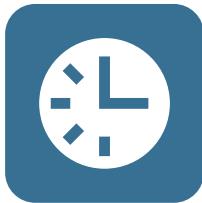# Tabs3

Reliable Software. Trusted Service.

Accounts Payable Report Pack

Tabs3 Billing PracticeMaster General Ledger Accounts Payable Trust Accounting

Accounts Payable Report Pack

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Version 2020 (Tuesday, November 19, 2019)

List of Reports in Alphabetical Order

Purposes & Benefits of APS Reports

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

Purposes & Benefits of APS Reports			
Report	**Purpose**	**Benefit**	**When to Run**
1099 Forms	Fulfills IRS reporting requirements.	Eliminates manual preparation of forms. Streamlines mandatory annual reporting. Includes payees merged from TAS.	Annually and as needed.
1099 Report	Verify 1099 information before printing forms or preparing disk file. Provides a list of vendors who have been paid more than a specified amount YTD.	Helps eliminate manual preparation of forms. Includes payees merged from TAS.	Annually and as needed.
Aged Unpaid Invoice Report	Prints a list of aged payables sorted by vendor. A detail, summary or totals only report can be run. Option to include invoices set to hold, pay or both.	Easily pinpoint older unpaid invoices and review invoices on hold. This report is designed to be used as a forecasting tool to project cash flow requirements for user definable aging periods.	Before printing checks.
Bank Account List	Shows the bank accounts that have been set up using the Bank Account program. Bank account numbers, descriptions, the last check number used and the GLS cash account and accounts payable account used for integration are shown.	Used to verify the information entered for each bank account.	As needed.
Cash Requirements Report *	Provides a list of unpaid invoices in due date order with daily totals. If integrating with GLS, the beginning cash account balance is retrieved from GLS and a running daily balance is printed as well as GLS journal entry information. A detail, summary or totals only report can be run. Tabs3 information can be shown in a detail report.	Easily determine daily cash requirements. Also determine total cash required for batch of checks before payment.	Before printing checks.
Check Register *	Provides a list of checks and EFTs in check number order. Optionally include posted checks, unposted checks or both. Voided checks are included. Optionally include GLS information and/or Tabs3 information.	Provides a complete list of checks in check number order, as well as electronic funds transfers. Easy to spot missing check numbers.	Usually after printing checks. Also annually and as needed.

Purposes & Benefits of APS Reports			
Report	**Purpose**	**Benefit**	**When to Run**
Invoice by Vendor List *	Prints a list of invoices in vendor order. Optionally include paid invoices, unpaid invoices or both. When printing unpaid invoices, you can select posted, unposted or both.	Easily print a list of partially paid invoices. Optionally include GLS information and/or Tabs3 information.	As needed.
Invoice by Voucher List *	Prints a list of invoices in voucher order. Optionally include paid invoices, unpaid invoices or both.	Particularly useful for finding missing voucher numbers. Optionally include GLS information and/or Tabs3 information.	As needed.
Invoice Data Entry Lists	Data Entry lists are used to provide transactions that can be accessed using one of the data entry programs. Separate entry lists can be printed according to date, User ID or attorney.	Provides the ability to instantly print the items in your data entry list without leaving the data entry window.	As needed.
Paid Invoices by Vendor Report	Includes a list of paid invoices for selected vendors. Option to include posted checks and EFTs, unposted checks and EFTs, or both. Optionally specify check date range and whether or not to include descriptions.	Quickly review detail purchase and payment history with vendor.	As needed.
Recurring Entry List	Shows the recurring entries that have been defined using the Recurring Entry program. GLS information will be included if you are integrated with GLS.	Determine if recurring entries are on hold and which recurring entries will be posted when the Post Recurring Entries program is run.	Before posting recurring entries and as needed.
Pre-Check Register *	Prints a list of unpaid invoices in vendor order with totals.	Easily see total check amounts for vendors with multiple invoices before checks are printed. Optionally includes GLS and/or Tabs3 information.	As needed.
Vendor Analysis Report	Provides amounts paid and discounts taken for each vendor. Select MTD, YTD or TD period.	Concise report makes it easy to review total amounts paid to vendors.	As needed.
Vendor Labels	Used to print mailing labels based on the vendor information.	Labels can be used on envelopes for special mailings. The label information can optionally be saved to a file for use with a third-party labels program.	As needed.

Purposes & Benefits of APS Reports			
Report	**Purpose**	**Benefit**	**When to Run**
Vendor List	Shows information about each vendor that has been defined. The list can be printed in either a detail or summary format.	Easily review which vendors offer a discount for early payment. It can also be used to review address information and Federal ID numbers.	As needed.
Verification Lists: **Invoice** **Manual Check**	Used to verify invoices, manual checks, and EFTs that have been added, changed or deleted. GLS information will be included if you are integrated with GLS. Separate verification lists are maintained for each User ID. Verification lists are maintained until they are deleted by the user.	Allows the data entry operators to check their work after each data entry session.	Usually after each data entry session, daily or weekly.
Voided Check List	Includes checks and EFTs that have been voided.	Provides an audit trail of voided checks and EFTs in check number order that includes the date they were voided.	Annually and as needed.
* Optionally includes GLS and/or Tabs3 information. In addition to detail GLS journal entry information shown on the report, a summary page is provided that lists the total per GLS account number per GLS journal along with a grand total.			

Optional Report Footer

Footer

☑ Print Footer
    ☑ Print User Initials
    ☑ Print Horizontal Ruling Line

The software can be configured to include an optional footer on the reports. The footer includes the day of the week, date, and time the report is printed. You can optionally include a horizontal ruling line and the initials of the User ID who prints the report.

The footer is configured at the printer level for each workstation in the Advanced Printing Options window (*File | Print Setup | Advanced Printing Options*).

The following is an example of a footer with the user initials and horizontal ruling line.

MLJ   *Monday 08/25/2020 9:51 am*

Criteria Page

Date: 08/25/2020   **Summary Cash Requirements Report**   Page: 1
Jensen, Martin & Anderson, P.C.

System Date: 08/25/2020   Time: 08:50 AM   User ID: DANIEL

Vendor Selection Criteria:
    Vendor Number: 0   Thru: 999999999
    Name Search Key: Thru: Z

Invoice Selection Criteria:
    Bank Acct: 1   Thru: 99
    Invoice Date: mm/dd/yyyy   Thru: mm/dd/yyyy
    Due Date: mm/dd/yyyy   Thru: 08/25/2020
    Voucher: Thru: Z

Cash Requirements Report Options:
    Report Type: Summary
    Print in Bank Account Order?: Yes
    Print General Ledger Information?: Yes
    Print Tabs3 Information?: No
    Print Description?: No

The report shown above is an example of a Criteria Page. A Criteria Page is an optional page that can be printed at the end of most reports. This separate page lists all of the options and criteria used for generation of the report. The options listed on the Criteria Page are broken down by program tabs where applicable. The Criteria Page shown above is for a Summary Cash Requirements Report.

Bank Account List

Date: 08/25/2020	**APS Bank Account List**	Page: 1
	Jensen, Martin & Anderson, P.C.	

Bank Account	Description	Last Check	Cash Acct	A/P Acct
1	First Bank	25653	1110.00	2280.00
2 *Inactive*	E.F. Hutton ARA Account	22068	1120.00	2280.00

Menu   *Reports | Miscellaneous | Bank Account List*

The list shown above is a Bank Account List. This list shows the information in the bank account file.

Definitions for Bank Account List

Date   The date the list was printed.

Bank Account   The bank account number defined in APS. Up to 99 different bank accounts can be assigned.

Inactive   If the bank account is marked as inactive, "Inactive" will be displayed in red.

Last Check   The last check number used. This field is used to determine the default check number when adding a manual check, printing checks, or reprinting a check. The default check number is determined by adding "1" to the number in this field.

Cash Acct   The GLS cash account that represents this bank account. This column will only be printed if you are integrating with Tabs3 General Ledger Software.

A/P Acct   The GLS accounts payable account that represents the account you want unpaid invoices posted to. This column will only be printed if you are integrating with Tabs3 General Ledger Software and is optional.

Recurring Entry List

				Last	**Due**				
Date: 08/25/2020						APS Recurring Entry List			Page: 1
						Jensen, Martin & Anderson, P.C.			
Ref #	**Vendor #**	**Bank**	**H/P**	**Last Post**	**Due Day**	**Amount**	**G/L Acct**	**Jr**	**G/L Amount**
4	250	1	P	07/31/2020	01	7,500.00	8010.00	03	7,500.00
				Monthly Rent (Including Electric, Gas & Garbage)					
				D & B Real Estate Management Company					
5	700	1	P	07/31/2020	15	750.00	8200.00	03	750.00
				Monthly Cleaning Charges (Bi-Weekly Service)					
				Clean All Janitorial Services					

Menu	***Reports	Miscellaneous	Recurring Entry List***

The Recurring Entry List shows the information in the recurring entry file. Recurring entries are printed in numerical vendor order.

Definitions for Recurring Entry List

Date	The date the list was printed.
Ref #	A reference number identifying the recurring entry for editing purposes.
Vendor #	The vendor number the recurring entry will be paid to.
Bank	The bank account the recurring entry will be paid from.
H/P	Status field. Status indicator of the transaction. "H"[1] = Hold, "P" = Pay. Recurring entries that are "on hold" will not be posted to the invoice file when the Post Recurring Entries program is run.
Last Post	The Posting Date from the last time the recurring entry was posted. If the recurring entry has never been posted, the Last Post date will be "mm/dd/yyyy".
Due Day	Used to determine the day of the invoice's Due Date. The month and year of the recurring entry's Due Date is taken from the posting date you enter when running the Post Recurring Entries program. A Due Day of "00" indicates the posting date will be used as the invoice's Due Date.
Amount	Invoice amount for the invoice created from the recurring entry.
G/L Acct	GLS account number(s) to which the invoice entry will be posted. This column will be printed only if you are integrated with Tabs3 General Ledger Software.
Jr	GLS journal number to which the invoice entry will be posted. This column will be printed only if you are integrated with Tabs3 General Ledger Software.
G/L Amount	GLS amount. Unlimited GLS journal entries can be entered for each recurring entry.
Description	The description of the recurring entry prints below each recurring entry. The vendor name prints immediately below the recurring entry description.

[1] Not shown on the sample report.

Summary Vendor List

Date: 08/25/2020	Summary Numerical Vendor List Jensen, Martin & Anderson, P.C.					Page: 1	

				Due		Discount	
Vendor	Name		Phone #	Days		%	Days
(200)	United Parcel Service						
201	Fed Ex		800.622.1147				
202	Software Technology, LLC		402-419-2200	5			
203	Clerk of the County Court						
204	Clerk of the District Court						
205	Business Week						
225 *	Jackson/Wylinda						
240	NELCO		800-266-4669	30		2.00	10
242	Office Supply Megastore			30		1.50	5
250 *	D & B Real Estate Management Company		402-222-5543				
400	Sprint Local & Long Distance			20			
700 *	Clean All Janitorial Services			30			
999M	Miscellaneous Vendor						

Menu	*Reports	Vendors	Vendor List*

The report shown above is a summary Vendor List. The program tabs for this report include the standard **Vendor** tab as well as the **Options** tab. The **Options** tab allows you to select whether the report should be printed in detail or summary format. The list shown above is printed in summary format in numerical vendor order.

Definitions for Summary Vendor List

Date	The Report Date entered when the list was run.
Vendor	Vendor number. An "M" following the Vendor Number indicates the vendor is set up as a "Miscellaneous Vendor". Inactive vendors are indicated by parentheses around the vendor number.
*	An "*" following the vendor number indicates the vendor is set up to accrue 1099 information.
Due Days	The number of days from the invoice date that the vendor allows to pay the invoice. This information is used to calculate the invoice's default Due Date when adding new invoices.
Discount %	The discount percentage the vendor offers for early payment. If the value is zero, no percentage will print in this column.
Discount Days	The number of days the vendor allows you to take the discount in. If the Discount % and Discount Days are both zero, no information will print in this column.

Detail Vendor List

Date: 08/25/2020	**Detail Numerical Vendor List** Jensen, Martin & Anderson, P.C.	Page: 1

Vendor	Name/Address				Contact/Phone/Email	
(200)	**United Parcel Service** 55 Glenlake Parkway, NE Atlanta		GA	30328	Hector Mundelez	
	Name Search:	UPS			**1099 Box:**	N
	Vendor Acct #:	21-332424-2				
201	**Fed Ex** 3965 Airways, Module G Memphis		TN	38116	Yolanda Bonner 1.800.622.1147	
	Name Search:	FEDEX			**1099 Box:**	N
	Vendor Acct #:	3345-3324-3				
202	**Software Technology, LLC** 1621 Cushman Drive				Accounts Payable 402-419-2200 sales@tabs3.com	
	Lincoln		NE	68512		
	Name Search:	TABS3			**1099 Box:**	N
	Due Days:	5				
	Vendor Acct #:	T340000				
203	**Clerk of the County Court** 11237 Main Avenue Chicago		IL	60665	*One Check/Invoice*	
	Name Search:	COUNTY COOK			**1099 Box:**	N
204	**Clerk of the District Court** City/County Building 1st Floor 555 South 10th Street Lincoln		NE	68508	*One Check/Invoice*	
	Name Search:	COUNTY LANCASTER			**1099 Box:**	N
225 *	**Jackson/Wylinda** Suite 257 3423 Crooked Creek Road Atlanta		GA	33432		
	Name Search:	JACKSON/WYLINDA			**1099 Box:** **Fed ID #:**	7 43-433252

Menu	*Reports | Vendors | Vendor List*

The report shown above is a detail Vendor List and is printed in detail format in numerical order. The program tabs for this report include the standard **Vendor** tab as well as the **Options** tab. The **Options** tab allows you to select whether the report should be printed in detail or summary format.

Definitions for Detail Vendor List

Date	The Report Date entered when the list was run.
Vendor	Vendor number. An "M" following the Vendor Number indicates the vendor is set up as a "Miscellaneous Vendor". Inactive vendors are indicated by parentheses around the vendor number.
*	An "*" following the vendor number indicates the vendor is set up to accrue 1099 information.

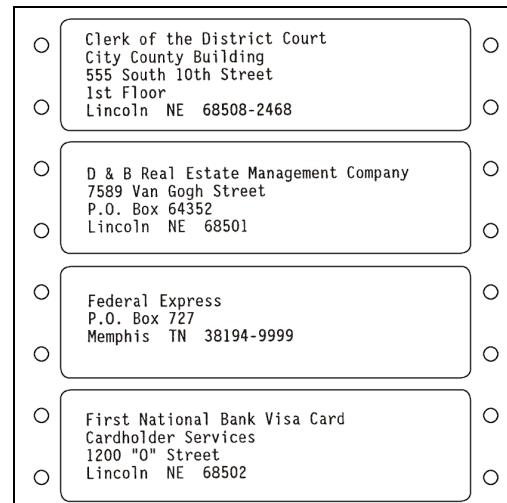|	
One Check/Invoice	Indicates the vendor is set up to print one check for each invoice instead of combining multiple invoices on one check. This "label" prints only if the vendor is set up to print one check per invoice.
1099 Box	Indicates whether the vendor will have a 1099 Form printed and which box the information will print in. "N" = No form will be printed. "1" = The information will print in Box 1 (Rents) on the 1099 Form. "3" = The information will print in Box 3 (Prizes, awards, etc.) on the 1099 Form. "6" = The information will print in Box 6 (Medical and health care payments) on the 1099 Form. "7" = The information will print in Box 7 (Nonemployee compensation) on the 1099 Form. "14" = The information will print in Box 14 (Gross proceeds paid to attorneys) on the 1099 Form.
Due Days	The number of days from the invoice date that the vendor allows to pay the invoice. This information is used to calculate the invoice's default Due Date when adding new invoices.
Disc	The discount percentage the vendor offers for early payment. If the value is zero, this field does not print on the list.
Disc Days	Discount days. The number of days the vendor allows you to take the discount in. If the value is zero, this field does not print on the list.
Grace Period	The number of days beyond the Discount Date that you want to take the discount. If the value is zero, this field does not print on the list.
Vendor Acct #	The account number you have with the vendor. An "*" in the first character position of this field indicates the number will not be included on checks and 1099 Forms. If an "*" is not in the first character position of this field, the Vendor Account # will print on checks on the same line as the vendor name to the far right and also in the Account Number box on 1099 Forms.
Fed ID#	Federal ID number. The Federal ID # does not print on the list if no Federal ID # was entered for the vendor.

Vendor Labels

Menu	***Vendor	Vendors	Vendor Labels***

The APS Vendor Labels program prints labels based on the APS vendor information. You can select which vendors to print labels for based on the information in specified fields in the vendor file. For example, you can select to print labels for vendors whose names start with A thru L. You can select to sort the labels so they print in a specified order, such as zip code order or alphabetical order by vendor name.

The output options include One-across Labels, Two-across Labels, Avery Laser Labels, Comma Quote Delimited Export File, WordPerfect Mail Merge Export File, or Microsoft Word Mail Merge Export File.

```
Clerk of the District Court
City County Building
555 South 10th Street
1st Floor
Lincoln  NE  68508-2468


D & B Real Estate Management Company
7589 Van Gogh Street
P.O. Box 64352
Lincoln  NE  68501


Federal Express
P.O. Box 727
Memphis  TN  38194-9999


First National Bank Visa Card
Cardholder Services
1200 "O" Street
Lincoln  NE  68502
```

Invoice/Manual Check Entry List

Date: 08/25/2020					Page: 1
		Invoice/Manual Check Entry List by Entry Date			
		Jensen, Martin & Anderson, P.C.			

Entry Date: **08/15/2020**

Vendor #/Name	Ref #	Invoice #	Check #	Inv/Chk Amount	Description
225 Jackson/Wylinda	2		25653	750.00	Holiday Party
203 Clerk of the County Court	2		EFT	225.00	Documentation Fee, Filing Fee, and Sheriff Service Fee
200 United Parcel Service	3	3243387	INVOICE	75.00	Overnight document delivery
	Total			1,050.00	

Date: 08/25/2020					Page: 1
		Invoice/Manual Check Entry List by Invoice/Check Date			
		Jensen, Martin & Anderson, P.C.			

Invoice/Check Date: **07/25/2020**

Vendor #/Name	Ref #	Invoice #	Check #	Inv/Chk Amount	Description
250 D & B Real Estate Management Company	2		25649	7,500.00	Monthly Rent (Including Electric, Gas & Garbage)
225 Jackson/Wylinda	1		25648	1,500.00	Catering/Firm Retreat
200 United Parcel Service	2	3243387	25647	75.00	Overnight document delivery
	Total			9,075.00	

Date: 08/25/2020					Page: 1
		Invoice/Manual Check Entry List by Vendor			
		Jensen, Martin & Anderson, P.C.			

202 Software Technology, LLC

Ref #	Invoice #	Check #	Inv/Chk Date	Inv/Chk Amount	Description
1	312205	25650	08/25/2020	490.00	Software Maintenance Agreement Tabs3
2	312206	25650	08/25/2020	239.00	Software Maintenance Agreement Tabs3 General Ledger
3	312207	25650	08/25/2020	239.00	Software Maintenance Agreement Tabs3 Accounts Payable
4	312208	25650	08/25/2020	239.00	Software Maintenance Agreement Tabs3 Trust Accounting
5	312209	25650	08/25/2020	800.00	Software Maintenance Agreement PracticeMaster (9 Users)
6	312210	25650	08/25/2020	105.00	Software Maintenance Agreement Tabs3 Taskbill
7	320559	INVOICE	08/25/2020	205.00	Purchase Tabs3 Device Interface Program
			Total	2,317.00	

Menu   *File | Open | Invoice/Manual Checks |* 🗔 *Toggle List |* 📄 *Print List*

The reports shown above are examples of an Invoice/Manual Check Entry List. This list can be printed from within the Invoice/Manual Check data entry window. The contents of this list depends on the options specified in the associated View Options window. The sort order of the records is based on the sort column selected in the list.

Verification Lists

Date: 08/25/2020   **APS Invoice/Manual Check Verification List**   Page: 1
Jensen, Martin & Anderson, P.C.
User: DAN Daniel H. Brady

Ref Num	Vendor Number	Voucher Number	Invoice Number	Entry Date	Inv Date	Due Date	Inv Amount	Disc Amount	Disc Date	Take Disc	Bank Acct	H/P
2	203	200.01PAM		08/18/2020	08/15/2020	09/15/2020	225.00				1	P

Documentation Fee, Filing Fee, and Sheriff Service Fee
Name: *Clerk of the County Court*

GLS Acct: 1210.00   Client Cost Advances   Journal: 3   Amt: 225.00

Ref Num	Vendor Number	Voucher Number	Invoice Number	Entry Date	Inv Date	Due Date	Inv Amount	Disc Amount	Disc Date	Take Disc	Bank Acct	H/P
1	242		8009A	08/18/2020	08/15/2020	09/15/2020	3,028.00	45.42	08/20/2020	Y	1	P

Laser printer rental
Name: *Office Supply Megastore*

GLS Acct: 8060.00   Office Equipment Lease   Journal: 1   Amt: 3,028.00

Ref Num	Vendor Number	Voucher Number	Invoice Number	Entry Date	Inv Date	Due Date	Inv Amount	Disc Amount	Disc Date	Take Disc	Bank Acct	H/P
2	242		8107A	08/18/2020	08/15/2020	09/15/2020	55.00	0.83	08/20/2020	Y	1	P

Office supplies
Name: *Office Supply Megastore*

GLS Acct: 8040.00   Office Supplies   Journal: 1   Amt: 55.00

Ref Num	Vendor Number	Voucher Number	Invoice Number	Entry Date	Inv Date	Due Date	Inv Amount	Disc Amount	Disc Date	Take Disc	Bank Acct	H/P
2	204			08/18/2020	07/30/2020	08/30/2020	60.00				1	P

Filing fee for client 101.00
Name: *Clerk of the District Court*

GLS Acct: 1210.00   Client Cost Advances   Journal: 3   Amt: 60.00

Ref Num	Vendor Number	Voucher Number	Invoice Number	Entry Date	Inv Date	Due Date	Inv Amount	Disc Amount	Disc Date	Take Disc	Bank Acct	H/P
1	205	5070		08/18/2020	08/18/2020	08/28/2020	39.95				1	P

Check: 25655   Amount: 39.95   Date: 07/18/2020
Business Week annual subscription, Aug 20 through Jul 21
Name: *Business Week*

GLS Acct: 8110.00   Books   Journal: 1   Amt: 39.95

Invoices
Total Amount: 3,368.00   Total Discount: 46.25

Manual Checks
Total Amount: 39.95   Total Discount: 0.00   Total Paid: 39.95

Vendor Checksum = 1,096

Changed Entries
New

Ref Num	Vendor Number	Voucher Number	Invoice Number	Entry Date	Inv Date	Due Date	Inv Amount	Disc Amount	Disc Date	Take Disc	Bank Acct	H/P
7	202	320559		08/08/2020	08/18/2020	08/24/2020	205.00				1	P

Purchase Tabs3 Device Interface Program
Name: *Software Technology, LLC*

GLS Acct: 1442.00   Software   Journal: 3   Amt: 205.00

Old

Ref Num	Vendor Number	Voucher Number	Invoice Number	Entry Date	Inv Date	Due Date	Inv Amount	Disc Amount	Disc Date	Take Disc	Bank Acct	H/P
7	202	320559		08/08/2020	08/18/2020	08/24/2020	150.00				1	P

Name: *Software Technology, Inc.*

New

Ref Num	Vendor Number	Voucher Number	Invoice Number	Entry Date	Inv Date	Due Date	Inv Amount	Disc Amount	Disc Date	Take Disc	Bank Acct	H/P
1	242		8009A	08/18/2020	08/15/2020	09/15/2020	3,028.00	45.42	08/20/2020	Y	1	P

Laser printer rental
Name: *Office Supply Megastore*

GLS Acct: 8060.00   Office Equipment Lease   Journal: 1   Amt: 3,028.00

Old

Ref Num	Vendor Number	Voucher Number	Invoice Number	Entry Date	Inv Date	Due Date	Inv Amount	Disc Amount	Disc Date	Take Disc	Bank Acct	H/P
1	242		8009A	08/18/2020	08/15/2020	09/15/2020	3,028.00	45.42	08/20/2020	Y	1	P

Name: *Office Supply Megastore*

Total Transaction Count = 7

Menu   *File | Open | Invoice/Manual Checks | Esc*

The report shown on pages 14 and 15 is an example of the Invoice/Manual Check Verification List. Manual checks and EFTs include an additional line that shows the Check #, the Check Amount, and the Check Date. Separate totals are included for invoices, manual checks, and EFTs. Pages 14 and 15 portray a two-page Invoice/Manual Check Verification List. The first page consists of the invoice, manual check, and EFT detail with GLS journal entry information and changes and deletions. The second page consists of a summary of the GLS Totals.

Separate verification lists are maintained for each User ID. The User ID is shown in the report heading.

```
Date: 08/25/2020                 APS Invoice/Manual Check Verification List              Page: 1
                                      User:  DANIEL  Daniel P. Klein

                 GLS Acct                                      Journal        Amount
                 1210.00  Client Cost Advances                    3           285.00
                 8040.00  Office Supplies                         1            55.00
                 8060.00  Office Equipment Lease                  1         3,028.00
                 8110.00  Books                                   1            39.95
                                                               Total        3,407.95

        Note: GLS amounts reflect discounts taken for posted items.
```

Definitions for Verification Lists

Date	Indicates the date the list was printed.
Ref Num	Reference number identifying the entry for editing purposes.
AUTO	(In the Voucher # column.) Indicates the invoice was posted from a recurring entry.
Disc Amount	Amount of discount. This value will be printed only if the Discount Amount is greater than zero.
Disc Date	Date discount must be taken by. This date will be printed only if a Discount Date is entered.
Take Disc	"Y" (Yes) or "N" (No) for taking the discount. This field will be printed only if a Discount Amount is entered.
Bank Acct	APS bank account number that the invoice or manual check is paid from.
H/P	Status field. Status indicator of the transaction. "H" = Hold[1], "P" = Pay, "D" = Deleted, "*" = Posted[1].
Amount to Pay[1]	Amount to Pay shown on the invoice. This field will only be displayed if the Amount to Pay does not equal the invoice amount.
Name	Vendor name.
GLS Acct	GLS account number that will be posted to once the transaction has been paid and posted. This information will be printed only if you are integrated with Tabs3 General Ledger Software.
Journal	GLS journal number that the journal entry will be posted to. This information will be printed only if you are integrated with Tabs3 General Ledger Software.
Amt	Dollar amount to be posted to the GLS account number. Amount reflects discount for posted items. This information will be printed only if you are integrated with Tabs3 General Ledger Software.
GLS Subtotal	Subtotal of all GLS amounts for each invoice or manual check. This line will be printed if you are integrated with Tabs3 General Ledger Software and there is more than one debit journal entry entered for the invoice, manual check, or EFT.
Total Amount	Separate Total Amounts are shown for invoices and manual checks.
Total Discount	Separate Total Discounts are shown for invoices and manual checks. All discounts on the list are included in the totals regardless of whether a discount is to be taken or not.
Total Paid	Total Paid is shown in the Manual Check and EFT totals only. This figure represents the total amount paid. (Total Amount minus discounts taken.)
Total to Pay[1]	Total of all Invoice Amounts that will be paid. Uses Amount to Pay rather than Invoice Amount for invoices that have an Amount to Pay that is less than the Invoice Amount.
Vendor Checksum	Total of the vendor numbers (the decimal is not used in the addition). The purpose of this number is to provide a cross-total for batched entries. By manually totaling the vendor numbers from the invoices entered and comparing the total to the checksum, you can ensure that all transactions have been entered and assigned to the proper vendor.
Changed Entries and Deleted Entries	Any entries that are edited or deleted will be listed under the Changed Entries or Deleted Entries sections. For changed entries, the original entry will be shown under the "Old" heading, and the

changes will be reflected under the "New" heading. When an invoice or manual check is deleted, the Invoice Amount is automatically changed to zero and the Status field is changed to "D".

Total Transaction Count   Total number of transactions on the list including changes and deletions. Each changed transaction (i.e., both old and new) counts as one transaction.

[1] Not shown on sample report.

Invoice by Vendor List

Date: 08/25/2020									Page: 1
				Invoice by Vendor List					
				Jensen, Martin & Anderson, P.C.					

Voucher #	Invoice #	Inv Date	Due Date	Inv Amount	Disc Amount	Disc Date	Net Amount	1099	Ref #	Description	Codes
200 United Parcel Service											
200.01MLJ	3243387	032620	062620	75.00		P	75.00		1	Overnight document delivery	* 1
	3243387	032720	062720	75.00		P	75.00		3	Postage	* 1
	3243387	072620	072620	75.00		P	75.00		2	Overnight document delivery	* 1
Vendor Totals				225.00	0.00		225.00				
202 Software Technology, LLC											
	312205	082020	082520	490.00		P	490.00		1	Software Maintenance Agreement Tabs3	* 1
	312206	082020	082520	239.00		P	239.00		2	Software Maintenance Agreement Tabs3 General Ledger	* 1
	312207	082020	082520	239.00		P	239.00		3	Software Maintenance Agreement Tabs3 Accounts Payable	* 1
	312208	082020	082520	239.00		P	239.00		4	Software Maintenance Agreement Tabs3 Trust Accounting	* 1
	312209	082020	082520	800.00		P	800.00		5	Software Maintenance Agreement PracticeMaster (9 Users)	* 1
	312210	082020	082520	105.00		P	105.00		6	Software Maintenance Agreement Tabs3 Taskbill	* 1
	320559	082520	083020	205.00			205.00		7	Purchase Tabs3 Device Interface Program	1
Vendor Totals				2,317.00	0.00		2,317.00				
203 Clerk of the County Court											
200.01PAM		042620	042620	225.00		P	225.00		1	Documentation Fee, Filing Fee, and Sheriff Service Fee	* 1
Vendor Totals				225.00	0.00		225.00				
204 Clerk of the District Court											
		032720	032720	75.00		P	75.00		2	Filing fee	* 1
		052020	052020	75.00		P	75.00		3	Filing fee	* 1
850.00 RON		082020	082020	150.00			150.00		1	Petition for Dissolution of Marriage Filing Fee	1
Vendor Totals				300.00	0.00		300.00				
225 Jackson/Wylinda											
		122419	122419	750.00		P	750.00	Y	2	Holiday Party	* 1
		072620	072620	1,500.00		P	1,500.00	Y	1	Catering/Firm Retreat	* 1
Vendor Totals				2,250.00	0.00		2,250.00				
240 NELCO											
5065	2094756	072620	082620	129.85		P	129.85		1	Check order for APS and TAS Checks	* 1
Vendor Totals				129.85	0.00		129.85				
250 D & B Real Estate Management Company											
AUTO		072220	072220	7,500.00		P	7,500.00	Y	1	Monthly Rent (Including Electric, Gas & Garbage)	* 1
AUTO		072620	072620	7,500.00		P	7,500.00	Y	2	Monthly Rent (Including Electric, Gas & Garbage)	* 1
5074	KEY	081320	081320	10.00			10.00	N	3	Duplicate Key for building	1
Vendor Totals				15,010.00	0.00		15,010.00				
300 Thomson Reuters Payment Center											
		042520	042520	4.00		P	4.00		3	Online Legal Research	* 1
		052420	052420	75.00		P	75.00		1	Online Legal Research	* 1
		062520	062520	40.00		P	40.00		4	Online Legal Research	* 1
		072920	072920	4.00		P	4.00		2	Online Legal Research	* 1
		073020	073020	50.00		P	50.00		5	Online Legal Research	* 1
		073020	073020	50.00		P	50.00		6	Online Legal Research	* 1
		073020	073020	50.00		P	50.00		7	Online Legal Research	* 1
		073020	073020	50.00		P	50.00		8	Online Legal Research	* 1
Vendor Totals				323.00	0.00		323.00				
325 Professional Messenger Services											
		062120	062120	20.00		P	20.00	Y	2	Courier Fee	* 1
		062420	062420	25.00		P	25.00	Y	4	Courier Fee	* 1
		082520	082520	47.50		P	47.50	Y	1	Courier Fee	* 1
		082520	082520	35.00		P	35.00	Y	3	Courier Fee	* 1
Vendor Totals				127.50	0.00		127.50				
400 Sprint Local & Long Distance											
	402310760011	082020	082520	68.96			68.96		1	November Cell Phone Charges	1
Vendor Totals				68.96	0.00		68.96				
700 Clean All Janitorial Services											
AUTO		072220	072520	750.00		P	750.00	Y	1	Monthly Cleaning Charges (Bi-Weekly Service)	* 1
AUTO		072620	082520	750.00			750.00	Y	2	Monthly Cleaning Charges (Bi-Weekly Service)	1
Vendor Totals				1,500.00	0.00		1,500.00				
Grand Totals				22,476.31	0.00		22,476.31				

Menu   *Reports | Invoices | Invoice by Vendor List*

The reports shown on pages 16 and 19 are examples of the Invoice by Vendor List. The program tabs for this report include the standard **Vendor** and **Invoices** tabs as well as the **Options** tab. The **Options** tab includes parameters that enable you to include paid invoices, unpaid invoices or both. If you select to include only unpaid invoices, you will have the option to include posted unpaid invoices, unposted unpaid invoices or both as well as the option to include invoices set to Hold, Pay or both. A list showing only partial payment invoices can be printed. A list of invoices with the **Exclude from 1099 Reporting** check box selected or cleared can be printed.

You also have the option to include GLS amounts. If you include GLS amounts, the GLS accounts, journals, amounts and the unpaid posting date for posted unpaid invoices will be included for each invoice. GLS amounts are prorated if discounts are taken. Additionally, a summary page is included at the end of the list that shows totals for each account for each journal.

You have the option to include Tabs3 cost information. When included, the Tabs3 client ID, client name, client work description, date, tcode number and transaction type ("A" for Advance or "E" for Expense), amount, paid status (Paid or Unpaid), and reference number are shown on the report for each cost transaction associated with the invoice.

Invoices, manual checks, and EFTs are sorted first by vendor and then by invoice number. Multiple invoices with the same vendor and invoice numbers are additionally sorted by date and then by reference number. Invoices for miscellaneous vendors are listed under the same miscellaneous vendor number; however, multiple invoices for the same miscellaneous vendor are sorted by the name entered on the Address tab of the invoice/manual checks data entry program. Inactive vendors are indicated by parentheses around the vendor number[1].

The Discount Date on the invoice will be used as the Due Date if the Discount Date plus the number of Grace Period Days in the vendor file is on or before the Report Date. Otherwise, the Due Date on the invoice will be used.

The report shown on page 16 excludes the GLS information but includes both paid and unpaid invoices. The report shown on page 19 is for unpaid invoices only and includes GLS and Tabs3 cost information.

Definitions for Invoice by Vendor List

Date	The Report Date entered when the report was run.
AUTO	(In the Voucher # column.) Indicates the invoice was posted from a recurring entry.
Inv Amount	Total invoice amount. The remaining amount due and an "H" will print below the Vendor total if the Amount to Pay is less than the full Invoice Amount[1].
Disc Date	The date the discount must be taken by. A "Y" following the Discount Date indicates that the discount will be taken[1]. *(Note: Discounts will only be taken if the Discount Date on the invoice plus the number of Grace Period Days from the vendor file is on or before the Report Date. If a discount is taken and the GLS Amounts for the invoice equal the Net Amount of the invoice, the GLS amounts will be prorated on the report to equal the discount amount.)*
P	A "P" following the Discount Date indicates the invoice is paid.
Net Amount	Equivalent to Invoice Amount minus Discount Amount if the invoice included a Discount Amount. *(Note: If a discount is not taken, then the Net Amount will be equal to the Invoice Amount.)* If the invoice included an Amount to Pay that was less than the full Invoice Amount, the Amount to Pay will be shown as the Net Amount and an "*" will be shown to the right of the Net Amount[1].
1099	A "N" in the 1099 column indicates the vendor is set up to print a 1099, but the invoice has the **Exclude from 1099 Reporting** check box selected. A "Y" indicates the vendor is set up to print a 1099 and the invoice has that check box cleared. A blank 1099 column indicates the vendor is not set up to print a 1099.
Codes	There are two columns of information under this heading. The first column is the **Status** field. If **Hold** was specified, then an "H"[1] will be printed under this heading. By default, the "P" for **Pay** will not be printed. An "*" will print if the invoice is paid and posted. The second column, which prints for all entries, indicates the **APS Bank Account #** the invoice is to be paid from.
Original Amount	Original invoice amount. This figure will only be shown for invoices that have been partially paid.

Last Paid by Check #	Last Check number used to pay the invoice. This figure will only be shown for invoices that have been partially paid.
Unpaid Post Date[1]	The date the unpaid invoice was posted to GLS. This date will only be included with posted unpaid invoices when GLS amounts are included on the list.

Definitions for Invoice by Vendor List – Vendor Totals

Amt	Total of invoice amounts (including invoices on "Hold").
Hold	Total of invoices on "Hold" plus the remaining amount for partial invoices (i.e., Invoice Amount minus Amount to Pay).
Disc	Total of all Discount Amounts that will be taken excluding invoices on "Hold."
Net	Total Net Amounts (Net = Amt minus Hold minus Disc).

Definitions for Invoice by Vendor List – GLS Summary Page

The summary page includes amounts for invoices on hold, discounts and the Amount to Pay on partial invoices. The GLS Total may not match the Grand Totals for the report because of invoices on hold.

GLS Total Amount	Net + Invoices on Hold (i.e., "H" in the Codes column—not the amount in the Hold total) = GLS Total.

[1] Not shown on either sample report.

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Voucher #	Invoice #	Inv Date	Due Date	Inv Amount	Disc Amount	Disc Date	Net Amount	1099	Ref #	Description	Codes
202 Software Technology, LLC											
	312205	082020	082520	490.00		P	490.00		1	Software Maintenance Agreement Tabs3	* 1
GLS Acct:	8080.00 Software Maintenance					Journal:	3 Amt:			490.00	
	312206	082020	082520	239.00		P	239.00		2	Software Maintenance Agreement Tabs3 General Ledger	* 1
GLS Acct:	8080.00 Software Maintenance					Journal:	3 Amt:			239.00	
	312207	082020	082520	239.00		P	239.00		3	Software Maintenance Agreement Tabs3 Accounts Payable	* 1
GLS Acct:	8080.00 Software Maintenance					Journal:	3 Amt:			239.00	
	312208	082020	082520	239.00		P	239.00		4	Software Maintenance Agreement Tabs3 Trust Accounting	* 1
GLS Acct:	8080.00 Software Maintenance					Journal:	3 Amt:			239.00	
	312209	082020	082520	800.00		P	800.00		5	Software Maintenance Agreement PracticeMaster (9 Users)	* 1
GLS Acct:	8080.00 Software Maintenance					Journal:	3 Amt:			800.00	
	312210	082020	082520	105.00		P	105.00		6	Software Maintenance Agreement Tabs3 Taskbill	* 1
GLS Acct:	1442.00 Software					Journal:	3 Amt:			105.00	
Vendor Totals				2,112.00	0.00		2,112.00				
300 Thomson Reuters Payment Center											
	072920	072920		4.00		P	4.00		2	Online Legal Research	* 1
GLS Acct:	1210.00 Advanced Client Costs					Journal:	3 Amt:			4.00	
Client:	101.00 Williams/John State v. Williams							07/29/2020 TCode: 106 A Paid		4.00 Arch	
	073020	073020		50.00		P	50.00		5	Online Legal Research	* 1
GLS Acct:	1210.00 Advanced Client Costs					Journal:	3 Amt:			50.00	
Client:	200.02 Peterson Insurance Co. Maintenance of Insurance Policies							07/30/2020 TCode: 106 A Paid		50.00 Arch	
	073020	073020		50.00		P	50.00		6	Online Legal Research	* 1
GLS Acct:	1210.00 Advanced Client Costs					Journal:	3 Amt:			50.00	
Client:	200.02 Peterson Insurance Co. Maintenance of Insurance Policies							07/30/2020 TCode: 106 A Paid		50.00 Arch	
	073020	073020		50.00		P	50.00		7	Online Legal Research	* 1
GLS Acct:	1210.00 Advanced Client Costs					Journal:	3 Amt:			50.00	
Client:	200.02 Peterson Insurance Co. Maintenance of Insurance Policies							07/30/2020 TCode: 106 A Paid		50.00 Arch	
	073020	073020		50.00		P	50.00		8	Online Legal Research	* 1
GLS Acct:	1210.00 Advanced Client Costs					Journal:	3 Amt:			50.00	
Client:	200.02 Peterson Insurance Co. Maintenance of Insurance Policies							07/30/2020 TCode: 106 A Paid		50.00 Arch	
Vendor Totals				204.00	0.00		204.00				
400 Sprint Local & Long Distance											
	402310760011	082020	082520	68.96		P	68.96		1	November Cell Phone Charges	1
GLS Acct:	8090.00 Telephone					Journal:	3 Amt:			68.96	
Vendor Totals				68.96	0.00		68.96				
Grand Totals				2,384.96	0.00		2,384.96				

Date: 08/25/2020 | **Invoice by Vendor List GLS Totals** | Page: 1
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GLS Acct		Journal	Amount
1210.00	Advanced Client Costs	3	204.00
1442.00	Software	3	105.00
8080.00	Software Maintenance	3	2,007.00
8090.00	Telephone	3	68.96
	Total		2,384.96

Invoice by Voucher List

Vendor #	Name	Voucher #	Invoice #	Inv Date	Due Date	Inv Amount	Disc Amount	Disc Date	Hold	Bank Acct	Ref #
200	United Parcel Service		3243387	072620	072620	75.00			P U	1	2
	Overnight document delivery				Net:	75.00					
200	United Parcel Service		3243387	032720	032720	75.00			P U	1	3
	Postage				Net:	75.00					
202	Software Technology, LLC		312205	082020	082520	490.00			P U	1	1
	Software Maintenance Agreement Tabs3				Net:	490.00					
202	Software Technology, LLC		312206	082020	082520	239.00			P U	1	2
	Software Maintenance Agreement Tabs3 General Ledger				Net:	239.00					
202	Software Technology, LLC		312207	082020	082520	239.00			P U	1	3
	Software Maintenance Agreement Tabs3 Accounts Payable				Net:	239.00					
202	Software Technology, LLC		312208	082020	082520	239.00			P U	1	4
	Software Maintenance Agreement Tabs3 Trust Accounting				Net:	239.00					
202	Software Technology, LLC		312209	082020	082520	800.00			P U	1	5
	Software Maintenance Agreement PracticeMaster (9 Users)				Net:	800.00					
202	Software Technology, LLC		312210	082020	082520	105.00			P U	1	6
	Software Maintenance Agreement Tabs3 Taskbill				Net:	105.00					
202	Software Technology, LLC		320559	082520	082220	205.00				1	7
	Purchase Tabs3 Device Interface Program				Net:	205.00					
204	Clerk of the District Court			082520	082520	75.00			P U	1	2
	Filing fee				Net:	75.00					
204	Clerk of the District Court			052020	052020	75.00			P U	1	3
	Filing fee				Net:	75.00					
225	Jackson/Wylinda			072620	072620	1,500.00			P U	1	1
	Catering/Firm Retreat				Net:	1,500.00					
225	Jackson/Wylinda			083120	082520	750.00			P U	1	2
	Holiday Party				Net:	750.00					
325	Professional Messenger Services			082620	072620	47.50			P U	1	1
	Courier Fee				Net:	47.50					
325	Professional Messenger Services			062120	062120	20.00			P U	1	2
	Courier Fee				Net:	20.00					
325	Professional Messenger Services			072620	072620	35.00			P U	1	3
	Courier Fee				Net:	35.00					
325	Professional Messenger Services			062420	062420	25.00			P U	1	4
	Courier Fee				Net:	25.00					
400	Sprint Local & Long Distance		402310760011	082020	082520	68.96			P	1	1
	November Cell Phone Charges				Net:	68.96					
200	United Parcel Service	200.01MLJ	3243387	032620	032620	75.00			P U	1	1
	Overnight document delivery				Net:	75.00					
203	Clerk of the County Court	200.01PAM		042620	042620	225.00			P U	1	1
	Documentation Fee, Filing Fee, and Sheriff Service Fee				Net:	225.00					
240	NELCO	5065	2094756	072620	072620	129.85	072920	P	U	1	1
	Check order for APS and TAS Checks				Net:	129.85					
250	D & B Real Estate Management Company	5074	KEY	081320	081320	10.00				1	3
	Duplicate Key for building				Net:	10.00					
204	Clerk of the District Court	850.00 RON		082020	082020	150.00				1	1
	Petition for Dissolution of Marriage Filing Fee				Net:	150.00					
250	D & B Real Estate Management Company	AUTO		072220	072220	7,500.00			P U	1	1
	Monthly Rent (Including Electric, Gas & Garbage)				Net:	7,500.00					
250	D & B Real Estate Management Company	AUTO		072620	072620	7,500.00			P U	1	2
	Monthly Rent (Including Electric, Gas & Garbage)				Net:	7,500.00					
700	Clean All Janitorial Services	AUTO		072220	072520	750.00			P U	1	1
	Monthly Cleaning Charges (Bi-Weekly Service)				Net:	750.00					
700	Clean All Janitorial Services	AUTO		072620	082620	750.00				1	2
	Monthly Cleaning Charges (Bi-Weekly Service)				Net:	750.00					

Grand Totals   Amt: 22,153.31   Hold: 0.00   Disc: 0.00   Net: 22,153.31

Menu   *Reports | Invoices | Invoice by Voucher List*

The report shown above, on the following page, and on page 22 are examples of the Invoice by Voucher List. The program tabs for this report include the standard **Vendor** and **Invoices** tabs as well as the **Options** tab. The **Options** tab includes parameters that enable you to include paid invoices, unpaid invoices or both. If you select to include only unpaid invoices, you will have the option to include posted unpaid invoices, unposted unpaid invoices or both as well as the option to include invoices set to

Hold, Pay or both. A list showing only partial payment invoices can be printed. Invoices, manual checks, and EFTs are sorted first by voucher. Multiple invoices, manual checks, or EFTs for the same voucher number are further sorted by vendor number and then by reference #. Inactive vendors are indicated by parentheses around the vendor number[1].

You also have the option to include GLS amounts. If you include GLS amounts, the GLS accounts, journals, amounts and the unpaid posting date for posted unpaid invoices will be included for each invoice. GLS amounts are prorated if discounts are taken on the report. Additionally, a summary page is included at the end of the list that shows totals for each account for each journal.

You have the option to include Tabs3 cost information. When included, the Tabs3 client ID, client name, client work description, date, tcode number and transaction type ("A" for Advance or "E" for Expense), amount, paid status (Paid or Unpaid), and reference number are shown on the report for each cost transaction associated with the invoice.

The report shown on page 22 includes GLS and Tabs3 cost information whereas the report shown above excludes the GLS and Tabs3 cost information.

The Discount Date on the invoice will be used as the Due Date if the Discount Date plus the number of Grace Period Days in the vendor file is on or before the Report Date. Otherwise, the Due Date on the invoice will be used.

Definitions for Invoice by Voucher List

Date	The Report Date entered when the report was run.
AUTO	(In the Voucher # column.) Indicates the invoice was posted from a recurring entry.
Disc Date	The date the discount must be taken by. A "Y"[1] following the Discount Date indicates that the discount will be taken. *(Note: Discounts will only be taken if the Discount Date on the invoice plus the number of Grace Period Days from the vendor file is on or before the Report Date. If a discount is taken and the GLS Amounts for the invoice equal the Net Amount of the invoice, the GLS amounts will be prorated on the report to equal the discount amount.)* A "P" following the Discount Date indicates the invoice is paid.
Net	Equivalent to Invoice Amount minus Discount Amount if the invoice included a Discount Amount. *(Note: If a discount is not taken, then the Net Amount will be equal to the Invoice Amount.)* If the invoice included an Amount to Pay that was less than the full Invoice Amount, the Amount to Pay will be shown as the Net Amount and an "*"[1] will be shown to the right of the Net Amount.
Hold	Hold/Pay status. An "H" (Hold) indicates the invoice is on "Hold"[1]. The "P" (Pay) does not print by default. A "U" indicates the invoice is posted[1].
Ref #	Reference number identifying the transaction for editing purposes.

[1] Not shown on the sample reports.

Definitions for Invoice by Voucher List – Grand Totals

Amt	Total of all Invoice Amounts on the list.
Hold	Total of invoices on "Hold" plus the remaining amount for partial invoices (i.e., Invoice Amount minus Amount to Pay).
Disc	Total of all Discount Amounts that will be taken excluding invoices on "Hold".
Net	Total Net Amounts (Net = Amt minus Hold minus Disc).

Definitions for Invoice by Voucher List – GLS Summary Page

The summary page includes amounts for invoices on hold, discounts and the Amount to Pay on partial invoices. The GLS Total may not match the Grand Totals for the report because of invoices on hold.

GLS Total Amount	Net + Invoices on Hold (i.e., "H" in the Codes column—not the amount in the Hold total) = GLS Total.

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Jensen, Martin & Anderson, P.C.

Vendor #	Name	Voucher #	Invoice #	Inv Date	Due Date	Inv Amount	Disc Amount	Disc Date	Hold	Bank Acct	Ref #
200	United Parcel Service		3243387	072620	072620	75.00			P U	1	2
	Overnight document delivery				Net:	75.00					
	GLS Acct:	1210.00 Advanced Client Costs		Journal:	3 Amt:	75.00					
	Client:	121.01 Phillips/Marcus				07/26/2020	TCode: 102 A Paid				75.00 Arch
		Real Estate Acquisition									
225	Jackson/Wylinda			072620	072620	1,500.00			P U	1	1
	Catering/Firm Retreat				Net:	1,500.00					
	GLS Acct:	8200.00 Professional Services		Journal:	3 Amt:	1,500.00					
325	Professional Messenger Services			072620	072620	47.50			P U	1	1
	Courier Fee				Net:	47.50					
	GLS Acct:	1210.00 Advanced Client Costs		Journal:	3 Amt:	47.50					
	Client:	101.00 Williams/John				07/26/2020	TCode: 102 A Paid				47.50 Arch
		State v. Williams									
325	Professional Messenger Services			072620	072620	35.00			P U	1	3
	Courier Fee				Net:	35.00					
	GLS Acct:	1210.00 Advanced Client Costs		Journal:	3 Amt:	35.00					
	Client:	121.01 Phillips/Marcus				07/26/2020	TCode: 102 A Paid				35.00 Arch
		Real Estate Acquisition									
240	NELCO	5065	2094756	072620	082520	129.85		072920	P U	1	1
	Check order for APS and TAS Checks				Net:	129.85					
	GLS Acct:	8040.00 Office Supplies		Journal:	3 Amt:	129.85					
250	D & B Real Estate Management Company AUTO			072620	072620	7,500.00			P U	1	2
	Monthly Rent (Including Electric, Gas & Garbage)				Net:	7,500.00					
	GLS Acct:	8010.00 Office Rent		Journal:	3 Amt:	7,500.00					
700	Clean All Janitorial Services	AUTO		072620	082520	750.00				1	2
	Monthly Cleaning Charges (Bi-Weekly Service)				Net:	750.00					
	GLS Acct:	8200.00 Professional Services		Journal:	3 Amt:	750.00					

Grand Totals   Amt: 10,037.35 Hold: 0.00 Disc: 0.00 Net: 10,037.35

Date: 08/25/2020   **Invoice by Voucher List GLS Totals**   Page: 1
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GLS Acct	Journal	Amount
1210.00 Advanced Client Costs	3	157.50
8010.00 Office Rent	3	7,500.00
8040.00 Office Supplies	3	129.85
8200.00 Professional Services	3	2,250.00
Total		10,037.35

Aged Unpaid Invoice Report

Date: 08/25/2020   **Detail Aged Unpaid Invoice Report**   Page: 1
Jensen, Martin & Anderson, P.C.

Ref #	Invoice #	Description	+29	+28-15	+14-8	+7-0	-1-7	-8+	Total
(200) United Parcel Service									
3	3243387	Overnight document delivery			75.00				75.00
202 Software Technology, LLC									
7	320559	Purchase Tabs3 Device Interface Program					205.00		205.00
204 Clerk of the District Court									
1		Petition for Dissolution of Marriage Filing Fee					150.00		150.00
250 D & B Real Estate Management Company									
3	KEY	Duplicate Key for building						10.00	10.00
400 Sprint Local & Long Distance									
1	402310760011	November Cell Phone Charges				68.96			68.96
700 Clean All Janitorial Services									
2		Monthly Cleaning Charges (Bi-Weekly Service)				750.00			750.00
		Total	0.00	0.00	75.00	818.96	355.00	10.00	1,258.96

Menu   *Reports | Invoices | Aged Unpaid Invoice Report*

Aged Unpaid Invoice Reports are shown on page 22 and 23 . This report is designed to be used as a forecasting report for budgeting purposes. The Aged Unpaid Invoice Report is an aging report of unpaid invoices by vendor. By default, the aging is divided into 30 day intervals that range from not due for 90 days or more to past due 31 days or more. However, you can configure the aging periods as desired using the APS Customization program. The aging is determined by comparing the Due Date of each invoice and the Report Date. *(Note: The Discount Date on the invoice will be used as the Due Date if the Discount Date plus the number of Grace Period Days in the vendor file is on or before the Report Date.)*

The reports shown below represent summary and total reports that use the default aging categories. The report shown on page 22 represents a detail report with customized aging periods. All three examples portray the same data.

The program tabs for this report include the standard **Vendor** and **Invoices** tabs as well as the **Options** tab. The **Options** tab includes parameters that enable you to include invoices set to hold, pay or both; print a detail, summary or "totals only" report; and the ability to print the report in bank account order. When printing a detail report, you can optionally have each vendor's information begin on a new page of the report. The invoices are sorted by bank account if specified and then by vendor order and reference number order. Inactive vendors are indicated by parentheses around the vendor number[1].

Definitions for Aged Unpaid Invoice Report

Date	The date the report was printed. This date is used to determine the aging of each invoice.
Ref #	Reference number identifying the transaction for editing purposes.
(H)	Printed after the invoice description. Indicates the invoice is on "hold"[1].
Amount	Net Amount of the invoice. On partial invoices, the Amount to Pay will be shown as the amount on this report.
*****	An "*" printed to the right of the total on a detail list indicates the invoice is a partial invoice (the Amount to Pay is shown rather than the full invoice amount)[1].

Date: 08/25/2020   **Summary Aged Unpaid Invoice Report**   Page: 1
Jensen, Martin & Anderson, P.C.

Vendor #	Name	+91	+90-61	+60-31	+30-0	-1-30	-31+	Total
(200)	United Parcel Service				75.00			75.00
202	Software Technology, Inc.					205.00		205.00
204	Clerk of the District Court					150.00		150.00
250	D & B Real Estate Management Company					10.00		10.00
400	Sprint Local & Long Distance				68.96			68.96
700	Clean All Janitorial Services				750.00			750.00
	Total	0.00	0.00	0.00	893.96	365.00	0.00	1,258.96

Date: 08/25/2020   **Total Aged Unpaid Invoice Report**   Page: 1
Jensen, Martin & Anderson, P.C.

		+91	+90-61	+60-31	+30-0	-1-30	-31+	Total
	Total	0.00	0.00	0.00	893.96	365.00	0.00	1,258.96

---

[1] Not shown on the sample report.

Cash Requirements Report

Bank Account: 1 First Bank

Vendor #	Name	Voucher #	Invoice #	Inv Date	Due Date	Invoice Amount	Disc Amount	Disc Date	Net Amount	Ref #
								Beginning First Bank Balance:	258,675.71	
250	D & B Real Estate Management Company	5074	KEY	081320	081320	10.00			10.00	3
	GLS Acct: 5400.00 Contract Labor			Journal:	3 Amt:	10.00				
	Thu 08/13/2020	*Amt:*	*10.00*	*Hold:*	*0.00*	*Disc:*	*0.00*	*Net Amt:*	*10.00*	
								First Bank Balance:	258,665.71	
204	Clerk of the District Court	850.00 RON		082020	082020	150.00			150.00	1
	GLS Acct: 1210.00 Advanced Client Costs			Journal:	3 Amt:	150.00				
	Client: 850.00 White/Kelly Divorce				08/20/2020	TCode: 109 A Paid			150.00	Arch
	Thu 08/20/2020	*Amt:*	*150.00*	*Hold:*	*0.00*	*Disc:*	*0.00*	*Net Amt:*	*150.00*	
								First Bank Balance:	258,515.71	
202	Software Technology, LLC		320559	082520	082520	205.00			205.00	7
	GLS Acct: 1442.00 Software			Journal:	3 Amt:	205.00				
	Tue 08/25/2020	*Amt:*	*205.00*	*Hold:*	*0.00*	*Disc:*	*0.00*	*Net Amt:*	*205.00*	
								First Bank Balance:	258,310.71	
999M	St. Elizabeth Hospital 555 S. 70th St. Lincoln NE 68510			082420	082420	85.00			85.00	1
	GLS Acct: 1210.00 Advanced Client Costs			Journal:	3 Amt:	85.00				
	Client: 102.00 Gilbert/Andrew C. Auto Accident				08/24/2020	TCode: 104 A Unpaid			85.00	8
	Mon 08/24/2020	*Amt:*	*85.00*	*Hold:*	*0.00*	*Disc:*	*0.00*	*Net Amt:*	*85.00*	
								First Bank Balance:	258,225.71	
700	Clean All Janitorial Services	AUTO		072620	082520	750.00			750.00	2
	GLS Acct: 8200.00 Professional Services			Journal:	3 Amt:	750.00				
	Tue 08/25/2020	*Amt:*	*750.00*	*Hold:*	*0.00*	*Disc:*	*0.00*	*Net Amt:*	*750.00*	
								First Bank Balance:	257,475.71	
	Bank Acct 1:	*Amt:*	*1,200.00*	*Hold:*	*0.00*	*Disc:*	*0.00*	*Net Amt:*	*1,200.00*	
								Ending First Bank Balance:	257,475.71	

Menu   *Checks | Check Preparation | Cash Requirements Report*

The Cash Requirements Report allows you to print a list of unpaid invoices in Due Date order with daily totals. The report shown above is an example of a detail report. The reports shown on the following page are examples of a summary report and a "totals only" report. The program tabs for this report include the standard **Vendor** and **Invoices** tabs as well as the **Options** tab. The **Options** tab includes parameters that enable you to print a detail, summary or "totals only" report; include GLS information; and print the information in bank account order. When printing a detail report, you have the option of including the description for each invoice. If you print the report for more than one bank account in bank account order, each bank account will start on a new page.

If you include GLS amounts, detail GLS journal entries for each invoice are included on the Detail Report and a summary page is included at the end of the report that shows totals for each account for each journal. The summary page will not include amounts for invoices on hold but will include discounts and the Amount to Pay on partial invoices. The Summary Report shown on the following page includes an example of the summary page of GLS information.

If you are integrated with GLS, a **Print bank account balance on Cash Requirements Report** option can be selected on the **General Ledger** tab of APS Customization. When this option is enabled, the beginning and ending bank account balance is included on the report along with a running balance for each day on the report. The total report shown below portrays this optional integration feature. In addition, if the balance was adjusted due to unposted paid transactions, a message will be shown at the bottom of the report indicating how much the balance was reduced (Bank Account) or increased (Credit Card Account).

You have the option to include Tabs3 cost information. When included, the Tabs3 client ID, client name, client work description, tcode number and transaction type ("A" for Advance or "E" for Expense), amount, paid status (Paid or Unpaid), and reference number are shown on the report for each cost transaction associated with the invoice.

The invoice entries will print in due date order (or discount date if applicable). The Discount Date on the invoice will be used as the Due Date if the Discount Date plus the number of Grace Period Days in the vendor file is on or before the Report Date.

Multiple invoices with the same Due Date are sorted in vendor order. If there are multiple invoices for the same vendor with the same Due Date, then those invoices are sorted in Reference # order. A daily subtotal line will be printed for each Due Date showing the total amount of invoices on "Hold," invoices due, discount amount and net amount subtotals for that day.

Date: 08/25/2020   **Summary Cash Requirements Report**   Page: 1
Jensen, Martin & Anderson, P.C.

Bank Account: 1 First Bank

| | | | | | | | | Beginning First Bank Balance: | 258,675.71 |

| **Tue 08/13/2020** | Amt: | 10.00 | Hold: | 0.00 | Disc: | 0.00 | Net Amt: | 10.00 |
| | | | | | | First Bank Balance: | 258,665.71 |

| **Tue 08/20/2020** | Amt: | 150.00 | Hold: | 0.00 | Disc: | 0.00 | Net Amt: | 150.00 |
| | | | | | | First Bank Balance: | 258,515.71 |

| **Thu 08/22/2020** | Amt: | 205.00 | Hold: | 0.00 | Disc: | 0.00 | Net Amt: | 205.00 |
| | | | | | | First Bank Balance: | 258,310.71 |

| **Fri 08/23/2020** | Amt: | 85.00 | Hold: | 0.00 | Disc: | 0.00 | Net Amt: | 85.00 |
| | | | | | | First Bank Balance: | 258,225.71 |

| **Mon 08/25/2020** | Amt: | 750.00 | Hold: | 0.00 | Disc: | 0.00 | Net Amt: | 750.00 |
| | | | | | | First Bank Balance: | 257,475.71 |

| **Bank Acct 1:** | Amt | 1,200.00 | Hold: | 0.00 | Disc: | 0.00 | Net Amt: | 1,200.00 |
| | | | | | | Ending First Bank Balance: | 257,475.71 |

Summary Cash Requirements Report

Date: 08/25/2020   **Summary Cash Requirements Report GLS Totals**   Page: 1
Jensen, Martin & Anderson, P.C.

Bank Account: 1 First Bank

GLS Acct		Journal	Amount
1210.00	Advanced Client Costs	3	235.00
1442.00	Software	3	205.00
5400.00	Contract Labor	3	10.00
8200.00	Professional Services	3	750.00
		Total	1,200.00

GLS Summary Page for Cash Requirements Report

Date: 08/25/2020   **Total Cash Requirements Report**   Page: 1
Jensen, Martin & Anderson, P.C.

| | | | | | | | | Beginning First Bank Balance: | 258,675.71 |

| **Bank Acct 1:** | Amt: | 1,200.00 | Hold: | 0.00 | Disc: | 0.00 | Net Amt: | 1,200.00 |
| | | | | | | Ending First Bank Balance: | 257,475.71 |

Total Cash Requirements Report

Definitions for Cash Requirements Report

Date

Vendor #	The Report Date entered when the report was run.
	Inactive vendors are indicated by parentheses around the vendor number[1].
AUTO	(In the Voucher # column.) Indicates the invoice was posted from a recurring entry.
Inv Date	Invoice Date.
Invoice Amount	Invoice Amount.
Disc Amount	Discount Amount.
Disc Date	The date the discount must be taken by. A "Y" following the Discount Date indicates that the discount will be taken[1]. *(Note: Discounts will only be taken if the Discount Date on the invoice plus the number of Grace Period Days from the vendor file is on or before the Report Date. If a discount is taken and the GLS Amounts for the invoice equal the Net Amount of the invoice, the GLS amounts will be prorated on the report to equal the discount amount.)*
Net Amount	Invoice Amount minus Discount Amount if applicable. An "H" after the Net Amount indicates that the invoice is on "Hold"[1]. If the invoice included an Amount to Pay that was less than the full Invoice Amount, the Amount to Pay will be shown as the Net Amount and an "*" will be shown to the right of the Net Amount[1].
Beginning Balance	The Beginning Balance is taken from the GLS current month's balance in the GLS Chart of Accounts for the specified cash account, minus any unposted transactions. This field will be printed only if you are integrated with Tabs3 General Ledger Software. The Report Date, Beginning Due Date and Ending Due Date specified for the Cash Requirements Report do not affect the Beginning Bank Balance.
Balance	The Balance field is a running balance that is calculated by subtracting the current transactions and all preceding transactions on the report from the Beginning Balance. This field will be printed only if you are integrated with Tabs3 General Ledger Software.
Ending Balance	The daily and Ending Bank Account Balances are calculated by deducting daily totals from the Beginning Bank Account Balance. This field will be printed only if you are integrated with Tabs3 General Ledger Software.
GLS Acct	GLS account number(s) and description(s) to which the invoice entry will be posted. This column will be printed only if you are integrated with Tabs3 General Ledger Software, and selected the **Print GLS Information** check box.
Journal	GLS journal number to which the invoice entry will be posted. This column will be printed only if you are integrated with Tabs3 General Ledger Software, and selected the **Print GLS Information** check box.
Amt	Amount of the journal entry to which the invoice entry will be posted. This column will be printed only if you are integrated with Tabs3 General Ledger Software, and selected the **Print GLS Information** check box.

Definitions for Cash Requirements Report – Vendor Totals

Amt	Total of invoice amounts (including invoices on "Hold").
Hold	Total of invoices on "Hold" for the Vendor plus the remaining amount for partial invoices (i.e., Invoice Amount minus Amount to Pay).
Disc	Total of all Discount Amounts that will be taken excluding invoices on "Hold."
Net Amt	Total Net Amounts (Net = Amt minus Hold minus Disc).

[1] Not shown on the sample report.

Pre-Check Register

<table>
<tr><td colspan="2">Date: 08/25/2020</td><td colspan="7" align="center">Pre-Check Register
Jensen, Martin & Anderson, P.C.</td><td>Page: 1</td></tr>
</table>

Bank Account: 1 First Bank

Voucher #	Vendor # Invoice #	Inv Date	Due Date	Inv Amount	Disc Amount	Disc Date	Net Amount	Ref #	Description
	202								Software Technology, LLC
	320559	082620	082220	205.00			205.00	7	Purchase Tabs3 Device Interface Program
	GLS Acct:	1442.00	Software				Journal: 3	Amt:	205.00
						Check Total:	205.00		
850.00 RON	204								Clerk of the District Court
	320559...	082020	082020	150.00			150.00	1	Petition for Dissolution of Marriage Filing Fee
	GLS Acct:	1210.00	Advanced Client Costs				Journal: 3	Amt:	150.00
	Client:		850.00	White/Kelly Divorce					07/30/2020 TCode: 109 A Paid 150.00 Arch
						Check Total:	150.00		
5074	250								D & B Real Estate Management Company
	KEY	081320	081320	10.00			10.00	3	Duplicate Key for building
	GLS Acct:	5400.00	Contract Labor				Journal: 3	Amt:	10.00
						Check Total:	10.00		
AUTO	700								Clean All Janitorial Services
		082520	082520	750.00			750.00	2	Monthly Cleaning Charges (Bi-Weekly Service)
	GLS Acct:	8200.00	Professional Services				Journal: 3	Amt:	750.00
						Check Total:	750.00		
	999M								St. Elizabeth Hospital
		082020	082020	85.00			85.00	1	Medical Records
	GLS Acct:	1210.00	Advanced Client Costs				Journal: 3	Amt:	85.00
	Client:		102.00	Gilbert/Andrew C. Auto Accident					08/13/2020 TCode: 104 A Unpaid 85.00 8
						Check Total:	85.00		
						Bank Account Total:	1,200.00		

Menu	*Checks	Check Preparation	Pre-Check Register Report*

The Pre-Check Register allows you to print a report of unpaid invoices for each bank account in vendor order with totals. The program tabs for this report include the standard **Vendor** and **Invoices** tabs as well as the **Options** tab. The **Options** tab includes parameters that enable you to include GLS amounts.

If you include GLS amounts, detail GLS journal entries for each invoice are included and a summary page is included at the end of the report that shows totals for each account for each journal.

You have the option to include Tabs3 cost information. When included, the Tabs3 client ID, client name, client work description, date, tcode number and transaction type ("A" for Advance or "E" for Expense), amount, paid status (Paid or Unpaid), and reference number are shown on the report for each cost transaction associated with the invoice.

Invoices that are marked with a "Hold" status are not included on the report. The Discount Date on the invoice will be used as the Due Date if the Discount Date plus the number of Grace Period Days in the vendor file is on or before the Report Date. Otherwise, the Due Date on the invoice will be used.

Each bank account will start on a new page. Multiple invoices for a vendor will print in Due Date order and then Reference # order.

Definitions for Pre-Check Register

Date	The Report Date entered when the report was run.
Vendor #	Inactive vendors are indicated by parentheses around the vendor number[1].
AUTO	Indicates the invoice was posted from a recurring entry.
Disc Date	The date the discount must be taken by. A "Y" following the Discount Date indicates that the discount will be taken. *(Note: Discounts will only be taken if the Discount Date on the invoice plus the number of Grace Period Days from the vendor file is on or before the Report Date. If a discount is*

- 27 -

taken and the GLS Amounts for the invoice equal the Net Amount of the invoice, the GLS amounts will be prorated on the report to equal the discount amount.)

Net Amount Equivalent to Invoice Amount minus Discount Amount if the invoice included a Discount Amount. *(Note: If a discount is not taken, then the Net Amount will be equal to the Invoice Amount.)* If the invoice included an Amount to Pay that was less than the full Invoice Amount, the Amount to Pay will be shown as the Net Amount and an "*" will be shown to the right of the Net Amount.

Check Total Total of all net invoice amounts for that vendor.

Bank Account Total Grand total of the Check Totals for that bank account.

[1] Not shown on the sample report.

APS Checks

YOUR COMPANY NAME HERE
123 MAIN STREET ANYWHERE, US

3112

CHECK

DATE	DESCRIPTION	INVOICE #	AMOUNT	DEDUCTION	NET AMOUNT

204 Clerk of the District Court
08/22/20   Petition for Dissolution of Marriage Filing
Fee

150.00   150.00

CHECK DATE	CONTROL NUMBER	TOTALS ▶	Gross:	150.00	Ded:	0.00	Net:	150.00
08/22/20	3112							

YOUR COMPANY NAME HERE
www.yourcompany.com
123 MAIN STREET
ANYWHERE US 12345
(555) 555-5555

YOUR FINANCIAL INSTITUTION
ANYWHERE, US
12-34/5678

3112

	DATE	CHECK	AMOUNT
	08/22/20		****$150.00

*** ONE HUNDRED FIFTY & 00/100 DOLLARS

PAY

YOUR COMPANY NAME HERE
VOID AFTER 60 DAYS

TO THE
ORDER   Clerk of the District Court
OF: City/County Building
1st Floor
555 South 10th Street
Lincoln NE 68508

AUTHORIZED SIGNATURE

⑈003112⑈ ⑆000000000⑆0000000⑈

YOUR COMPANY NAME HERE
123 MAIN STREET ANYWHERE, US

3112

Vendor: 204 Clerk of the District Court

Date	Description	Invoice #	Amount	Disc	Net Amt
08/22/20	Petition for Dissolution of Marriage Filing Fee		150.00		150.00

Check Date	Check #	Gross Amt	Disc Amt	Net Amt
08/22/20	3112	150.00	0.00	150.00

NELCO [L1445HB] 1868213

Nelco Check Layout L1445

Menu   *Checks | Print Checks*

The checks shown on page 29, page 31, and page 32 were printed by APS. The program tabs for the Print Checks program include the standard **Vendor** and **Invoices** tabs as well as the **Options** tab. The **Options** tab allows you to specify the desired check date.

Before printing checks, you will be given the option to overwrite the default beginning check number provided and print unlimited test patterns. If a test pattern is printed and you are using checks with pre-printed check numbers, the check number used for the test pattern(s) will automatically be voided.

If the **Take Discount** check box on an invoice is selected and the **Discount Date** plus the number of **Grace Period Days** in the vendor file is on or before the **Check Date**, the discount will be taken and the **Discount Date** on the invoice will be used as the **Due Date**.

The Nelco check layout on which each check is printed is defined for each bank account. You can select L1445 or L1572. If using the alternate check style L1572A, select L1572.

The check shown on page 29 is printed on the Nelco Check Layout L1445. It includes the check number, vendor number and spelled out check amount. The check shown on page 31 is printed on the Nelco Check Layout L1572. It includes the vendor number, spelled out check amount, and Memo field. For both images, the information from the check stub is duplicated on the third part of the laser check form. These options are defined in the APS Check Printer Setup program.

The optional vendor account number is included on the check if there is not an "*" in the first position of the "Vendor Account #" field in the vendor file. You can specify whether or not you want **One Check Per Invoice** at the vendor level. The sample checks shown contain multiple invoices. Up to 12 invoices can print on a check stub depending on the number of description lines. When the number of invoices (or invoice description lines) exceeds 12 lines, then the first check is automatically voided and the remaining invoices (or description lines) are printed on the following check form along with the check.

The APS check program was designed to print checks using a 12 point font (10 characters per inch) on forms from Nelco.

Unposted checks can be easily voided or reprinted by using the Void/Reprint Unposted Checks program. Posted checks can be easily voided by using the Void Posted Checks program.

Checks are sorted first by bank account, then vendor, then invoice date, and then entry order.

Definitions for APS Checks

Date (check stub)   Invoice Date.

Date (check form)   Check Date.

Description   The entire description prints on the check stub (up to 60 characters per invoice).

Memo   The entire Memo field prints on the check form, if the Nelco Check Layout L1572 is selected for the bank account. If multiple invoices are included on a single check and the Memo fields are not identical, the Memo field will not print on the check form.

COMPANY NAME
123 Main Street, Anywhere, US 12345

1572

| | | | | | CHECK | |
DATE	DESCRIPTION		INVOICE #	AMOUNT	DEDUCTION	NET AMOUNT
	204 Clerk of the District Court					
08/22/20	Petition for Dissolution of Marriage Filing Fee			150.00		150.00

CHECK DATE	CONTROL NUMBER	TOTALS ▶				
08/22/20	1572		Gross:	150.00	Ded:	0.00 Net:	150.00

Your Company Name
124 Main Street
Anywhere, US 12345
Ph. 555.555.55555
Fx. 555.555.55556

YOUR BANK NAME HERE
ANYTOWN, US
66-85/531

1572

	DATE	AMOUNT
	08/22/20	****$150.00

*** ONE HUNDRED FIFTY & 00/100 DOLLARS

PAY

TO THE
ORDER
OF:

Clerk of the District Court
City/County Building
1st Floor
555 South 10th Street
Lincoln NE 68508

Void after 60 days
Company Name

_____
AUTHORIZED SIGNATURE

_____
AUTHORIZED SIGNATURE

Security features included. Details on back

⑈OO1572⑈ ⑆O11111111⑆OOOOOOOOOO⑈

COMPANY NAME
123 Main Street, Anywhere, US 12345

1572

Vendor: 204 Clerk of the District Court

Date	Description	Invoice #	Amount	Disc	Net Amt
08/22/20	Petition for Dissolution of Marriage Filing Fee		150.00		150.00

Check Date	Check #	Gross Amt	Disc Amt	Net Amt
08/22/20	1572	150.00	0.00	150.00

NELCO [L1572HB] 3449940

Nelco Check Layout L1572

YOUR COMPANY NAME HERE
123 Main Street

13826

				CHECK	
DATE	DESCRIPTION	INVOICE #	AMOUNT	DEDUCTION	NET AMOUNT

204 Clerk of the District Court
08/22/20   Petition for Dissolution of Marriage Filing
Fee   150.00   150.00

CHECK DATE	CONTROL NUMBER	TOTALS ▶					
08/22/20	13826		Gross:	150.00	Ded:	0.00 Net:	150.00

YOUR COMPANY NAME HERE
www.yourcompany.com
123 Main Street
Anywhere, US 12345
Phone: (555) 555-5551
Fax: (555) 555-5552

YOUR BANK NAME HERE
ANYTOWN , US
66-85/531

DATE   AMOUNT

08/22/20   ****$150.00

*** ONE HUNDRED FIFTY & 00/100 DOLLARS

PAY

TO THE
ORDER
OF:

Clerk of the District Court
City/County Building
1st Floor
555 South 10th Street
Lincoln NE 68508

Void after 60 days
Company Name

_____
AUTHORIZED SIGNATURE

_____
AUTHORIZED SIGNATURE

Security features included. Details on back

⑈013826⑈ ⑆011111111⑆0000000000⑈

YOUR COMPANY NAME HERE
123 Main Street

13826

Vendor: 204 Clerk of the District Court

Date	Description	Invoice #	Amount	Disc	Net Amt
08/22/20	Petition for Dissolution of Marriage Filing Fee		150.00		150.00

Check Date	Check #	Gross Amt	Disc Amt	Net Amt
08/22/20	13826	150.00	0.00	150.00

NELCO [L1572AHB] 3271113

Nelco Check Layout L1572A

Check Register

Date: 08/25/2020 **Posted and Unposted Check Register** Page: 1
Jensen, Martin & Anderson, P.C.

Bank Account: 1 First Bank

Vendor #	Name	Voucher #	Invoice #	Inv Date	Inv Amount	Date Paid	Amount Paid	Check Number		Ref #
203	Clerk of the County Court									
	Documentation Fee, Filing Fee, and Sheriff Service Fee	200.01PAM		042620	225.00	042620	225.00	24995	M	1
200	United Parcel Service									
	Overnight document delivery	200.01MLJ	3243387	032620	75.00	032620	75.00	25002	M	1
250	D & B Real Estate Management Company									
	Monthly Rent (Including Electric, Gas & Garbage)	AUTO		072220	7,500.00	072620	7,500.00	25645		1
700	Clean All Janitorial Services									
	Monthly Cleaning Charges (Bi-Weekly Service)	AUTO		072220	750.00	072620	750.00	25646		1
200	United Parcel Service									
	Overnight document delivery		3243387	072620	75.00	073020	75.00	25647		2
225	Jackson/Wylinda									
	Catering/Firm Retreat			072620	1,500.00	073020	1,500.00	25648		1
250	D & B Real Estate Management Company									
	Monthly Rent (Including Electric, Gas & Garbage)	AUTO		072620	7,500.00	073020	7,500.00	25649		2
202	Software Technology, LLC									
	Software Maintenance Agreement Tabs3		312205	082020	490.00	082320	490.00	25650		1
	Software Maintenance Agreement Tabs3 General Ledger		312206	082020	239.00	082320	239.00			2
	Software Maintenance Agreement Tabs3 Accounts Payable		312207	082020	239.00	082320	239.00			3
	Software Maintenance Agreement Tabs3 Trust Accounting		312208	082020	239.00	082320	239.00			4
	Software Maintenance Agreement PracticeMaster (9 Users)		312209	082020	800.00	082320	800.00			5
	Software Maintenance Agreement Tabs3 Taskbill		312210	082020	105.00	082320	105.00			6
		Check Totals:			2,112.00		2,112.00			
240	NELCO									
	Check order for APS and TAS Checks	5065	2094756	072620	129.85	082320	129.85	25651		1
400	Sprint Local & Long Distance									
	November Cell Phone Charges		402310760011	082020	68.96	082020	**VOID**	25652	M	2
225	Wylinda Jackson									
	Holiday Party			122419	750.00	122419	750.00	25653	M	2
200	United Parcel Service									
	Postage		3243387	032720	75.00	032720	75.00	25654		3
204	Clerk of the District Court									
	Filing fee			032720	75.00	032720	75.00	25655		2
204	Clerk of the District Court									
	Filing fee			052020	75.00	052020	75.00	25657		3
325	Professional Messenger Services									
	Courier Fee			062120	20.00	062120	20.00	25659		2
325	Professional Messenger Services									
	Courier Fee			062420	25.00	062420	25.00	25660		4
325	Professional Messenger Services									
	Courier Fee			072620	47.50	072620	47.50	25663		1
	Courier Fee			072620	35.00	072620	35.00			3
		Check Totals:			82.50		82.50			
400	Sprint Local & Long Distance									
	November Cell Phone Charges		402310760011	082020	68.96	082520	68.96	EFT	U	1
		Bank Account Totals:			21,038.31		21,038.31			

Voided checks/EFTs are NOT included in the totals.

Menu *Checks | Check Register*

The Check Register allows you to print a report of posted checks, unposted checks or both posted and unposted checks. Voided checks (including those voided by APS for test patterns and overflow descriptions) within the specified date range are optionally included in the report and are indicated by the text "**VOID**" in the Amount Paid field. The program tabs for this report include the standard **Vendor** and **Invoices** tabs as well as the **Options** tab. The **Options** tab includes parameters that let you specify a range of check numbers, whether or not to include the description, GLS amounts and voided checks. You can include voided checks only if desired. You can specify to include or exclude printed checks, manual checks, or EFTs. You can also specify to include posted checks and EFTs, unposted checks and EFTs, or both. Inactive vendors are indicated by parentheses around the vendor number[1].

If you include GLS amounts, detail GLS journal entries for each invoice are included, and a summary page is included at the end of the report that shows totals for each account for each journal. The report shown above represents the same information as

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the report shown on the following page with the exception that the report on the following page includes GLS and Tabs3 cost information.

You have the option to include Tabs3 cost information. When included, the Tabs3 client ID, client name, client work description, date, tcode number and transaction type ("A" for Advance or "E" for Expense), amount, paid status (Paid or Unpaid), and reference number are shown on the report for each cost transaction associated with the invoice.

The information on the Check Register is sorted by check number. If there are multiple checks with the same check number, the checks are sorted by date paid and reference number.

Each bank account starts printing on a new page.

Definitions for Check Register

Date	The Report Date entered when the report was run.
Name	If the check was automatically voided by APS, "Automatically Voided Check" will be shown in the Name column.
AUTO	(In the Voucher # field.) Indicates the invoice was posted from a recurring entry.
Amount Paid	"**VOID**" indicates the check is voided.
Inv Amount	The amount of the invoice paid by the check. If a partial invoice was paid, the Amount Paid will be shown as the invoice amount.
Check Number	An "M" following the check number indicates the check is a manual check. A "U" following the check number indicates the check is unposted. A check number of "EFT" indicates the invoice is an electronic funds transfer.
Ref #	Reference number identifying the transaction for editing purposes.

Definitions for Check Register – Bank Account Totals

Invoice Amount	Total of all invoice amounts for all vendors on the report.
Amount Paid	Total of all checks on the report.

[1] Not shown on the sample reports.

Date: 08/25/2020 | **Posted and Unposted Check Register** | Page: 1
Jensen, Martin & Anderson, P.C.

Bank Account: 1 First Bank

Vendor #	Name	Voucher #	Invoice #	Inv Date	Inv Amount	Date Paid	Amount Paid	Check Number	Ref #
250	D & B Real Estate Management Company	AUTO		072220	7,500.00	072620	7,500.00	25645	1
	Monthly Rent (Including Electric, Gas & Garbage)								
	GLS Acct: 8010.00 Office Rent	Journal: 3 Amt:	7,500.00						
700	Clean All Janitorial Services	AUTO		072220	750.00	072620	750.00	25646	1
	Monthly Cleaning Charges (Bi-Weekly Service)								
	GLS Acct: 8200.00 Professional Services	Journal: 3 Amt:	750.00						
200	United Parcel Service		3243387	072620	75.00	082520	75.00	25647	2
	Overnight document delivery								
	GLS Acct: 1210.00 Advanced Client Costs	Journal: 3 Amt:	75.00						
	Client: 121.01 Phillips/Marcus			08/25/2020	TCode: 102 A Paid		75.00	Arch	
	Real Estate Acquisition								
225	Jackson/Wylinda			082520	1,500.00	082520	1,500.00	25648	1
	Catering/Firm Retreat								
	GLS Acct: 8200.00 Professional Services	Journal: 3 Amt:	1,500.00						
250	D & B Real Estate Management Company	AUTO		072620	7,500.00	073020	7,500.00	25649	2
	Monthly Rent (Including Electric, Gas & Garbage)								
	GLS Acct: 8010.00 Office Rent	Journal: 3 Amt:	7,500.00						
202	Software Technology, LLC		312205	082020	490.00	082320	490.00	25650	1
	Software Maintenance Agreement Tabs3								
	GLS Acct: 8080.00 Software Maintenance	Journal: 3 Amt:	490.00						
	Software Maintenance Agreement Tabs3 General Ledger		312206	082020	239.00	082320	239.00		2
	GLS Acct: 8080.00 Software Maintenance	Journal: 3 Amt:	239.00						
	Software Maintenance Agreement Tabs3 Accounts Payable		312207	082020	239.00	082320	239.00		3
	GLS Acct: 8080.00 Software Maintenance	Journal: 3 Amt:	239.00						
	Software Maintenance Agreement Tabs3 Trust Accounting		312208	082020	239.00	082320	239.00		4
	GLS Acct: 8080.00 Software Maintenance	Journal: 3 Amt:	239.00						
	Software Maintenance Agreement PracticeMaster (9 Users)		312209	082020	800.00	082320	800.00		5
	GLS Acct: 8080.00 Software Maintenance	Journal: 3 Amt:	800.00						
	Software Maintenance Agreement Tabs3 Taskbill		312210	082020	105.00	082320	105.00		6
	GLS Acct: 1442.00 Software	Journal: 3 Amt:	105.00						
		Check Totals:			2,112.00		2,112.00		
240	NELCO	5065	2094756	072620	129.85	072320	129.85	25651	1
	Check order for APS and TAS Checks								
	GLS Acct: 8040.00 Office Supplies	Journal: 3 Amt:	129.85						
400	Sprint Local & Long Distance		402310760011	082020	68.96	082020	**VOID**	25652 M	2
	November Cell Phone Charges								
325	Professional Messenger Services			072620	47.50	072620	47.50	25663	1
	Courier Fee								
	GLS Acct: 1210.00 Advanced Client Costs	Journal: 3 Amt:	47.50						
	Client: 101.00 Williams/John			07/26/2020	TCode: 102 A Paid		47.50	Arch	
	State v. Williams								
	Courier Fee			082520	35.00	082520	35.00		3
	GLS Acct: 1210.00 Advanced Client Costs	Journal: 3 Amt:	35.00						
	Client: 121.01 Phillips/Marcus			08/25/2020	TCode: 102 A Paid		35.00	Arch	
	Real Estate Acquisition								
		Check Totals:			82.50		82.50		
400	Sprint Local & Long Distance		402310760011	082020	68.96	082520	68.96	EFT U	1
	November Cell Phone Charges								
	GLS Acct: 8090.00 Telephone	Journal: 3 Amt:	68.96						
		Bank Account Totals:			19,718.31		19,718.31		

Voided checks/EFTs are NOT included in the totals.

Date: 08/25/2020 | **Posted and Unposted Check Register GLS Totals** | Page: 1
Jensen, Martin & Anderson, P.C.

Bank Account: 1 First Bank

GLS Acct	Journal	Amount
1210.00 Advanced Client Costs	3	157.50
1442.00 Software	3	105.00
8010.00 Office Rent	3	15,000.00
8040.00 Office Supplies	3	129.85
8080.00 Software Maintenance	3	2,007.00
8090.00 Telephone	3	68.96
8200.00 Professional Services	3	2,250.00
Total		19,718.31

Voided Check List

<table>
<tr><td>Date: 08/25/2020</td><td colspan="3" align="center">**APS Voided Check List**
Jensen, Martin & Anderson, P.C.</td><td align="right">Page: 1</td></tr>
</table>

Bank Account: 1 First Bank

Check #	Vendor #	Date	User ID	Invoice #	Amount
25647	200	08/18/2020	DANIEL	3243387	75.00
25652	400	08/24/2020	DANIEL	402310760011	68.96
				Bank Acct Total:	143.96

The Voided Check List offers an audit trail of voided checks and EFTs in check number order. This list includes both posted and unposted voided checks. Checks automatically voided by APS for test patterns and overflow descriptions will also be included on this list. This list can include a range of bank accounts and void dates. If multiple bank accounts are included on the report, each bank account will begin on a new page.

Tip: A Check Register can be printed that includes voided checks only.

Definitions for Voided Check List

Date (Heading)	The Report Date entered when the report was run.
Check #	A check number of "EFT" indicates the invoice is an electronic funds transfer.
Vendor #	The vendor number shown on the check. If the check was automatically voided by APS because it was used for a test pattern or overflow descriptions, "Auto Void" will be shown in the Vendor # column.
Date	If the check was an unposted check when it was voided, the date shown will be the system date when the check was voided. If the check was a posted check when it was voided, the date shown will be the Void Date.
User ID	User ID of the user who voided the check.

Vendor Analysis Report

Accounts Payable TD Vendor Analysis Report
Jensen, Martin & Anderson, P.C.

Page: 1

Vendor #	Name	Fed ID #	MTD Paid	MTD Disc	YTD Paid	YTD Disc	TD Paid	TD Disc
200	United Parcel Service		0.00	0.00	150.00	0.00	150.00	0.00
202	Software Technology, LLC		2,112.00	0.00	2,112.00	0.00	2,112.00	0.00
203	Clerk of the County Court		0.00	0.00	225.00	0.00	225.00	0.00
225	Jackson/Wylinda	43-433252	0.00	0.00	1,500.00	0.00	2,250.00	0.00
240	NELCO		129.85	0.00	129.85	0.00	129.85	0.00
250	D & B Real Estate Management Company	47-8383182	0.00	0.00	15,000.00	0.00	15,000.00	0.00
700	Clean All Janitorial Services	47-2531234	0.00	0.00	750.00	0.00	750.00	0.00
Totals:			2,241.85	0.00	19,866.85	0.00	20,616.85	0.00

Menu	***Reports	Vendors	Vendor Analysis Report***

The Vendor Analysis Report shows the cumulative paid posted amounts and discount amounts by vendor for month-to-date, year-to-date and to-date time frames. The program tabs for this report include the standard **Vendor** tab as well as the **Options** tab. The **Options** tab allows you to select whether you want vendors who were paid month-to-date, year-to-date or to-date to be included on the report. The Vendor Analysis Report shown above includes vendors who were paid to-date. Inactive vendors are indicated by parentheses around the vendor number[1].

Definitions for Vendor Analysis Report

Date	The Report Date entered when the report was run.
Paid	Amounts paid in the current month, current year or since inception.
Disc	Amount of the discount taken in the current month, current year or since inception.

[1] Not shown on the sample report.

Paid Invoices by Vendor Report

Date: 08/25/2020   **Paid Invoices by Vendor Report**   Page: 1
Jensen, Martin & Anderson, P.C.

Vendor #	Name	Voucher #	Invoice #	Inv Date	Inv Amount	Date Paid	Amount Paid	Check Number		Ref #
(200)	**United Parcel Service**									
	Overnight document delivery	200.01MLJ	3243387	042820	75.00	042820	75.00	25002-1	M	1
	Overnight document delivery		3243387	072820	75.00	082520	75.00	25647-1		2
		Vendor Totals			150.00		150.00			
202	**Software Technology, LLC**									
	Software Maintenance Agreement Tabs3		312205	082220	490.00	082520	490.00	25650-1		1
	Software Maintenance Agreement Tabs3 General Ledger		312206	082220	239.00	082520	239.00	25650-1		2
	Software Maintenance Agreement Tabs3 Accounts Payable		312207	082220	239.00	082520	239.00	25650-1		3
	Software Maintenance Agreement Tabs3 Trust Accounting		312208	082220	239.00	082520	239.00	25650-1		4
	Software Maintenance Agreement PracticeMaster (9 Users)		312209	082220	800.00	082520	800.00	25650-1		5
	Software Maintenance Agreement Tabs3 Taskbill		312210	082220	105.00	082520	105.00	25650-1		6
		Vendor Totals			2,112.00		2,112.00			
203	**Clerk of the County Court**									
	Documentation Fee, Filing Fee, and Sheriff Service Fee	200.01PAM		042820	225.00	042820	225.00	24995-1	M	1
	Documentation Fee, Filing Fee, and Sheriff Service Fee	101.00MLJ		082820	225.00	082520	225.00	25654-1	M U	2
		Vendor Totals			450.00		450.00			
225	**Jackson/Wylinda**									
	Catering/Firm Retreat			072120	1,500.00	072520	1,500.00	25648-1		1
	Holiday Party			122719	750.00	122719	750.00	25653-1	M	2
		Vendor Totals			2,250.00		2,250.00			
240	**NELCO**									
	Check order for APS and TAS Checks	5065	2094756	072820	129.85	082520	129.85	25651-1		1
		Vendor Totals			129.85		129.85			
250	**D & B Real Estate Management Company**									
	Monthly Rent (Including Electric, Gas & Garbage)	AUTO		071720	7,500.00	072820	7,500.00	25645-1		1
	Monthly Rent (Including Electric, Gas & Garbage)	AUTO		072820	7,500.00	072520	7,500.00	25649-1		2
		Vendor Totals			15,000.00		15,000.00			
700	**Clean All Janitorial Services**									
	Monthly Cleaning Charges (Bi-Weekly Service)	AUTO		071720	750.00	072820	750.00	25646-1		1
		Vendor Totals			750.00		750.00			
		Grand Totals			20,841.85		20,841.85			

Menu	*Reports	Invoices	Paid Invoices by Vendor Report*

The Paid Invoices by Vendor Report allows you to print a report of paid invoices that are posted, unposted or both in vendor order. Invoices, manual checks, and EFTs are included. The program tabs for this report include the standard **Vendor** and **Invoices** tabs as well as the **Options** tab. The **Options** tab includes parameters that enable you to the include the invoice description and include posted checks and EFTs, unposted checks and EFTs, or both. The information on the report is sorted by vendor, invoice number and then check number. Multiple invoices with the same vendor, invoice number and check number are additionally sorted by invoice/manual check and reference number. Inactive vendors are indicated by parentheses around the vendor number[1].

Definitions for Paid Invoices by Vendor Report

Date	The Report Date entered when the report was run.
Inv Amount	The amount of the invoice paid by the check. If a partial invoice was paid, the Amount Paid will be shown as the invoice amount.
Check Number	The single digit following the dash in the Check Number represents the bank account the check or EFT was written from. An "M" following the check number and bank account number indicates the check is a manual check. A "U" following the check number and bank account number indicates the check is unposted. A check number of "EFT" indicates the invoice is an electronic funds transfer[1].
Ref #	Reference number identifying the transaction for editing purposes.
AUTO	(In the Voucher # column.) Indicates the invoice was posted from a recurring entry.

Definitions for Paid Invoices by Vendor Report – Grand Totals

Invoice Amount   Total of all invoice amounts for all vendors on the report.

Amount Paid   Total amount paid for all vendors on the report.

[1] Not shown on the sample report.

1099 Report & 1099 Form

Date: 08/25/2020	**Accounts Payable 1099 Report**			Page: 1
	Jensen, Martin & Anderson, P.C.			

	Vendor #	Name	Federal ID	YTD Paid	Box
	225	Jackson/Wylinda	43-4332527	1,500.00	7
	250	D & B Real Estate Management Company	47-8383182	15,000.00	1
	700	Clean All Janitorial Services	47-2531234	750.00	7
		Grand Total:		17,250.00	
		Totals for Box 1:		15,000.00	
		Totals for Box 7:		2,250.00	

Menu   *Reports | 1099 Information | 1099 Report*
          Reports | 1099 Information | 1099 Forms

You have the ability to print a 1099 report, 1099 forms or generate an ASCII file on disk that can be used for filing 1099-MISC forms on magnetic media with the IRS. The report shown above is an Accounts Payable 1099 Report. The following page shows the same information printed on IRS Form 1099-MISC.

The program tabs for the 1099 Report, 1099 Forms and Create 1099 Disk File programs include the standard **Vendor** tab as well as the **Options** tab. The **Options** tab includes a field to specify a minimum year-to-date amount paid and a tax year. All checks and EFTs that should be included in 1099 figures must be posted. The **Options** tab for the Create 1099 Disk File program also allows you to specify a Payer Name Control, a Transmitter Control Code and whether you are creating a test file. Checks or EFTs that have not been posted will not be included on the report. Additionally, invoices whose **Exclude from 1099 Reporting** check box is selected will not be included on the report.

The 1099 Report and 1099 Form shown include 1099 information from Tabs3 Trust Accounting Software (TAS). TAS allows you to specify whether each trust account should use the firm or the trust account as the payer on 1099 forms. The 1099 information for trust accounts that are set up to use the firm as the payer can be sent to a merge file using the Create APS 1099 Merge File program in TAS. The information in this file is used by the APS 1099 programs to combine the TAS amounts with APS amounts for common entities.

The APS 1099 Forms program was designed to print using a 12 point font (10 characters per inch). The paid information will print on the form in Box 1, Box 3, Box 6, Box 7 or Box 14 depending on the 1099 Info option in the vendor file. The Vendor Account # will print on the 1099 Form unless there is an "*" in the first character position of that field in the vendor file. The third street address line for the vendor is not used. The Name, Address Line 1, Address Line 2, City and State fields will be truncated to properly fit on the 1099 Form. If specified in System Configuration, the Firm's State ID # will print in Box 17[1].

Definitions for 1099 Report & 1099 Form

Date   The Report Date entered when the report was run.

Vendor #   The vendor's number. "TAS" will print for payees from TAS for which there is no associated vendor in APS (i.e., there is no APS vendor with the same Federal ID #). On the 1099 Report, inactive vendors are indicated by parentheses around the vendor number[1].

YTD Paid   The amount to the right of the Federal ID # is calculated based on the total amount from paid and posted invoices for the year specified. If 1099 information from TAS is included on the report, the text "TAS Amount:" will print with the amount of the 1099 information from TAS and a total. The total amount shown will be the amount that prints on the 1099 Form. *(Note: This amount is calculated and is not retrieved from the YTD Vendor Totals.)*

Box   Indicates the box on the 1099-MISC Form that the 1099 information will print in. "1" = The information will print in Box 1 (Rents) on the 1099 Form. "3" = The information will print in Box 3 (Prizes, awards, etc.) on the 1099 Form. "6" = The information will print in Box 6 (Medical and health care payments) on the 1099 Form. "7" = The information will print in Box 7 (Nonemployee compensation) on the 1099 Form. "14" = The information will print in Box 14 (Gross proceeds paid to attorneys) on the 1099 Form. *(Note: The minimum year-to-date amount specified does not apply to Box 14. Payers who have their 1099 Info field set to Box 14 and have an amount greater than zero are always included on the report, regardless of the minimum year-to-date amount specified.)*

[1] Not shown on the sample report.

9595 ☐ VOID ☐ CORRECTED

PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.		1 Rents $	OMB No. 1545-0115	Miscellaneous Income
Jensen, Martin & Anderson, P.C. 1621 Cushman Drive Lincoln, NE 68512 Phone: 402-419-2200		2 Royalties $	20**19** Form **1099-MISC**	
		3 Other income $	4 Federal income tax withheld $	Copy A For **Internal Revenue Service Center**
PAYER'S federal identification number	RECIPIENT'S identification number 43-433252	5 Fishing boat proceeds $	6 Medical and health care payments $	**File with Form 1096.**
RECIPIENT'S name Wylinda Jackson		7 Nonemployee compensation $ 1,500.00	8 Substitute payments in lieu of dividends or interest $	For Privacy Act and Paperwork Reduction Act Notice, see the
Street address (including apt. no.) Suite 257 3423 Crooked Creek Road		9 Payer made direct sales of $5,000 or more of consumer products to a buyer (recipient) for resale ▶ ☐	10 Crop insurance proceeds $	**2019 General Instructions for Certain Information Returns.**
City or town, state or province, country, and ZIP or foreign postal code Atlanta GA 33432		11	12	
Account number (see instructions)	2nd TIN not. ☐	13 Excess golden parachute payments $	14 Gross proceeds paid to an attorney $	
15a Section 409A deferrals $	15b Section 409A income $	16 State tax withheld $ $	17 State/Payer's state no.	18 State income $ $

Form **1099-MISC**
38-2099803
Department of the Treasury - Internal Revenue Service

Do Not Cut or Separate Forms on This Page -- Do Not Cut or Separate Forms on This Page

9595 ☐ VOID ☐ CORRECTED

PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.		1 Rents $ 7,500.00	OMB No. 1545-0115	Miscellaneous Income
Jensen, Martin & Anderson, P.C. 1621 Cushman Drive Lincoln, NE 68512 Phone: 402-419-2200		2 Royalties $	20**19** Form **1099-MISC**	
		3 Other income $	4 Federal income tax withheld $	Copy A For **Internal Revenue Service Center**
PAYER'S federal identification number	RECIPIENT'S identification number 47-8383182	5 Fishing boat proceeds $	6 Medical and health care payments $	**File with Form 1096.**
RECIPIENT'S name D & B Real Estate Management Company		7 Nonemployee compensation $	8 Substitute payments in lieu of dividends or interest $	For Privacy Act and Paperwork Reduction Act Notice, see the
Street address (including apt. no.) 7589 Van Gogh Street P.O. Box 64352		9 Payer made direct sales of $5,000 or more of consumer products to a buyer (recipient) for resale ▶ ☐	10 Crop insurance proceeds $	**2019 General Instructions for Certain Information Returns.**
City or town, state or province, country, and ZIP or foreign postal code Lincoln NE 68501		11	12	
Account number (see instructions)	2nd TIN not. ☐	13 Excess golden parachute payments $	14 Gross proceeds paid to an attorney $	
15a Section 409A deferrals $	15b Section 409A income $	16 State tax withheld $ $	17 State/Payer's state no.	18 State income $ $

Form **1099-MISC**
38-2099803
Department of the Treasury - Internal Revenue Service