

Tabs3Pay Guide



Tabs3 Billing



PracticeMaster



Trust Accounting



Accounts Payable



General Ledger

Tabs3Pay Guide

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Tab3Pay Guide

Introduction & Getting Started

Tab3Pay® is an electronic payment processing solution for payments and client funds deposits in Tab3 Billing and trust deposits in Tab3 Trust Accounting (Trust).

Enabling Tab3Pay gives you the ability to:

- Include payment and/or trust deposit links on statements.
- Send a trust deposit request email in Tab3 Billing.
- Authorize electronic payments in Tab3 Billing.
- Authorize electronic client funds deposits in Tab3 Billing.
- Authorize electronic deposits in Trust.
- Credit or void electronic transactions entered in Tab3 Billing and Trust.

Tab3Pay allows you to link multiple merchant accounts to your Tab3Pay account. You can then assign these merchant accounts to your firm, to separate locations, to individual primary timekeepers, or any combination thereof. This allows you to route payments and deposits to multiple bank accounts. Additionally, Trust allows you to link Tab3Pay merchant accounts to separate trust bank accounts.

Tab3Pay accepts credit/debit cards as well as directly debiting a checking or savings account using the automated clearing house (ACH) system.

Once Tab3Pay has been enabled and configured, you can include payment links with your statements. These links allow clients to make payments online via a Tab3Pay payment page using a credit card or bank account. Payments can then be imported into Tab3 Billing using the Import Online Payments window. Transactions can also be entered manually via the Payment Entry and Client Funds Entry windows in Tab3 Billing and the Trust Transaction Entry window in Trust.

You can specify an email address for each payment method, allowing the cardholder or client to receive a receipt for each transaction. You can also print or email a **Credit Card Transaction Receipt** (page 23) as needed. A **Credit Card Authorization List** (page 26) provides a list of electronic transactions authorized via Tab3 Billing or Trust for a specified time period and can include charges, voids, credits, or any combination thereof.

For more information regarding Tab3Pay, please visit:

Tab3Pay.com

Security

Tab3 Software does not store sensitive cardholder information.

Requirements

To accept electronic payments in Tab3 Billing or Trust:

- The following Tab3 Software applications can use Tab3Pay:
 - Tab3 Billing for payments and client funds deposits.
 - Tab3 Trust Accounting (Trust) for trust deposits.
- An account must be created with Tab3Pay. This can be handled via Tab3 Billing or Trust.
- An Internet connection is required.

Training Videos

You can view the following training video for more information. Clicking the link will open the training video in your browser. All training videos are also accessible in the Quick Launch by searching for and selecting "Training Videos," and at [Tab3.com/video](https://www.tab3.com/video).



Accepting Credit Cards Using Tab3Pay

Configuration

This section will walk you through the steps necessary to configure Tabs3 Billing and/or Trust for electronic payment processing using Tabs3Pay.

Signing Up for Tabs3Pay

Tabs3Pay allows you to sign up directly from Tabs3 Billing or Trust. At a minimum you must create a merchant account linked to your operating account. If you intend to use Tabs3Pay in Trust, you must create both a trust merchant account and an operating merchant account (to process fees), regardless of whether you have Tabs3 Billing installed. You can sign up for Tabs3Pay in Tabs3 Billing or Trust using one of the following methods:

- The Quick Launch pane by typing "Tabs3Pay Web Portal" in the **Search Actions** field.
- The **Reports** menu by clicking **Credit Card** and then **Tabs3Pay Web Portal**.
- The Home Page by clicking the **Tabs3Pay Web Portal** icon under **All Actions | Transactions** or **All Actions | Integration**.
- The Payment, Client Funds, and Trust Transaction Entry windows by clicking the **Accept Electronic Payments with Tabs3Pay** link (if present).
- By clicking the **Learn More** button on the **Tabs3Pay** tab of the Customization window in Tabs3 Billing or Trust.

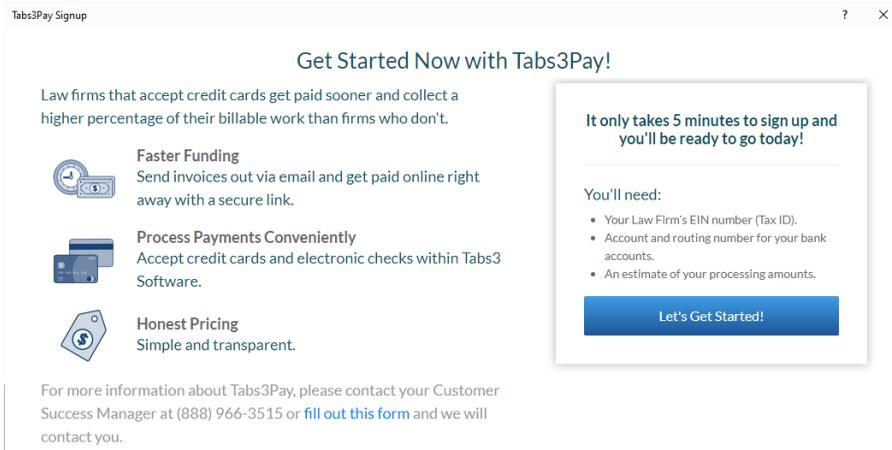
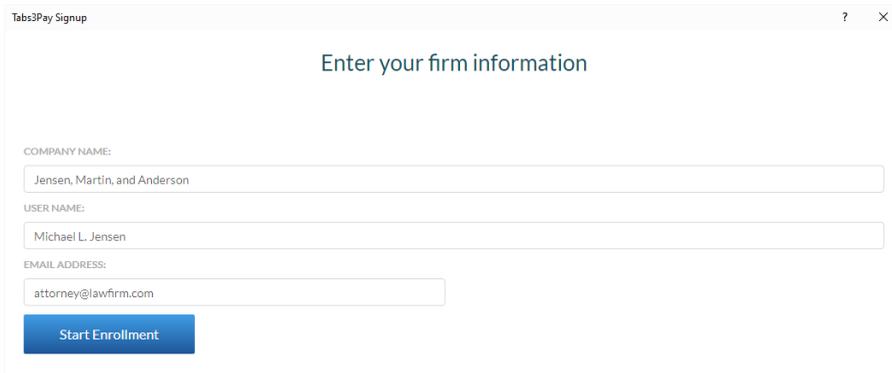


Figure 1, Tabs3Pay Signup Window (first page)

To begin the signup process, click the **Let's Get Started** button.



The screenshot shows a web browser window titled "Tabs3Pay Signup". The main heading is "Enter your firm information". Below this, there are three input fields: "COMPANY NAME" with the text "Jensen, Martin, and Anderson", "USER NAME" with "Michael L. Jensen", and "EMAIL ADDRESS" with "attorney@lawfirm.com". At the bottom of the form is a blue button labeled "Start Enrollment".

Figure 2, Tabs3Pay Signup Window (second page)

On the next page, verify that the **Company Name**, **User Name**, and **Email Address** fields are correct and click the **Start Enrollment** button to begin the enrollment process in your default web browser.

Note: If you have questions regarding the enrollment process, contact Tabs3Pay Support at 888-966-3515 or by email at support@tabs3pay.com.

Once your application has been approved, Tabs3Pay is automatically enabled in Tabs3 Billing and Trust (if you chose to add a trust merchant account during the signup process).

The default configuration for Tabs3Pay in Tabs3 Billing is to deposit all funds received from electronic payments and client funds deposits to the operating merchant account created during the signup process. Tabs3Pay is automatically enabled for payments, client funds deposits, and payment links.

If you created a trust merchant account during the signup process, it is automatically linked to the bank account in Trust with a matching account number (if present). All trust deposits processed via Tabs3Pay are deposited in the linked trust bank account. All fees associated with the trust merchant account are deducted from your Tabs3Pay operating bank account.

For advanced Tabs3Pay configuration options, see Knowledge Base Article [R11869](#), "Configuring Tabs3Pay." Advanced configuration includes:

- Manually configuring Tabs3Pay using an existing account.
- Obtaining your Tabs3Pay API Keys.

- Associating additional merchant accounts in Tab3 Billing with locations or timekeepers.
- Associating additional trust merchant accounts in Trust with bank accounts.

Electronic Transactions

Tab3Pay provides electronic processing of credit card and bank (ACH) transactions for payments and client funds deposits in Tab3 Billing as well as for trust account deposits in Trust.

Sending Payment Links with Statements

The easiest and most secure method to receive credit card and bank payments from Tab3Pay is to include payment links with your statements. These links can be added as QR codes to the statement itself, and/or inserted as hyperlinks into the email message that accompanies the statement, and open a Tab3Pay payment page in the recipient's web browser.

Upon receipt of the email, clients can pay their statement directly via credit card or bank account. 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 Tab3 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."

Tab3Pay payment links do not expire.

For more information on configuring and importing payment links in Tab3 Billing, see KB Article [R11905](#), "Requesting and Importing Tab3Pay Online Payments and Trust Deposits."

Sending Trust Request Link Emails

Tab3 Billing provides the ability to request an online payment through a trust deposit link in an email, either with Email Statements or using the **Request Trust Deposit** action in the Tab3 Billing Matter Manager. This link opens a Tab3Pay payment page in the recipient's web browser.

Upon receipt of the email, clients can deposit funds into their trust account directly via credit card or bank account. Once the client has made a payment using a trust deposit link, it can be imported into Tab3 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."

Tab3Pay trust deposit links do not expire.

For more information on configuring and importing trust deposit links in Tab3 Billing, see KB Article [R11905](#), "Requesting and Importing Tab3Pay Online Payments and Trust Deposits."

Adding and Managing Tab3Pay Payment Methods

Once Tab3Pay has been configured, you can add payment methods for individual clients. Payment methods are linked to client contacts, which means that all matters that share the same client contact have access to any payment methods that have been added. Payment methods can be added from the Tab3 Billing Matter Manager, Payment Entry, and Client Funds Entry windows in Tab3 Billing as well as the Trust Transaction Entry window in Trust.

► To add a new Tab3Pay Payment Method from the Matter Manager in Tab3 Billing

1. In the Quick Launch, search for and select "Matter Manager," and then select the client for whom a new payment method is being added.
2. In the **Other Actions** group of the **Take Action** pane, click **Manage Payment Methods**.
3. Click the **Add Payment Methods** button to open the Add Tab3Pay Payment Method window.
4. The Contact Information section will be populated automatically based on the client's information. Verify the email address is correct. This field is required and will be used to send the receipt to the payer.
5. Select **Credit Card** or **Bank Account**. See the [Credit Card Fields](#) section (*page 11*) or the [Bank Account Fields](#) section (*page 12*) for information on the fields shown for each payment type.

6. The Billing Details section will be populated automatically based on the client's information. Verify the information is correct. See the **Billing Details Fields** section (*page 13*) for information on the fields shown.
7. Once you have finished entering the new payment method, click the **Submit** button.
8. Close the Manage Tabs3Pay Payment Methods window, and then close the Tabs3 Billing Matter Manager.

► **To add a new Tabs3Pay Payment Method from a transaction entry window in Tabs3 Billing or Trust**

1. Open the transaction entry window for the type of transaction you want to create:
 - **Payment:** In the Tabs3 Billing Quick Launch, search for and select "Payment Entry."
 - **Client Funds:** In the Tabs3 Billing Quick Launch, search for and select "Client Funds Entry."
 - **Trust:** In the Trust Quick Launch, search for and select "Trust Transaction Entry."
2. Select the client for whom the payment or deposit is being made.
3. Depending on whether the client has any existing payment methods, one of two links will be displayed to the right of the **Receipt Type** field (Payment) or below the **Type** field (Client Funds / Trust Transaction):
 - Click the **Add Payment Method** link to open the Add Tabs3Pay Payment Method window.
 - Click the **Manage Payment Methods** link and then click the **Add Payment Method** button to open the Add Tabs3Pay Payment Method window.
4. The Contact Information section will be populated automatically based on the client's information. Verify the email address is correct. This field is required and will be used to send the receipt to the payer.
5. Select **Credit Card** or **Bank Account**. See the **Credit Card Fields** section (*page 11*) or the **Bank Account Fields** section (*page 12*) for information on the fields shown for each payment type.
6. The Billing Details section will be populated automatically based on the client's information. Verify the information is correct. See the **Billing Details Fields** section (*page 13*) for information on the fields shown.

7. Once you have finished entering the new payment method, click the **Submit** button to return to the transaction entry window.
8. The new payment method will be selected in the **Receipt Type** or **Type** field.

Credit Card Fields

All fields are required.

Payment Method

Credit Card VISA   DISCOVER  

Card Number MM/YY CVV

Bank Account 

Figure 3, Tabs3Pay Card Fields

Card Number

Enter the full credit card number. Do not enter dashes.

Expiration

Enter the month and year the card will expire in MM/YY format.

CVV

Enter the three or four digit code found on the signature block on the back of the card.

Bank Account Fields

Payment Method

Credit Card VISA    

Bank Account 

Bank Name *

Routing Number * **Account Number ***

Account Type * **Bank Holder Type ***

Checking Savings Personal Business

Figure 4, Tab3Pay Bank Fields

- Bank Name** Enter the name of the bank associated with the checking or savings account.
- Routing Number** Enter the routing number of the account. The routing number is typically shown in the bottom left of a check or deposit slip.
- Account Number** Enter the account number of the account. The account number is typically shown to the right of the routing number on a check or deposit slip.
- Account Type** Select the option to specify a **Checking** or **Savings** account.
- Bank Holder Type** Select the option to specify a **Personal** or **Business** account.

Billing Details Fields

Billing Details

<p>First Name *</p> <input type="text" value="Marcus"/>	<p>Last Name *</p> <input type="text" value="Phillips"/>
<p>Company Name</p> <input type="text"/>	
<p>Phone *</p> <input type="text" value="(909) 884-7525"/> <p><small>By entering your phone number, you are consenting to receiving SMS messages from this merchant.</small></p>	<p>Billing Address *</p> <input type="text" value="27550 Cottonwood Drive"/>
<p>Address Line 2</p> <input type="text"/>	<p>Billing Postal/Zip Code *</p> <input type="text" value="92408"/>
<p>City *</p> <input type="text" value="San Bernadino"/>	<p>Country *</p> <input style="text-decoration: none; border: none; padding: 2px 5px;" type="text" value="United States"/>
<p>State *</p> <input style="text-decoration: none; border: none; padding: 2px 5px;" type="text" value="California"/>	

Figure 5, Tab3Pay Billing Details

Fields with a red asterisk (*) are required.

First Name	Enter the first name of the individual associated with the payment method.
Last Name	Enter the last name of the individual associated with the payment method.
Company Name	Enter the name of the business associated with the payment method.
Phone	Enter the phone number associated with the payment method.
Billing Address	Enter the billing address associated with the payment method.
Address Line 2	Enter the second line of the billing address associated with the payment method (if present).
Billing Postal/Zip Code	Enter the Zip Code or Postal Code of the billing address associated with the payment method. If the country associated with the payment method does not use Postal or Zip Codes, enter "00000" in this

- field.
- City** Enter the city of the billing address associated with the payment method.
- Country** Enter the country of the billing address associated with the payment method.
- State** Enter the state of the billing address associated with the payment method.

Payment

When Tabs3Pay is enabled, payments entered with a Tabs3Pay payment method selected in the **Receipt Type** field will automatically initiate an electronic transaction when saved.

► To process a payment using a credit card or bank account

1. In the Tabs3 Billing Quick Launch, search for and select "Payment Entry."
2. Enter the payment as you normally would.
3. Select an existing Tabs3Pay payment method in the **Receipt Type** field, or **add a new payment method** (page 10).

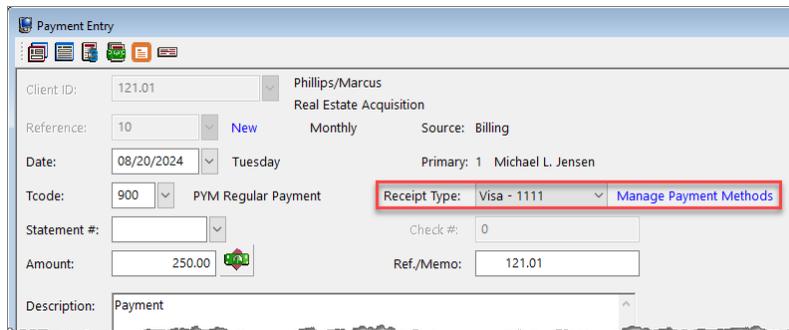


Figure 6, Tabs3 Billing Payment Entry

4. Press Ctrl+S to save the transaction. Click **Yes** to confirm that you want to process the payment electronically. (Clicking **No** will return you to the Payment Entry window without saving the payment.)

Client Funds Deposit

When Tab3Pay is enabled, client funds transactions entered with a Tab3Pay payment method selected in the **Type** field will automatically initiate an electronic transaction when saved.

► To process a client funds deposit using a credit card or eCheck

1. In the Tab3 Billing Quick Launch, search for and select "Client Funds Entry."
2. Enter the deposit as you normally would.
3. Select an existing Tab3Pay payment method in the **Type** field, or **add a new payment method** (page 10).

The screenshot shows the 'Client Funds Entry' window. The 'Type' dropdown menu is set to 'Visa - 1111' and is highlighted with a red rectangular box. Below the dropdown, there is a blue link that says 'Manage Payment Methods'. Other fields include Client ID: 121.01, Reference: 6, Date: 08/20/2024, Tcode: 1, and Amount: 250.00. The window title is 'Client Funds Entry'.

Figure 7, Tab3 Billing Client Funds Entry

4. Press Ctrl+S to save the deposit. Click **Yes** to confirm that you want to process the deposit electronically. (Clicking **No** will return you to the Client Funds Entry window without saving the deposit.)

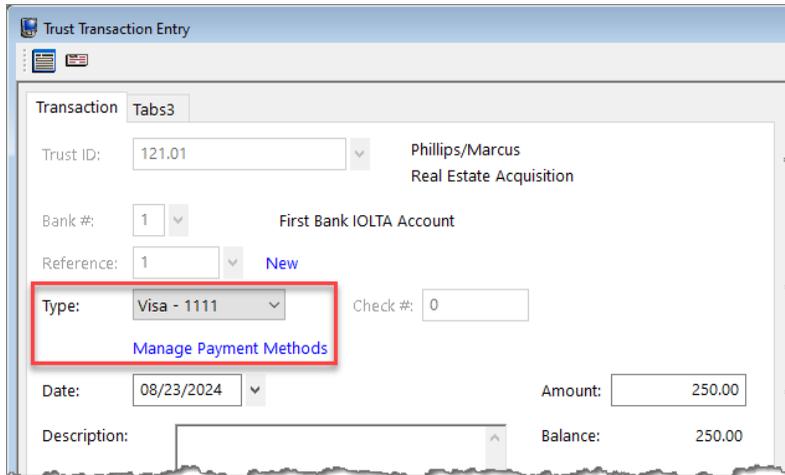
Trust Deposit

When Tab3Pay is enabled, trust transactions entered with a Tab3Pay payment method selected in the **Type** field will automatically initiate an electronic transaction when saved.

► To process a trust deposit

1. In the Trust Quick Launch, search for and select "Trust Transaction."
2. Enter the deposit as you normally would.

3. Select an existing Tab3Pay payment method in the **Type** field, or **add a new payment method** (page 10).



The screenshot shows the 'Trust Transaction Entry' window. The 'Transaction' tab is selected. The form contains the following fields: Trust ID (121.01), Phillips/Marcus Real Estate Acquisition, Bank # (1), First Bank IOLTA Account, Reference (1), New, Type (Visa - 1111), Check # (0), Date (08/23/2024), Amount (250.00), and Balance (250.00). A red box highlights the 'Type' field, which is set to 'Visa - 1111'. Below the 'Type' field is a blue link labeled 'Manage Payment Methods'.

Figure 8, Trust Transaction Entry

4. Press Ctrl+S to save the transaction. Click **Yes** to confirm that you want to process the deposit electronically. (Clicking **No** will return you to the Trust Transaction Entry window without saving the deposit.)

Error Messages & Troubleshooting

Detailed information regarding error messages or rejections when a transaction is submitted to Tab3Pay can be found in Knowledge Base Article [R11870](#), "Tab3Pay Error Messages and Troubleshooting," which provides information and troubleshooting steps for messages related to credit card processing.

If you need assistance with correcting errors, please contact Tab3Pay Support by phone at 888-966-3515 or by email at support@tab3pay.com.

Credit and Void Transactions

In the event you need to delete or adjust a transaction, Tab3 Billing and Trust will provide the option to issue a credit or void through Tab3Pay for the associated credit card or bank charge.

Issuing a Credit/Void in Tab3 Billing

When payments or client funds deposits linked to Tab3Pay are deleted or adjusted, Tab3 Billing will prompt you to void or credit the associated transactions in the Tab3Pay system.

Credit/Void a Payment

The process for crediting or voiding a payment in Tab3 Billing differs depending on whether the payment has been included on a statement that has been final billed and updated yet.

► Determine the Payment's Status

1. In the Quick Launch, search for and select "Matter Manager," and load the client associated with the payment.
2. In the list at the bottom of the window, click the Payments heading and then locate the payment associated with the Tab3Pay transaction.
 - If the **Status** column shows "P - Print" or "H - Hold", click the payment entry to open the Payment Information window, then see the steps to [Credit/Void a Work-in-Process Tab3Pay Payment Transaction](#) (page 18).
 - If the **Status** column shows "Archived", click the payment entry to open the Payment Information window, then see the steps to [Credit/Void an Archived Tab3Pay Payment Transaction](#) (page 18).
 - If the **Status** column shows "U - Update", you must either unbill the matter's most recent final statement and then use the steps to [Credit/Void a Work-in-Process Tab3Pay Payment Transaction](#) (page 18), or run Update Statements and use the steps to [Credit/Void an Archived Tab3Pay Payment Transaction](#) (page 18).

► Credit/Void a Work-in-Process Tab3Pay Payment Transaction

1. From the Payment Information window, click the **Edit Payment** link in the **Take Action** pane to open the payment in the Payment Entry window.
2. Click the  button to delete the payment transaction. You will be prompted to confirm that you want to reverse the Tab3Pay transaction.
 - Click **Yes** to delete the payment and reverse the Tab3Pay transaction.
 - Click **No** to delete the payment without reversing the Tab3Pay transaction.
 - Click **Cancel** to return to the Payment Entry window without deleting the payment or reversing the Tab3Pay transaction.

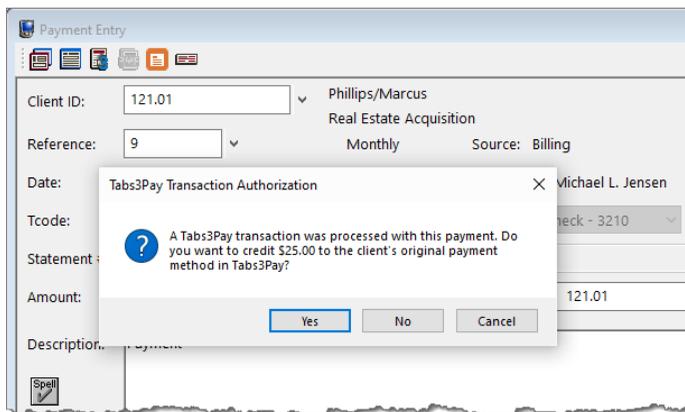


Figure 9, Deleting a Payment Entry

► Credit/Void an Archived Tab3Pay Payment Transaction

1. From the Payment Information window, click one of the following links in the Take Action pane to open the payment in the Payment Adjustment window:
 - Click **Reverse Payment** to credit/void the entire amount of the payment.
 - Click **Refund Payment** to credit/void an unallocated portion of the payment.
2. Select a **Date of Adjustment** and **Adjustment Amount** (refund only) for the Tab3 Billing payment. *(Note that this date is not used for the date of the credit on Tab3Pay. The current system date is used.)*

3. Click **OK** to perform the adjustment/credit. You will be prompted to confirm that you want to reverse the Tab3Pay transaction.
 - Click **Yes** to reverse the payment and the Tab3Pay transaction.
 - Click **No** to reverse the payment without reversing the Tab3Pay transaction.
 - Click **Cancel** to return to the Payment Adjustment window without reversing the payment or the Tab3Pay transaction.

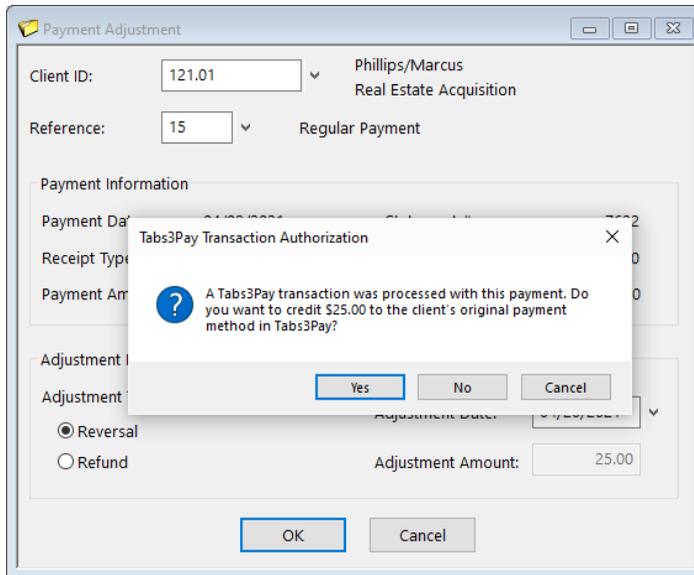


Figure 10, Tab3 Billing Payment Adjustment

Credit/Void a Client Funds Deposit

As with Payments, Client Funds Deposits can be credited or voided. However, only deposits that have not been archived (included on an updated statement) can be credited or voided.

► Credit/Void a Tab3Pay Client Funds Deposit

1. In the Quick Launch, search for and select "Matter Manager," and load the client associated with the Client Funds Deposit.
2. In the list at the bottom of the window, click the Client Funds heading and then click the client funds transaction associated with the Tab3Pay transaction to open the Client Funds Entry window.

3. Click the  button to delete the client funds transaction. You will be prompted to confirm that you want to reverse the Tab3Pay transaction.
 - Click **Yes** to delete the transaction and reverse the Tab3Pay transaction.
 - Click **No** to delete the transaction without reversing the Tab3Pay transaction.
 - Click **Cancel** to return to the Client Funds Entry window without deleting the transaction or reversing the Tab3Pay transaction.

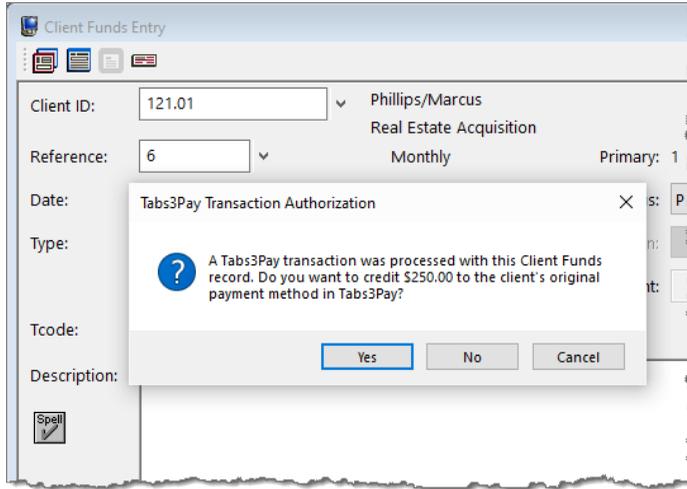


Figure 11, Deleting a Client Funds Deposit

Issuing a Credit/Void in Trust

When trust deposits linked to Tab3Pay are deleted or adjusted, Trust will prompt you to void or credit the associated transactions in the Tab3Pay system.

► Credit/Void a Tab3Pay Trust Deposit

1. In the Quick Launch, search for and select "Trust Transaction Entry."
2. Select the trust transaction associated with the Tab3Pay transaction.
3. Click the  button to delete the trust transaction. You will be prompted to confirm that you want to reverse the Tab3Pay transaction.

- Click **Yes** to delete the transaction and reverse the Tab3Pay transaction.
- Click **No** to delete the transaction without reversing the Tab3Pay transaction.
- Click **Cancel** to return to the Trust Transaction Entry window without deleting the transaction or reversing the Tab3Pay transaction.

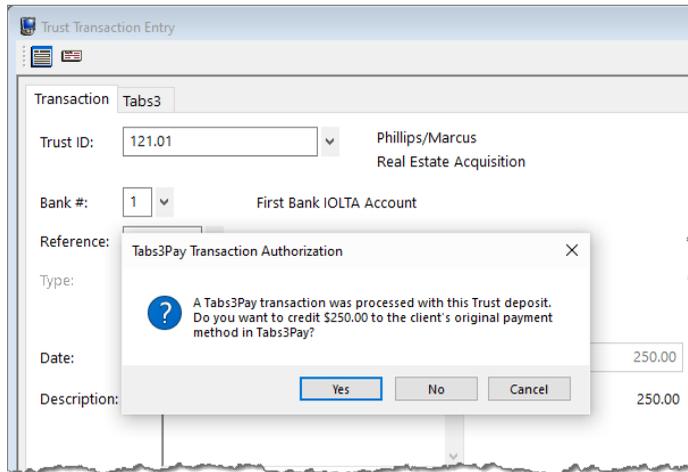


Figure 12, Deleting a Trust Deposit

Voids vs. Credits

Tab3 Software 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 Tab3Pay reports with a zero amount; however, the Credit Card Authorization List will show the original transaction (with the original amount) and the void transaction (with a negative amount).

If a credit card transaction cannot be voided, the Tab3 Software will then attempt to credit the transaction. Credit card transactions can normally be credited for up to 180 days on the Tab3Pay system. After that time, the Tab3 Software 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 Tab3 Accounts Payable.

One important difference between voids and credits is that voids always reverse the entire amount of the transaction, 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 Tab3 Billing, which typically occurs after the window for issuing a void has passed. However, if a refund is processed in Tab3 Billing and a void is issued by Tab3Pay, 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.

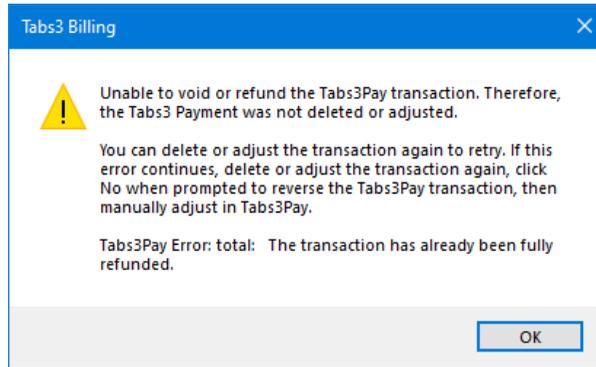


Figure 13, Tab3 Billing payment adjustment message

Credit Card Reports

Credit card receipts and the Credit Card Authorization List report can be accessed via Tabs3 Billing or Trust.

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
<hr/>			
Description:	Payment		
<hr/>			
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
<hr/>			
Description:	Payment		
<hr/>			
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](#)

- VS - Visa
- MC - Mastercard
- DS - Discover
- AE - American Express
- DI - Diner's Club
- JC - JCB
- EC - eCheck (bank transaction)

Reference The reference number assigned to the transaction in Tab3 Billing or Trust.

Received By 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 Tab3 Billing that day, or by opening the Import Online Payments window).

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 when the payment method was added. 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 # The reference number generated by the payment processing system.

Amount (USD) Amount charged to the credit card.

Credit Card Authorization List

Auth Date		Client ID	Ref #	Card Info	Type	Amount	User ID
Merchant ID: 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: Firm Account						Charges	425.00
						Total	425.00
Merchant ID: 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: Omaha Account						Charges	495.00
						Credits	-35.00
						Total	460.00
Grand Totals							
						Charges	920.00
						Credits	-35.00
						Total	885.00

Auth Date		Time	Client ID	Status	Source	Ref #	Merchant ID	Card Info	Cardholder Name	Type	Amount	User ID
Merchant ID: 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: Firm Account											Charges	425.00
											Total	425.00
Merchant ID: 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: Omaha Account											Charges	495.00
											Credits	-35.00
											Total	460.00
Grand Totals												
											Charges	920.00
											Credits	-35.00
											Total	685.00

(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 transaction was authorized.
Time	The time the transaction was authorized.
Client/Trust ID	Client or Trust Account for which the transaction was processed.
Source (Tab3 Billing only)	The data entry window where the transaction was entered. (Pymt or Fund)
Ref#	The reference number generated by the payment 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, DI-Diner's Club, JC-JCB, EC-eCheck) followed by the last four digits of the account 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 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).

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