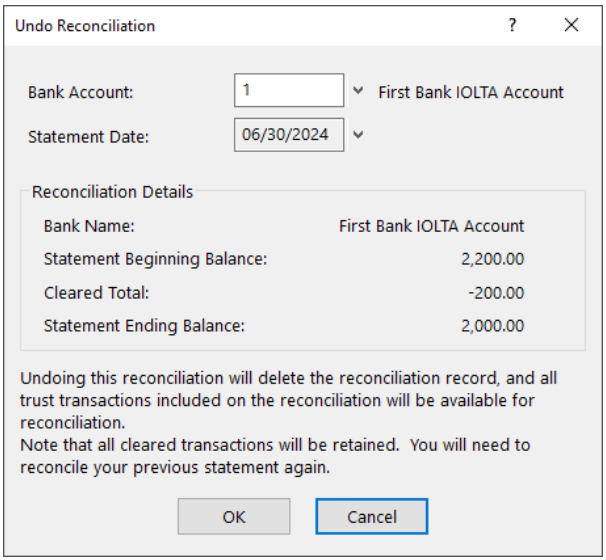


Figure 25, Undo Reconciliation

Three-Way Reconciliation Report

In some states, multiple forms of proof that trust bank accounts are in balance may be required. Trust provides this proof via the Three-Way Reconciliation Report. The Three-Way Reconciliation Report compares the following figures and provides a warning if a discrepancy is encountered.

- The total of all Client Trust Ledger balances
- The ending Statement Balance of the latest Reconciliation (plus all outstanding deposits and minus all outstanding checks)
- The ending Check Register balance

Date: 08/05/2024

Trust Three-Way Reconciliation Report
Jensen, Martin & Anderson, P.C.

Page: 1

First Bank IOLTA Account
As of the Period Ending
July 31, 2024

Bank Account #: 6027-2913-8451
Trust Bank: 1

Client Trust Ledger

Trust ID	Trust Account Name/Description	Amount	Balance
1.00	Administrative Account For tracking all Firm and interest adjustments	63.25	
101.00	John Williams State v. Williams	1,923.40	
850.00	Kelly Ann White Divorce	0.00	
850.01	Kelly Ann White Last Will & Testament	600.00	
	Client Trust Ledger Balances		**2,586.65**

Reconciliation Statement Ending Balance		5,969.00	
Add	All Outstanding Deposits	0.00	
Less	All Outstanding EFTs	-990.00	
Less	All Outstanding Checks	-1,507.35	
Less	All Unpaid Transactions	-885.00	
	Adjusted Bank Account Balance		**2,586.65**

Check Register

Check Register Balance		**2,586.65**

Figure 26, Three-Way Reconciliation Report

1099 Report

Menu: *Reports | 1099 Information | 1099 Report*
Home: *All Actions | 1099 | 1099 Report*
Quick Launch: *1099 Report*

Trust allows you to generate IRS Forms 1099-MISC and 1099-NEC on behalf of your trust accounts. 1099s are written to the payee, whereas the payer can be either the trust account or the firm. The payer is determined by the Federal ID number entered for the trust account. If the trust account's Federal ID number matches the firm's Federal ID number, the firm will be the payer. If the trust account's Federal ID Number does not match the firm's Federal ID number, then the trust account will be the payer. The **1099 Report** is used to verify 1099 information before printing 1099 Forms.

The **Trust Accounts** tab allows you to select trust accounts by specifying ranges of trust accounts, bank accounts, responsible attorneys and open dates.

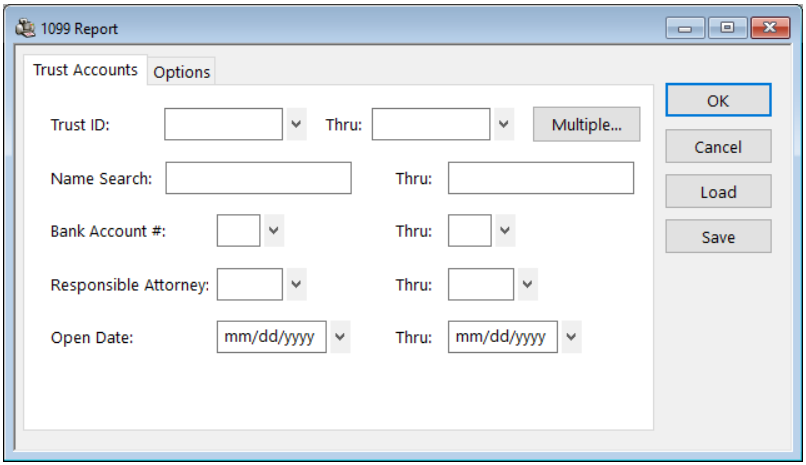


*Figure 27, Trust 1099 Report - **Trust Accounts** tab*

The **Options** tab allows you to select the **Reporting Year** for which you are filing, a range of payees for whom to run the report, and a **Minimum YTD Amount to Print**.

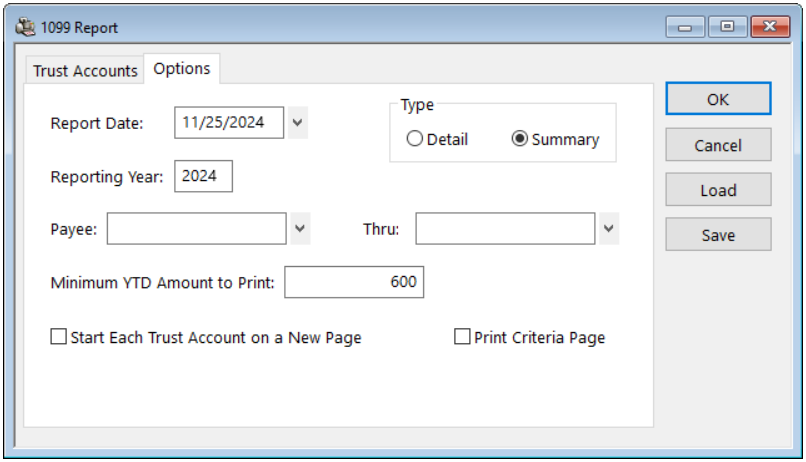


*Figure 28, Trust 1099 Report - **Options** tab*

Check Requests

Menu: *Checks | Check Requestss*
Home: *All Actions | Checks | Check Requests*
Quick Launch: *Check Requests*

Check Requests

Check requests are a feature of the Platinum edition of Tabs3 Software that allows adding and reviewing of requests for reimbursement using PracticeMaster, and then the creation of trust transactions based on those requests in Tabs3 Trust Accounting (or invoices in Tabs3 Accounts Payable). From the Quick Launch, search for and select "Check Requests." The Check Requests window has three page views:

- A list of check requests without an associated trust transaction are shown on the **Inbox** page view. Hover over a check request and click the icon to start a new trust transaction.
- Check requests with an associated trust transaction that has not yet been paid are shown on the **Unpaid** page view.
- Check requests with an associated trust transaction that has been paid are shown on the **Completed** page view.

Click on a row to review the check request, or click the icon to open the attachment.

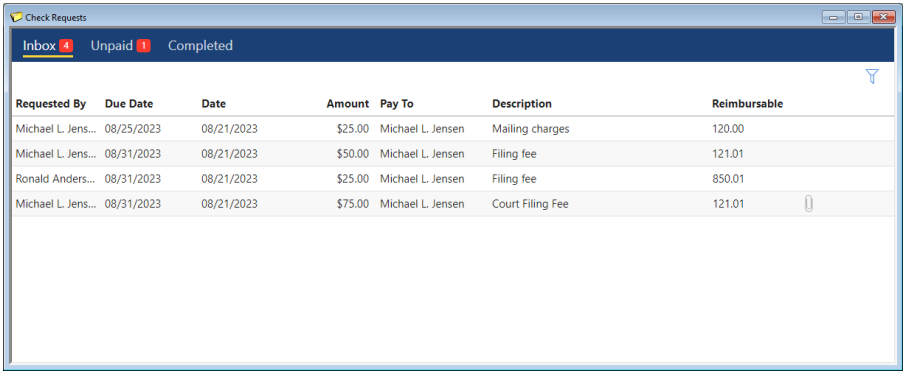


Figure 29, Inbox page view of the Check Requests window

Figure 30, Unpaid page view of the Check Requests window

Figure 31, Completed page view of the Check Requests window

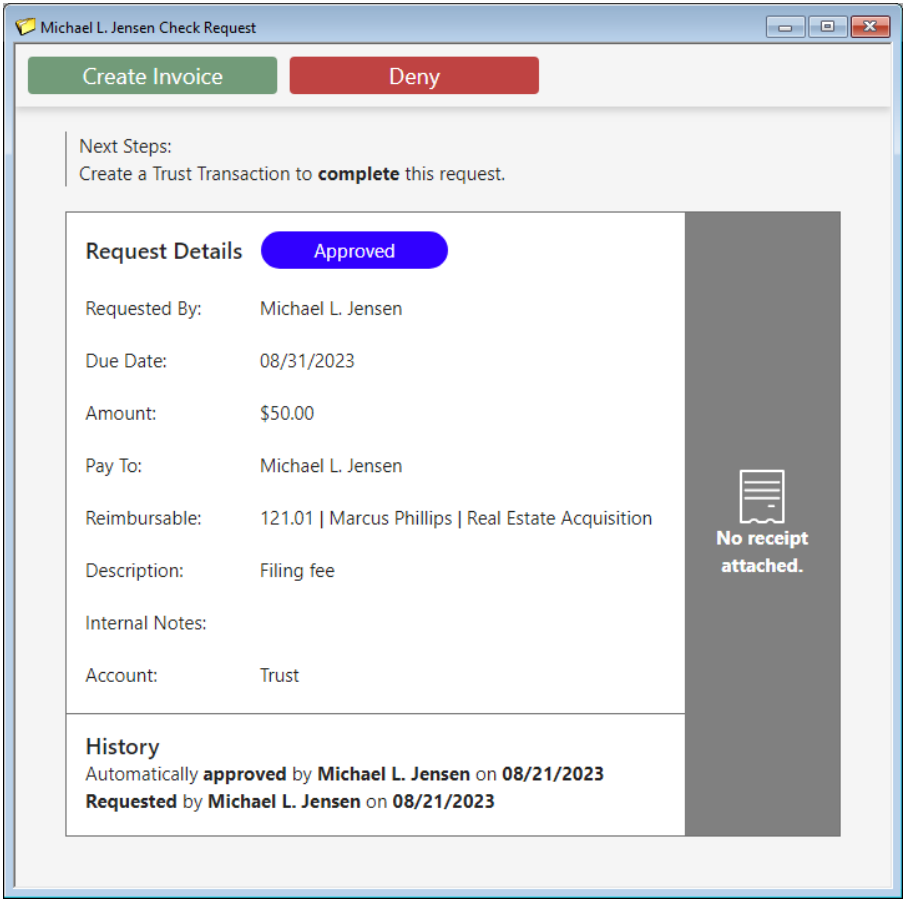


Figure 32, Check Request details

The fields for a check request that are not self-explanatory are explained below.

Requested By

The **Requested By** field shows the user who created the check request.

Pay To

The **Pay To** field shows a contact to which a check should be sent. This contact may not always be a payee in AP; if a trust transaction is created for this check request, a payee must be selected or created.

Reimbursable	The **Reimbursable** field shows what client matter in Tabs3 Billing or Trust should be billed for this check. If a trust transaction is created for this check request, this determines the trust account that the transaction will be created for.
Attachment	The **Attachment** icon links an electronic copy of an invoice or receipt to a check request, allowing it to easily be stored and accessed.

▶ To create a new trust transaction for a check request

1. In the Quick Launch, search for and select "Check Requests."
2. On the **Inbox** page view, locate the check request.
3. Hover over the check request and click to start a new trust transaction.
4. Enter the desired information for the trust transaction.
5. Click to save the new trust transaction.

Note: Creating and reviewing check requests is performed in PracticeMaster. Additional information regarding integration can be found in Trust Help and the ***Integration Guide***.

Additional Resources

With its intuitive data entry system and streamlined features, Tabs3 Trust Accounting makes it easy to keep close track of all of your firm's trust information. This section includes additional resources and information on the features discussed in this guide.

Help

The Help contains detailed information on all features of the software. The Help is accessible by pressing F1 from anywhere within the software; doing so will load the Help information for the particular feature being accessed.

Knowledge Base

Tabs3 Software's extensive Knowledge Base is available 24 hours a day, 7 days a week. You can access the Knowledge Base in the Quick Launch by searching for and selecting "Knowledge Base," or from your web browser at:

support.Tabs3.com

Training Videos

Training videos are multimedia resources that walk you through Trust Accounting features. In the Quick Launch, search for and select "Training Videos" to access the training video libraries. The training videos can also be accessed at:

Tabs3.com/videos

Report Pack

The Trust Accounting Report Pack makes it easy to familiarize yourself with the various reports available and the criteria used to create them.

All guides and report packs are available on our website at:

Tabs3.com/support/docs.html

Tabs3 Support

Tabs3 Software provides some of the best support in the industry. Service to our customers is extremely important to us—so much so that our motto is:

Reliable software. Trusted service.

Support is provided at no charge with an active subscription and is available from 8:00 a.m. to 5:00 p.m. Central Time, Monday through Friday. If you have any questions, please feel free to call our Support staff at (402) 419-2210.

Email support is also available for all firms with an active subscription. Our support team responds to emails during office hours. Our goal is to respond to your question within one business day. Please keep in mind that time-sensitive and complex issues are better handled over the phone. To request email support, visit **Tabs3.com/support**.

Index

#

1099s
- 1099 Report 40

A

Adding
- additional trust accounts for the same client 13
- contacts 14
- payees 15
- trust accounts 11
- trust transactions 19

Attachment 45

B

Bank Account Manager 32

C

Check Printing 24
- from Print Checks 25
- from Trust Transactions 24

Check Requests 42
- Attachment field 45
- Completed 43
- creating invoices 45
- example 44
- Inbox 42
- Pay To field 44
- Reimbursable field 45
- Requested By field 44
- Unpaid 43

Checks
- assigning a check number 16
- issuing a check 19
- printing a check 24
- voiding a check 27

Combine Trust Transactions 28

Contacts 14
- adding 14
- definition 14
- window 14

D

Deleting
- printed or manual checks 27

F

Fields
- in a trust transaction 17
- trust account Address tab 7
- trust account Balances tab 8

G

Guides 5

H

Help 46

I

Import Bank Transactions 33
Invoices
from check requests 45

K

Knowledge Base 46

M

Manual Check
definition 16
Multiple trust accounts for one client 13

P

Pay To 44
Payee 15
adding a payee 15
definition 15
window 15
Payments to Firm
and Tabs3 Billing payments 20
Printing
checks 24
Printing Checks
from Trust Transactions 24
Print Checks window 25
Quick Print 24

Q

Quick Print 24

R

Receipts 20
deposit receipt 20
Reconciliation
Reconciliation Settings 34
Reconciliation Settings 34
Reimbursable 45
Requested By 44
Resources
Guides 5
Help 46
Sample Reports 46
Tabs3 Support 47

S

Sample Reports 46
Support 47

T

Tabs3 Billing Payments
and Trust 20
Tabs3 Support 47
Three-Way Reconciliation Report 39
Training Videos 46
Trust Account 6
adding a trust account 11
Address tab 6
Balances tab 8
definition 6
fields on Address tab 7
fields on Balances tab 8
Trust Transaction 16
adding 19
combining 28
fields 17

Tabs3 tab 20
Transaction tab 17
window 16

V

Videos 46
Void Checks 27
Voiding Checks 27