LexCharge Integration Guide

Tabs3 Billing   PracticeMaster   Trust Accounting   Accounts Payable   General Ledger

LexCharge Integration Guide

Copyright © 2008-2026

Software Technology, LLC
1621 Cushman Drive
Lincoln, NE 68512
(402) 423-1440
Tabs3.com

Tabs3, PracticeMaster, Tabs3Pay, and the "pinwheel" symbol ( ) are registered trademarks of Software Technology, LLC.

Version 2025 (Wednesday, December 31, 2025)

Table of Contents

Introduction & Getting Started

If you have questions or need assistance with your LexCharge account, please email **creditcardsupport@tabs3.com**.

If you are considering electronic payment processing for the first time, please see Knowledge Base Article **R11871**, "Tabs3Pay Frequently Asked Questions," for information on Tabs3Pay, our recommended payment processing solution.

LexCharge Integration Overview

Tabs3 Software integrates with LexCharge® (formerly ProPay) to provide merchant accounts for electronic payment processing in Tabs3 Billing and Tabs3 Trust Accounting (Trust) for payments and deposits.

Integration with LexCharge provides the ability to:

- Include a payment link when emailing statements.
- Authorize electronic payments in Tabs3 Billing.
- Authorize electronic client funds deposits in Tabs3 Billing.
- Authorize electronic deposits in Trust.
- Credit or void credit card transactions entered in Tabs3 Billing and Trust.

You can use more than one LexCharge merchant account. Tabs3 Billing lets you define merchant accounts for the firm, separate locations, and individual primary timekeepers or any combination thereof, whereas Trust allows you to define merchant accounts for separate bank accounts. LexCharge accepts the following credit card types:

- Visa®
- Mastercard®
- Discover®
- American Express®

In addition, LexCharge accepts eChecks (directly debiting a checking or savings account using an ACH system).

Once LexCharge integration has been enabled and configured, you can include payment links with your email statements. These links allow clients to make payments online via a

LexCharge payment page using a credit card or eCheck. Payments can then be imported into Tabs3 Billing using the Import Online Payments window.

Transactions can be entered manually via the Payment Entry and Client Funds Entry windows in Tabs3 Billing and the Trust Transaction Entry window in Trust, or credit cards can be swiped using a compatible card reader for ease of use. Using a card reader may reduce the fees for a credit card transaction. A Credit Card Transaction Receipt can be printed when a credit card transaction is authorized, or at a later time. A Credit Card Authorization List provides a list of credit card transactions authorized via Tabs3 Billing or Trust for a specified time period and can include charges, voids, credits, or any combination thereof.

Security

Tabs3 Software does not transmit or receive sensitive credit card information directly. Instead, Tabs3 Billing or Trust opens a separate window to the secure LexCharge site where the user then enters all sensitive credit card information. As a result, all transmission and storage of sensitive data is handled by the LexCharge website. Tabs3 Software only stores the Credit Card Type and the last four digits of the credit card number. Tabs3 Software does not store Credit Card Numbers, Expiration Dates, Security Codes (i.e., Card Verification Values of CVV, CVV2, CVC2 or CID), or PIN numbers.

Requirements

To use LexCharge with Tabs3 Billing or Trust, the following is required:

- The following software must be installed in order to use the LexCharge Integration.
  - Tabs3 Billing (for credit card payment transactions and credit card client funds deposit transactions).
  - Tabs3 Trust Accounting (for credit card trust deposit transactions).
- Registration is required before credit card processing can be enabled.
- A merchant account must be created with LexCharge. At least one User ID and password for the LexCharge service must be created.
- An Internet connection is required.

Configuration

This section will walk you through the steps necessary to configure LexCharge integration in Tabs3 Billing and/or Tabs3 Trust Accounting (Trust).

Set Up LexCharge Merchant Account(s)

In order to process credit card and eCheck transactions in the Tabs3 Software, the firm must first obtain a merchant account with LexCharge.

For more information regarding LexCharge merchant accounts, please visit:

https://Tabs3.com/LexCharge

This page can also be accessed by clicking the **Learn More** button on the **LexCharge** tab of Tabs3 Billing or Trust Customization.

This section provides steps for enabling LexCharge integration and configuring merchant accounts in Tabs3 Billing.

Configure LexCharge Integration in Tabs3 Billing

Perform the following steps to configure Tabs3 Billing to allow processing of credit card transactions and eChecks.

▶ **To enable LexCharge integration in Tabs3 Billing**

1. Have all users exit the software.

2. From the Tabs3 Billing Quick Launch, search for and select "Customization."

   a. Click the **LexCharge** tab.

   b. Select the **Enable LexCharge Integration** check box.

   c. Select the **Allow for Payments** check box if you want to process payment transactions electronically using LexCharge.

   d. Select the **Allow for Client Funds Deposits** check box if you want to process client funds deposits electronically using LexCharge.

e. Select the **Enable LexCharge Payment Links with Email Statements** check box if you want to include LexCharge payment links with your Email Statements.

> **Note:** Tabs3 Billing can process credit card and eCheck transactions for both payments and client funds. If both options are enabled, then payments and client funds will be deposited to the same bank account. Accepting credit cards and eChecks for Client Funds Deposits in Tabs3 Billing is designed for use with non-refundable amounts. We recommend using the Tabs3 Trust Accounting (Trust) if you need to accept credit card transactions for client trust accounts.
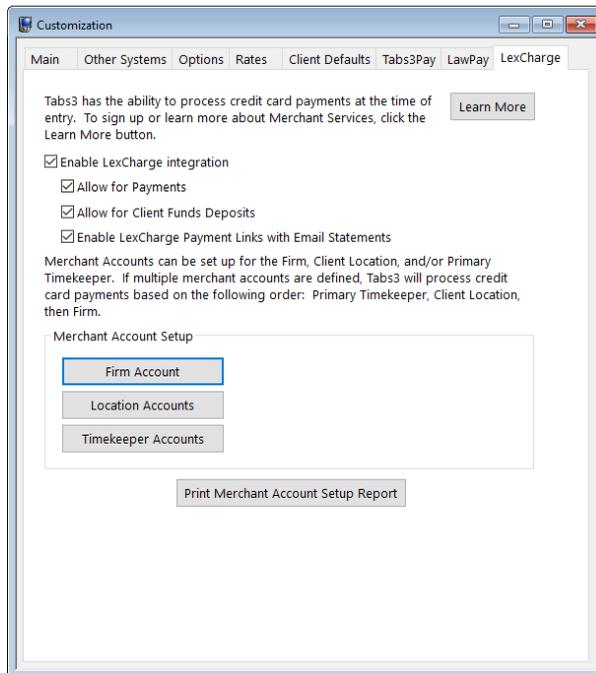

*Figure 1, **LexCharge** tab of Tabs3 Billing Customization*

3. Determine which type of merchant account you want to set up (see the **Merchant Account Types** section *(page 9)* for more information).

   - If you are configuring a firm-wide merchant account, click **Firm Account**.

   - If you are configuring a merchant account for a specific location, click **Location Account** and then click **New**.

- If you are configuring a merchant account for a specific timekeeper, click **Timekeeper Account** and then click **New**.
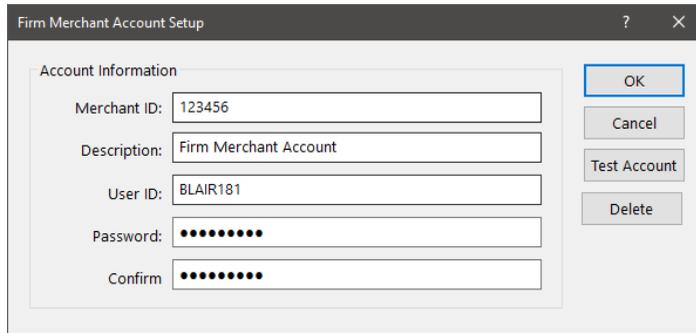

Figure 2, Tabs3 Billing Firm Merchant Account Setup

4. Configure the merchant account.

> **Note:** Due to their length and complexity, we recommend copying and pasting the **Merchant ID**, **User ID**, and **Password/Confirm Password** fields rather than manually typing them.

  a. If you are creating a location or timekeeper based merchant account, specify the **Location** or **Timekeeper** the account will be associated with.

  b. In the **Merchant ID** field, paste the Merchant ID you received from LexCharge.

  c. In the **Description** field, enter the text you want displayed when selecting a merchant account.

  d. In the **User ID** field, paste the User ID you received from LexCharge.

  e. In the **Password** and **Confirm Password** fields, paste the password you received from LexCharge.

  f. Click the **Test Account** button. If you receive a message other than "Merchant accepted.", verify that you have entered the correct information you received from LexCharge.

  g. Once the test is successful, click **OK** to close the Merchant Account Setup window.

5. Repeat steps 3 and 4 for any additional merchant accounts you need to configure.

6. Close the Customization window and click **Save** when prompted to save changes.

> **Note:** Using the same merchant accounts in Tabs3 Billing and Trust is not supported nor recommended.

Merchant Account Types

Tabs3 Billing has three types of merchant accounts: firm, location, and timekeeper. This allows you to direct payments and/or client funds deposits to different bank accounts depending on the location or primary timekeeper assigned to the matter. When processing credit card payments or client funds deposits, Tabs3 Billing looks for a timekeeper account first, then a location account. If it cannot find either one, it will then use the firm account.

Configure LexCharge Integration in Trust

Perform the following steps to configure Trust to allow processing of credit card transactions.

▶ **To enable credit card processing in Trust**

1. Have all users exit the software.

2. From the Trust Quick Launch, search for and select "Customization."

   a. Click the **LexCharge** tab.

   b. Select the **Enable processing of Credit Card Deposits** check box if you want to process credit cards and eChecks for trust transactions.
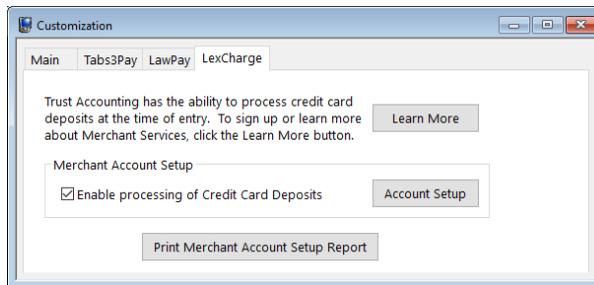

*Figure 3, **LexCharge** tab of Trust Customization*

3. Click **Account Setup**, and then click **New**.

> **Note:** Due to their length and complexity, we recommend copying and pasting the **Merchant ID**, **User ID**, and **Password**/**Confirm Password** fields rather than manually typing them.
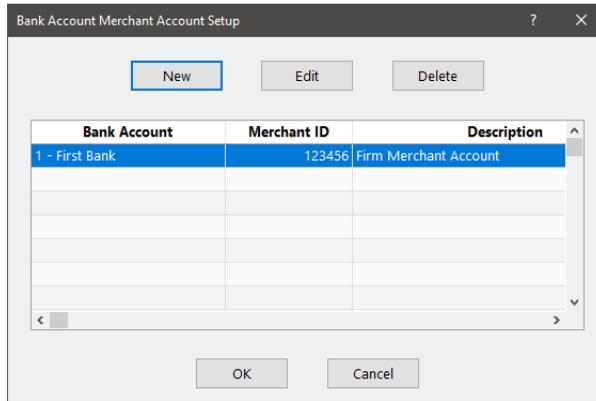

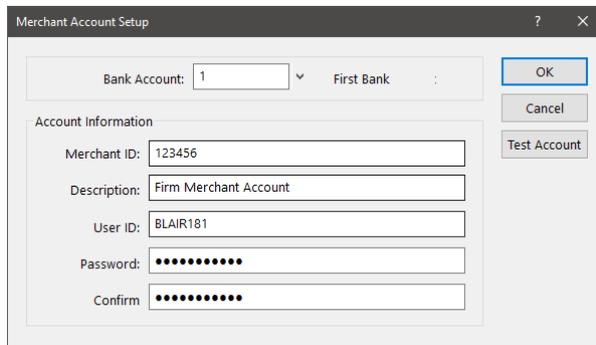*Figure 4, Bank Account Merchant Account Setup window*

Figure 5, Trust Merchant Account Setup window

a. Specify the **Bank Account** that is associated with this merchant account.

b. In the **Merchant ID** field, paste the Merchant ID you received from LexCharge.

c. In the **Description** field, enter the text you want displayed when selecting a merchant account.

d. In the **User ID** field, paste the User ID you received from LexCharge.

e. In the **Password** and **Confirm Password** fields, paste the password you received from LexCharge.

f. Click the **Test Account** button. If you receive a message other than "Merchant accepted.", verify that you have entered the correct information you received from LexCharge.

g. Once the test is successful, click **OK** to close the Merchant Account Setup window.

4. Repeat step 3 for any additional merchant accounts you need to configure.

5. Close the Customization window and click **Save** when prompted to save changes.

Note: Using the same merchant accounts in Tabs3 Billing and Trust is not supported nor recommended.

Note: For information on including LexCharge payment links with emailed statements, see Knowledge Base Article **R11767**, "Using the Tabs3 Payment Link."

Configure Users for LexCharge Reports Access

In order to access the LexCharge Reports feature in Tabs3 Billing and Trust, users must have a valid phone number and email address specified for their user account in System Configuration. The LexCharge Reports feature allows you to access information regarding your merchant account directly from the LexCharge website.

▶ **To add a phone number and email address to a user account**

1. Open System Configuration as a user with manager rights.

2. From the **File** menu, select **Open | Users**.

3. In the **User ID** field, select the user you want to update.

4. Click the link next to the **User Name** field to open the associated contact record.

a. In the **Phone Number** field, specify a valid 10-digit phone number for the user.

b. In the **Email Address** field, specify a valid email address for the user.

User Configuration window

5. Save and close the contact record.

6. Click the 💾 button to save the current user's record.

7. Repeat steps 3-6 for each user that will be accessing LexCharge Reports.

8. Close the User Configuration window and System Configuration when you are finished.

> **Important:** The email address specified for the user must **not** be associated with another LexCharge merchant account. Associating the same email address with multiple merchant accounts can cause issues determining which merchant account is being accessed when logging into the LexCharge website.

Electronic Transactions

Sending Payment Links with Email Statements

The easiest and most secure method to receive credit card and eCheck payments from LexCharge is to include payment links with your Email Statements. These links are inserted into the email message that accompanies the statement, and open a LexCharge payment page in the recipient's web browser.

Figure 6, LexCharge Payment Page

Upon receipt of the email, clients can pay their statement directly via either credit card or eCheck. This eliminates the need for your firm to handle sensitive payment information, reducing your potential liability regarding fraudulent payments.

Once the client has made a payment using a payment link, it can be imported into Tabs3 Billing using the Import Online Payments utility. To access the Import Online Payments utility from the Quick Launch, search for and select "Import Online Payments."

LexCharge payment links are valid for up to 30 days.

For more information on configuring and importing payment links in Tabs3 Billing, see KB Article **R11767**, "Using the Tabs3 Payment Link."

Entering Electronic Payments in Tabs3 Billing

LexCharge payments are entered as any other payment transaction. The payment entry window is used to create the payment in Tabs3 Billing. Select a **Receipt Type** of Credit Card. After saving the payment, the Credit Card Authorization window will be displayed.
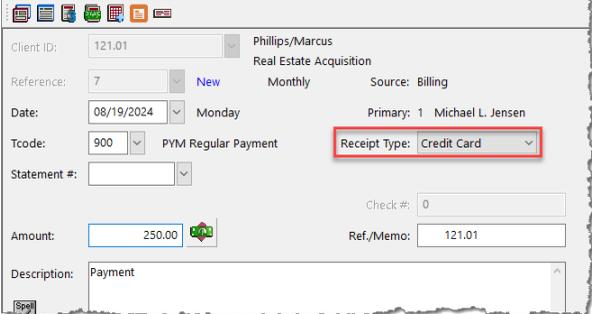
> **Note:** The Credit Card Authorization Window is a direct link to the LexCharge website. Information entered in this window is sent directly to the LexCharge system via an encrypted connection, and is not stored in the Tabs3 Billing data files.

Tabs3 Billing Payment

When LexCharge integration is enabled and a merchant account is configured, payments entered with a **Receipt Type** of "Credit Card" will automatically initiate a credit card transaction when saved.

▶ **To process a payment using a credit card or eCheck**

1. In the Quick Launch, search for and select "Payment Entry."

2. Enter the payment as you normally would.

3. Specify a **Receipt Type** of Credit Card.

4. Press Ctrl+S to save the transaction.

5. Upon saving the payment, the Credit Card Authorization window will be displayed.
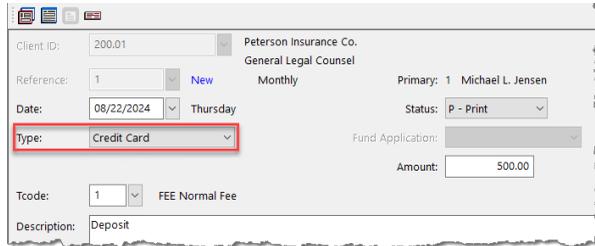

Figure 7, Tabs3 Billing Payment Entry

Tabs3 Billing Client Funds Deposit

When LexCharge integration is enabled and a merchant account is configured, client funds transactions entered with a **Type** of "Credit Card" will automatically initiate a credit card transaction when saved.

▶ **To process a client funds deposit using a credit card or eCheck**

1. In the Quick Launch, search for and select "Client Funds Entry."

2. Enter the deposit as you normally would.

3. Specify a **Type** of Credit Card.

4. Press Ctrl+S to save the deposit.

Figure 8, Tabs3 Billing Client Funds Entry

5. Upon saving the deposit, the Credit Card Authorization window will be displayed.

Trust Deposit

When LexCharge integration is enabled and a merchant account is configured, trust transactions entered with a **Type** of "Credit Card" will automatically initiate a credit card transaction when saved.

▶ **To process a trust deposit using a credit card or eCheck**

1. In the Quick Launch, search for and select "Trust Transaction Entry."

2. Enter the deposit as you normally would.

3. Specify a **Type** of Credit Card.

4. Press Ctrl+S to save the transaction.

5. Upon saving the transaction, the Credit Card Authorization window will be displayed.
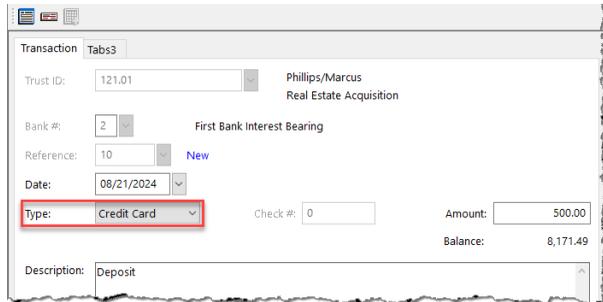
Figure 9, Trust Trust Transaction Entry

Credit Card Authorization Window

The Credit Card Authorization window consists of a series of pages on the LexCharge website. The following pages are displayed in the Credit Card Authorization window:

Initial Page

The initial page will display the description from the payment transaction, client name, and the payment amount. This information is pulled from the Tabs3 Billing payment transaction. The available payment options for the matter are displayed below this information.

The Client Description and Payment Amount sections are shown for your reference and cannot be edited.

The Select Payment Method section includes the following options:

- **Existing Payment Methods** - If any payment methods are stored for the matter, a button for the most recently used payment method is displayed. Click the **Show More Methods** button to see any additional stored payment methods. Payment methods can be credit cards, debit cards, or eChecks. You can select one of the existing methods by clicking it and then clicking the **Review Payment**button, which will take you to the **Almost Done** page.

    - **Credit Card / Debit Card** - The card type (Visa, Mastercard, Discover, or American Express), debit or credit, last four digits of the account, expiration date, fee, and name on the account will be shown.

    - **Bank** - The type of account (checking or savings), last four digits of the account number, fee, and bank account holder name will be shown.

- **Show More Methods** - Click this button to display any other stored payment methods and see more options to add additional payment methods.

- **Debit Card** - Click this button to add a new credit or debit card for the matter.

- **Credit Card** - Click this button to add a new credit or debit card for the matter.

- **Bank Account** - Click this button to add a new bank account for the matter.

- **Swipe Card** - Click this button and then the **Select** button to add a new credit or debit card for the matter using a compatible card reader.

- **Add New Payment Method** - Click this button if you want to add a new credit or debit card for the matter. *(Note: This button is not displayed if existing payment methods are present.)*

> **Note:** You can remove an existing payment method by clicking the ⊗ button for that method. The button will not be displayed for the currently selected payment method. If only one payment method is stored, click the **Swipe Card** button to deselect the payment method and display the button.

The Add Payment Method page allows you to add a new payment type. To determine the type of payment method you want to add, select either **Credit Card** or **Bank Account** from the **Select Payment Method Type** field.

> **Note:** The **Select Payment Method Type** field defaults to **Credit Card**.

Credit/Debit Card

If you clicked the **Debit Card**, **Credit Card**, or **Add New Payment Method** button above, you can manually add a new credit or debit card as a payment option. LexCharge accepts Visa, Mastercard, Discover, and American Express credit and debit cards. Enter the following information:

- **Cardholder Name** - The name on the credit card. This field defaults to the **Contact Name** assigned to the client in the **Client Contact**. If the name on the card differs from the default value, enter that instead.

- **Card Number** - The full credit card number. Do not enter dashes.

- **Expiration Date** - The expiration date from the credit card using MM/YY format.

- **Zip Code** - The zip code of the billing address associated with the card (if required).
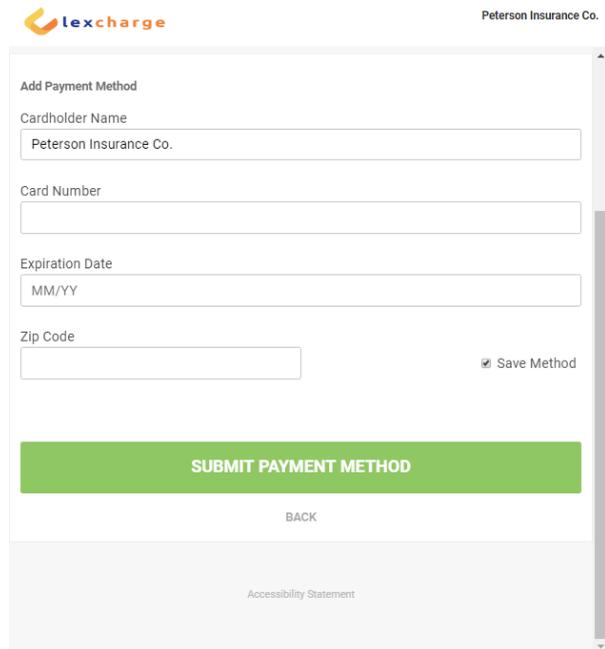
Clear the **Save Method** check box if you do not want to retain the payment method for future use.

When you have finished entering the credit or debit card information, click **Submit Payment Method** to return to the initial page with the new payment method selected. Click the **Review Payment** button to proceed to the confirmation page.

Bank Account

If you clicked the **Bank Account** button above, you can add a new checking or savings account as a payment option, allowing you to directly debit a client's bank account. To enter a new account, enter the following information:

- **Bank Account Holder Name** - The name associated with the bank account. This field defaults to the **Contact Name** assigned to the client in the **Client Contact**. If the name on the account differs from the default value, enter that instead.

- **Routing Number** - The routing number of the account, which must be 9 digits. The routing number is typically shown in the bottom left of a check or deposit slip.

- **Account Number** - The account number of the account, which must be 17 digits or less. The account number is typically shown to the right of the routing number on a check or deposit slip.

- **Confirm Account Number** - Reenter the account number. This field must match the **Account Number** field just entered in order to proceed.

- **Account Type** - Select the **Checking** or **Savings** option to select the type of bank account.

Clear the **Save Method** check box if you do not want to retain the payment method for future use.

When you have finished entering the bank account information, click **Submit Payment Method** to return to the initial page with the new payment method selected. Click the **Review Payment** button to proceed to the confirmation page.

> **Note:** The eCheck feature is not intended as a check conversion tool (i.e., a method of depositing paper checks), as it registers on the payee's bank statement as an ACH transaction rather than a check, and does not include a check number. To avoid confusion and possible payment disputes, always obtain the payee's permission before using their account information to process an eCheck. Additionally, your bank may offer other methods of depositing paper checks electronically, such as scanning or photographing the checks.

Swipe Card

If you clicked the **Swipe Card** button followed by the **Select** button, you will be prompted to swipe a credit or debit card using a compatible card reader. When the card has been successfully read, you will return to the initial page with the new payment method selected. Click the **Review Payment** button to proceed to the confirmation page.

Confirmation

Once the payment method and other information have been entered, a confirmation page displays the following information:

- **Payment Amount** - The amount of the payment or client funds deposit.

- **Credit Card Fee** or **eChecks/ACH Fee** - The amount of any fee charged for the transaction.

- **Total** - The total amount to be paid (i.e., the **Payment Amount** plus any applicable fee).

- **Pay Method** - The payment type (credit card type or bank account type) and last 4 digits of the account number.

Additionally, a **Payment Receipt** field is available if no email address has previously been specified for the matter. Enter the email address of the payee if they want to receive an email confirmation. This email address will be used for all future credit card payments for the current matter.

Once you have verified that the information is correct, click the **Submit Payment** button to proceed with the charge. If you need to correct any information, click the **Back** button.

Thank You

Finally, a message will be displayed confirming that the payment was processed. Once the posting has been successful, you can close the window.
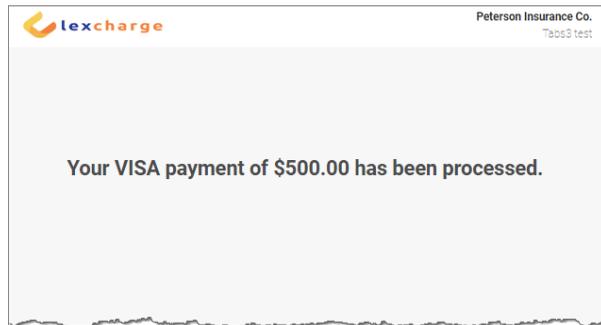
Error Messages & Troubleshooting

Detailed information regarding error messages or rejections when a Credit Card transaction is submitted to LexCharge can be found in our Knowledge Base at:

support.Tabs3.com

Article **R11692**, "LexCharge Error Messages and Troubleshooting," provides information and troubleshooting steps for messages related to credit card processing. Tabs3 Software does not provide support for credit card rejections.

If you need assistance with correcting errors, please contact LexCharge Support at: **creditcardsupport@tabs3.com**

Credit and Void Transactions

In the event you need to delete or adjust a transaction, Tabs3 Billing and Trust will automatically attempt to issue a credit or void through LexCharge for the associated credit card charge.

Issuing a Credit/Void in Tabs3 Billing

Credit card payments or client funds deposits that are deleted or adjusted in Tabs3 Billing can attempt to void or credit the associated transactions on the LexCharge website. The Payment Adjustment window is used to reverse or refund the payment in Tabs3 Billing.

▶ Credit/Void a Work-in-Process Credit Card Payment Transaction

1. In the Quick Launch, search for and select "Payment Entry."

2. Select the payment transaction associated with the credit card payment. *(Note that only work-in-process payments are available to be credited/voided in this manner.)*

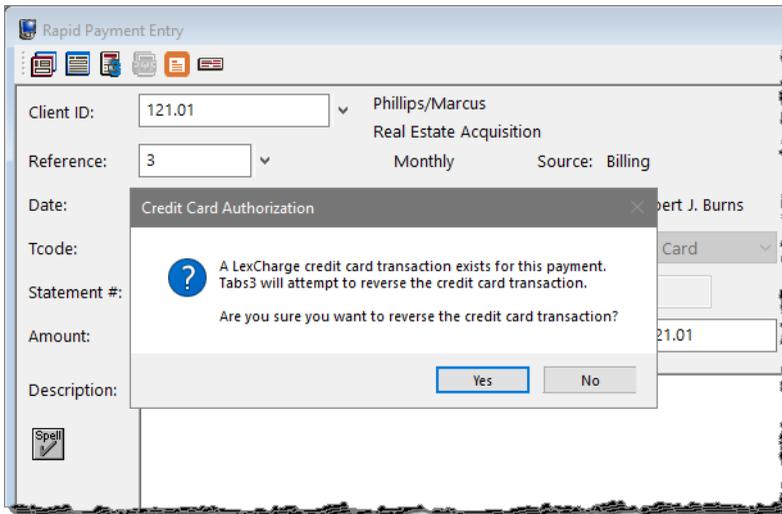3. Click the 🗑 button to delete the payment transaction.

Figure 10, Deleting a Payment Entry

▶ **Credit/Void an Archived Credit Card Payment Transaction**

1. In the Quick Launch, search for and select "Payment Adjustment."

2. Select the payment transaction associated with the credit card payment.

3. Select to perform a **Reversal** (crediting/voiding the entire amount of the payment) or **Refund** (crediting/voiding an unallocated portion of the payment).

4. Select a **Date of Adjustment** for the Tabs3 Billing payment. *(Note that this date is not used for the date of the credit on LexCharge. The current system date is used.)*

5. Click **OK** to perform the adjustment/credit.
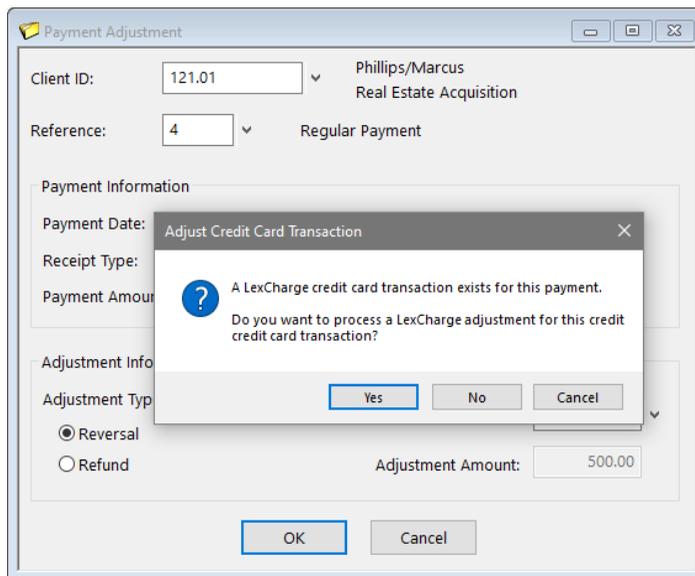
Figure 11, Tabs3 Billing Payment Adjustment

▶ **Credit/Void a Credit Card Client Funds Transaction**

1. In the Quick Launch, search for and select "Client Funds Entry."

2. Select the client funds transaction associated with the credit card transaction. *(Note that only work-in-process client funds transactions are available to be credited/voided in this manner.)*

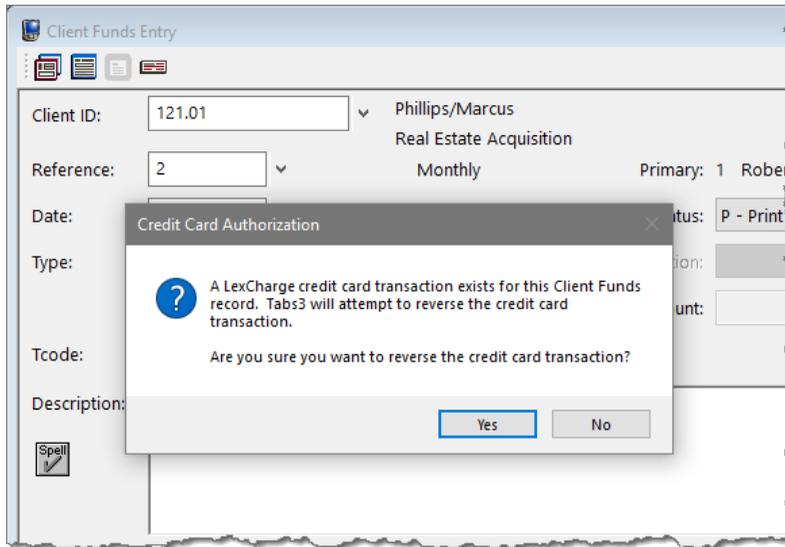3. Click the 🗑 button to delete the client funds transaction.

Figure 12, Deleting a Client Funds Entry

Voids vs. Credits

Tabs3 Billing attempts to void a credit card transaction first. Normally, a void can only be processed the same business day. If a credit card transaction is voided, the transaction will appear on LexCharge reports with a zero amount; however, the Credit Card Authorization List can show the original transaction (with the original amount) and the void transaction (with a negative amount).

If a credit card transaction cannot be voided, Tabs3 Billing will then attempt to credit the transaction. Credit card transactions can normally be credited for up to 90 days on the LexCharge system. After that time, Tabs3 Billing may not be able to process the transaction, and an error will be displayed. In this case, the transaction will not be adjusted, and manual adjustments may be required. After this time, it is recommended that a check is processed for the credit, either manually, or using Tabs3 Accounts Payable.

One important difference between voids and credits is that voids always reverse the entire amount of the transation, whereas a credit can be for any portion of the original transaction. This is generally not a concern as credits for a portion of the transaction only occur when issuing a refund in Tabs3 Billing, which typically occurs after the window for issuing a void has passed. However, if a refund is processed in Tabs3 Billing and a void is issued by LexCharge, a message will be displayed after the void is processed *(Figure 13)*,

and it will be necessary to reverse the original payment entirely and reenter the payment with the correct amount.
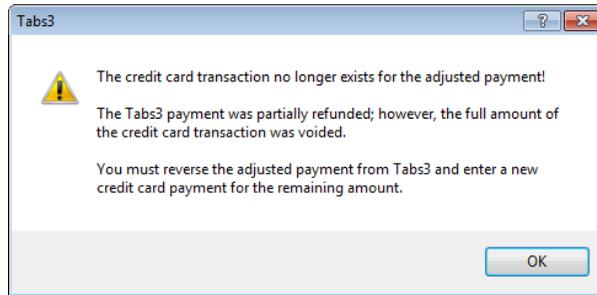

Figure 13, Tabs3 Billing payment adjustment message

Credit Card Reports

The reports included with the Tabs3 Software are accessed from within Tabs3 Billing or Trust.

Merchant Account Setup Report

Date: 08/21/2025	**Tabs3 Merchant Account Setup Report**		Page: 1

Allow LexCharge for Payments: Yes
Allow LexCharge for Client Funds: Yes
Include LexCharge Payment Links with Email Statements : Yes

Firm Account

	Merchant ID	Description
Firm Account Information	12abcde3-4567-fgh8-9123	Firm Account

Location Accounts

Location	Merchant ID	Description
LNK - Lincoln	12abcde3-4567-fgh8-9123	Lincoln Account
OMA - Omaha	12abcde3-4567-fgh8-9123	Omaha Account

Timekeeper Accounts

LTimekeeper	Merchant ID	Description
1 - Michael L. Jensen	12abcde3-4567-fgh8-9123	Partner Merchant Account - MLJ
2 - Paula Ann Martin	12abcde3-4567-fgh8-9123	Partner Merchant Account - PAM
3 - Ronald P. Anderson	12abcde3-4567-fgh8-9123	Partner Merchant Account - RPA

Date: 08/21/2025	**Trust Merchant Account Setup Report**		Page: 1

Bank Account

	Merchant ID	Description
First Bank IOLTA Account	12abcde3-4567-fgh8-9123	IOLTA Merchant Account
First Bank Interest Bearing	12abcde3-4567-fgh8-9123	First Bank Merchant Account

Menu:	*Utilities	Customization	LexCharge	Print Merchant Account Setup Report*
Home:	*All Actions	Setup	Customization	LexCharge	Print Merchant Account Setup Report*
Quick Launch:	*Customization	LexCharge	Print Merchant Account Setup Report*

The Merchant Account Setup Report shows all merchant accounts configured to allow credit card transactions in Tabs3 Billing or Trust. Tabs3 Billing merchant account information is not shown on the Trust Merchant Account Setup Report. Likewise, Trust merchant account information is not shown on the Tabs3 Billing Merchant Account Setup Report.

Definitions

Date   The date the report was printed.

Enable (Tabs3 Billing only)   Shows which credit card processing options (payments and/or client funds) are enabled. (Yes or No)

Merchant ID   The Merchant ID assigned to the firm's merchant account by LexCharge. The Merchant ID can be a maximum of 9 characters.

Description   The Merchant Account description. The description can be a maximum of 50 characters.

Location (Tabs3 Billing only)   Location ID and description assigned to the location. The location ID can be a maximum of 8 characters and the description can be a maximum of 40 characters.

Timekeeper (Tabs3 Billing only)   Primary timekeeper's number and name. The timekeeper number can be a maximum of 3 digits, and the timekeeper name can be a maximum of 35 characters.

Bank Account (Trust only)   Bank account number and description. The bank number can be a maximum of 2 digits, and the bank description can be a maximum of 30 characters.

Credit Card Transaction Receipts

Date: 08/21/2025   **Payment Receipt**   Page: 1

Client: 4.00 Smith/John

Statement #	0	Received By: DAN
Receipt Type:	MC-5454	Date: 08/21/2025
Reference:	23	Time: 04:11 PM

Description: Payment

Cardholder Name: John Smith   **Amount (USD):**   **60.00**
Reference #:   1789245

Signature: _____

Menu:	*File	Data Entry	Payment |* *| Print Receipt*
Home:	*All Actions	Transactions	Data Entry	Payment Entry |* *| Print Receipt*
Quick Launch:	*Payment Entry |* *| Print Receipt*

Date: 08/21/2025   **Credit Card Deposit Receipt**   Page: 1

Client: 4.00 Smith/John

Receipt Type:	MC-5454	Received By: DAN
Reference:	2	Date: 08/21/2025
		Time: 04:11 PM

Description: Payment

Cardholder Name: John Smith   **Amount (USD):**   **100.00**
Reference #:   1789245

Signature: _____

Menu:	*File	Data Entry	Client Funds |* *| Print Receipt*
Home:	*All Actions	Transactions	Data Entry	Client Funds Entry |* *| Print Receipt*
Quick Launch:	*Client Funds Entry |* *| Print Receipt*

Date: 08/21/2025	**Trust Credit Card Deposit Receipt**		Page: 1

Client: 4.00-01 Smith/John

Receipt Type:	EC-0089	Received By:	DAN
Reference:	1	Date:	08/21/2025
		Time:	04:11 PM

Description: Payment

Reference #:   1789245   **Amount (USD):**   **250.00**

Signature: _____

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

The Credit Card Receipt displays the amount and general information about the credit card transaction, including the card type and last four digits of the credit card number. No secure credit card information is shown on this receipt. A copy of the receipt may be presented to the client as proof of payment.

Definitions

Date	Date the receipt was printed.
Client/Trust ID	Client or Trust Account ID and Bank Account, Name and Work Description.

> **Note:** Deleting a client or trust account does not delete any credit card transaction records processed by LexCharge. The Credit Card Authorization List *(page 31)* will report the original Client ID or Trust ID, and note that the client or trust account was deleted.

Statement # (Payment Only)	Statement number the payment applies to, if selected.
Receipt Type	The card type followed by the last four digits of the credit card number.

- VS - Visa
- MC - Mastercard
- DS - Discover
- AE - American Express
- EC - eCheck

Received By	User ID.
Date	Date of the payment, client funds deposit or trust transaction.
Time	Time of the payment, client funds deposit or trust transaction.
Description	Description of the payment, client funds deposit or trust transaction.
Cardholder Name	The name of the cardholder as it was entered on the **Add Card** page of the Credit Card Authorization window (or read by the card reader, if used). This field defaults to the **Contact Name** assigned to the client in the **Client Contact**, if it is not overwritten by the user or the card reader.
Reference #	LexCharge reference number.
Amount (USD)	Amount charged to the credit card.

Note: Please retain a copy of the Credit Card Receipt for your records.

Credit Card Authorization List

Date: 08/21/2025   **Tabs3 Credit Card Authorization List**   Page: 1

From:08/21/2025 Thru 08/21/2025

Auth Date	Client ID	Ref #	Card Info	Type	Amount	User ID
Merchant ID: 12abcde3-4567-fgh8-9123 Firm Account						
08/21/2025	4.00	1824142	MC-5454	Charge	250.00	DAN
08/21/2025	235.07	1945910	VS-6791	Charge	175.00	DAN
Total for Merchant ID: 12abcde3-4567-fgh8-9123 Firm Account				Charges	425.00	
				Total	425.00	
Merchant ID: 12abcde3-4567-fgh8-9123 Omaha Account						
08/21/2025	848.73	1792030	MC-8934	Charge	120.00	MARY
08/21/2025	529.05	2312311	DS-7645	Credit	-35.00	MARY
08/21/2025	451.74	2401923	VS-3659	Charge	375.00	MARY
Total for Merchant ID: 12abcde3-4567-fgh8-9123 Omaha Account				Charges	495.00	
				Credits	-35.00	
				Total	460.00	
Grand Totals						
				Charges	920.00	
				Credits	-35.00	
				Total	885.00	

Date: 08/21/2025   **Tabs3 Credit Card Authorization List**   Page: 1

From:08/21/2025 Thru 08/21/2025

Auth Date	Time	Client ID	Trans Status	Source	Ref #	Merchant ID	Card Info	Cardholder Name	Type	Amount	User ID
Merchant ID: 12abcde3-4567-fgh8-9123 Firm Account											
08/21/2025	10:28 AM	4.00	WIP	Pymt	1824142	12abcde3-4567-fgh8-9123	MC-5454	Leonard A Brown	Charge	250.00	DAN
08/21/2025	01:34 PM	245.07	WIP	Pymt	1945910	12abcde3-4567-fgh8-9123	VS-6791	Nancy Garcia	Charge	175.00	DAN
Total for Merchant ID: 12abcde3-4567-fgh8-9123 Firm Account									Charges	425.00	
									Total	425.00	
Merchant ID: 12abcde3-4567-fgh8-9123 Omaha Account											
08/21/2025	9:37 AM	848.73	WIP	Fund	1792030	12abcde3-4567-fgh8-9123	MC-8934	David R Williams	Charge	120.00	MARY
08/21/2025	10:45 AM	529.05	Arch	Pymt	2312311	12abcde3-4567-fgh8-9123	DS-7645	Martin J Alexander	Credit	-35.00	MARY
08/21/2025	2:15 PM	451.74	WIP	Pymt	2401923	12abcde3-4567-fgh8-9123	VS3659	Sally L Lawson	Charge	375.00	MARY
Total for Merchant ID: 12abcde3-4567-fgh8-9123 Omaha Account									Charges	495/00	
									Credits	-35.00	
									Total	460.00	
Grand Totals											
									Charges	920.00	
									Credits	-35.00	
									Total	685.00	

Date: 08/21/2025   **Trust Credit Card Authorization List**   Page: 1

From:08/21/2025 Thru 08/21/2025

Auth Date	Ref #	Card Info	Type	Amount	User ID
Merchant ID: 12abcde3-4567-fgh8-9123 Firm Account					
08/21/2025	193998	MC-2147	Charge	250.00	DAN
08/21/2025	211665	VS-4711	Charge	250.00	DAN
08/21/2025	584773	DS-2614	Charge	100.00	DAN
08/21/2025	584773	DS-2614	Void	-100.00	DAN

Total for Merchant ID: 12abcde3-4567-fgh8-9123 First Bank IOLTA

Charges	600.00	
Voids	-100.00	
Total	500.00	

Grand Totals

Charges	600.00	
Credits	-100.00	
Total	500.00	

Menu:	*All Actions	Reports	Credit Card	Credit Card Authorization List*
Quick Launch:	*Credit Card Authorization List*

The Credit Card Authorization List is used to print a list of credit card transactions authorized via Tabs3 Billing or Trust for a specified time period. You can run a list with charges, voids, credits, or any combination thereof. Items are sorted based on the specified **1st Sort Order** and **2nd Sort Order**. Three reports are shown. The first report includes the default columns, whereas the second report includes all possible columns. The third report is the Trust Credit Card Authorization List with the default columns.

Definitions

Date	The date the report was printed.
From/Thru	The beginning and ending dates selected for the report.
Merchant ID	The Merchant ID with which the transaction was processed is printed if the report is printed in Merchant ID sort order. The Merchant ID is the default sort order.

(Client/Trust ID)	The Client/Trust ID and Client Name for which the transaction was processed is printed if the report is printed in Client/Trust ID sort order. If a credit card transaction exists for a client/trust account that was deleted, that transaction is retained and will print under the original Client/Trust ID and the Client Name "(Client/Trust Account Deleted)".
Trans Status	Status field of the transaction. (Deleted, Processed/WIP, or ARCH)
Auth Date	The date the credit card transaction was authorized.
Time	The time the credit card transaction was authorized.
Client/Trust ID	Client or Trust Account for which the transaction was processed.
Source	The data entry window where the credit card transaction was entered. (Pymt or Fund)
Ref#	The reference number generated by the LexCharge processing system.
Merchant ID	The Merchant ID the credit card transaction was processed with.
Card Info	A two digit card type code (VS-Visa, MC-Mastercard, DS-Discover, AE-American Express, EC-eCheck) followed by the last four digits of the credit card number.
Cardholder Name	The name of the cardholder as it was entered on the **Add Card** page of the Credit Card Authorization window (or read by the card reader, if used). This field defaults to the **Contact Name** assigned to the client in the **Client Contact**, if it is not overwritten by the user or the card reader.
Type	Transaction type. Charge, Credit, or Void.
Amount	The amount of the credit card transaction.
User ID	The user who processed the transaction.

Note: For transactions that were created via the Import Online Payments window, the User ID shown is that of the user who initiated the import (either by being the first person to open Tabs3 Billing that day, or by opening the Import Online Payments window).

Index