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Tabs3 General Ledger Guide

Tabs3 Billing

PracticeMaster

Trust Accounting

Accounts Payable

General Ledger

Tabs3 General Ledger Guide

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Purpose of Guide

This ***General Ledger Guide*** covers the process of data entry and routine tasks such as creating journal entries, creating deposits, and reconciling bank accounts, as well as information on various utilities available in Tabs3 General Ledger (GL).

The ***Administrator Guide*** includes information on setting up the startup files, including GL Clients, journals, departments, and the Chart of Accounts.

The ***Integration Guide*** covers information related to integration between Tabs3 Software applications and provides initial configuration information. Additional information related to integration is available throughout the Tabs3 Software documentation, particularly the built-in help feature in the software itself.

All guides are available on our website at:

Tabs3.com/support/docs.html

Introduction

Tabs3 General Ledger (GL) is a comprehensive general ledger system based on a double-entry accounting system. User-defined chart of accounts and financial statement formats allow you to use your existing chart of accounts. Tabs3 General Ledger supports multiple departments (profit centers), which allows each financial statement and report to be printed by individual department or as a comprehensive statement of all departments. Reports include detail journals, general ledger, trial balance, detail and summary balance sheets, plus detail and summary income statements.

Chart of Accounts

Menu: *File | Open | Chart of Accounts*
Home: *All Actions | Chart of Accounts | Chart of Accounts*
Quick Launch: *Chart of Accounts*

The *Chart of Accounts* is the foundation of any general ledger system. The Chart of Accounts is a listing of the general ledger accounts for a business entity that includes account name and number.

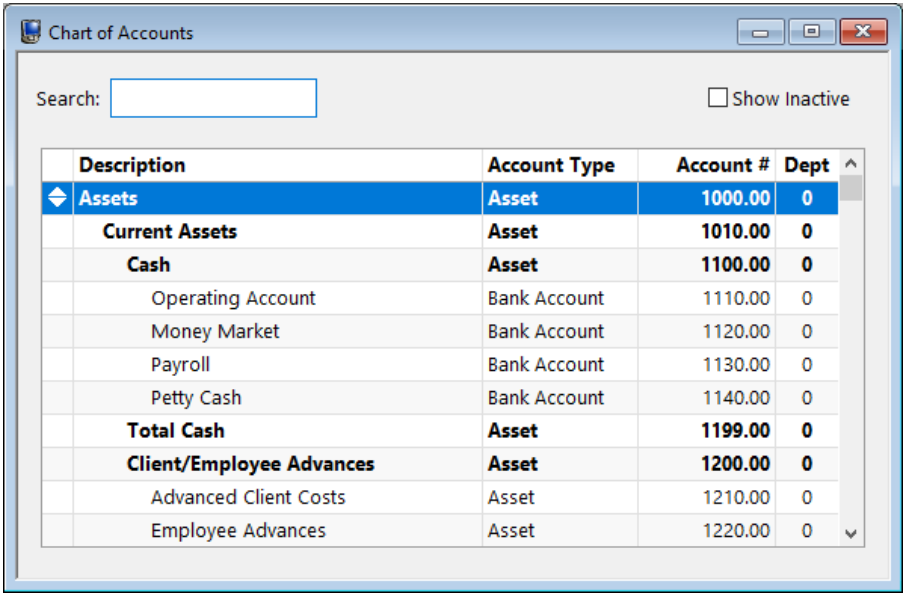


Figure 1, Chart of Accounts window

As journal entries are posted to accounts, account balances are established. These balances make up the figures used in reports such as the Income Statement and Balance Sheet.

More Info: Detailed information on setting up the Chart of Accounts and establishing balances can be found in the ***Administrator Guide***.

Journal Entries

Menu: ***File | Open | Journal Entries***
Home: ***All Actions | Journal Entries | Journal Entries***
Quick Launch: ***Journal Entries***

Financial information in Tabs3 General Ledger (GL) is tracked via the use of *journal entries*. Journal entries maintain a record of activity for the various accounts defined in the Chart of Accounts. Journal entries can be added manually or via software integration with other Tabs3 Software applications. The Journal Entries window is composed of two tabs: the **Transaction** tab and the **Batch** tab.

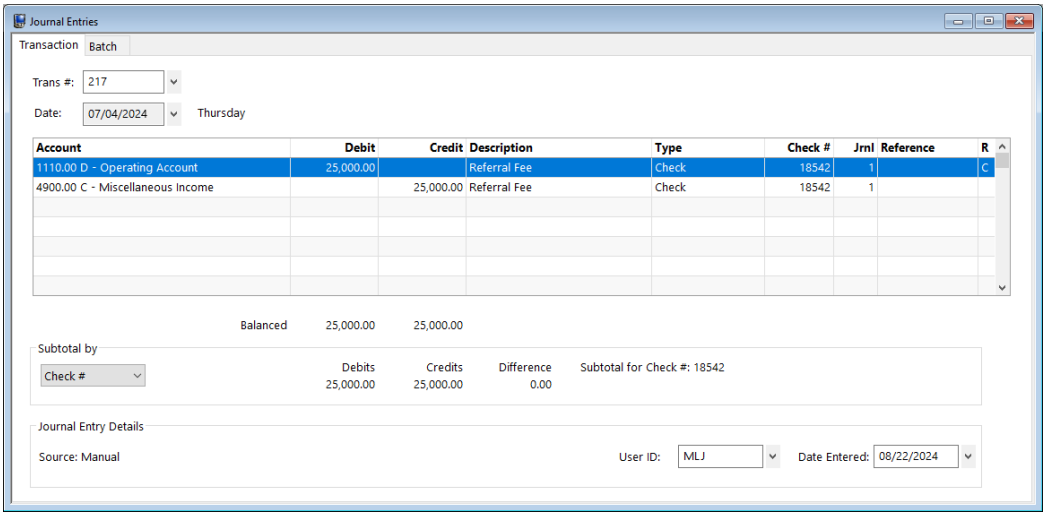


Figure 2, Journal Entries - Simple Transaction

Transactions

The **Transaction** tab is used to add, change, or delete journal entries. Journal entries are grouped into *transactions*. A transaction is a set of balanced journal entries that are related to one another. GL requires that debits and credits for a transaction be in balance before it can be saved.

Transactions can vary in complexity. Figure 2 shows a simple journal entry with a single debit and a single credit entry, whereas Figure 3 shows a complex transaction with a single debit and multiple credit entries. You will encounter various combinations of the two during everyday journal entry.

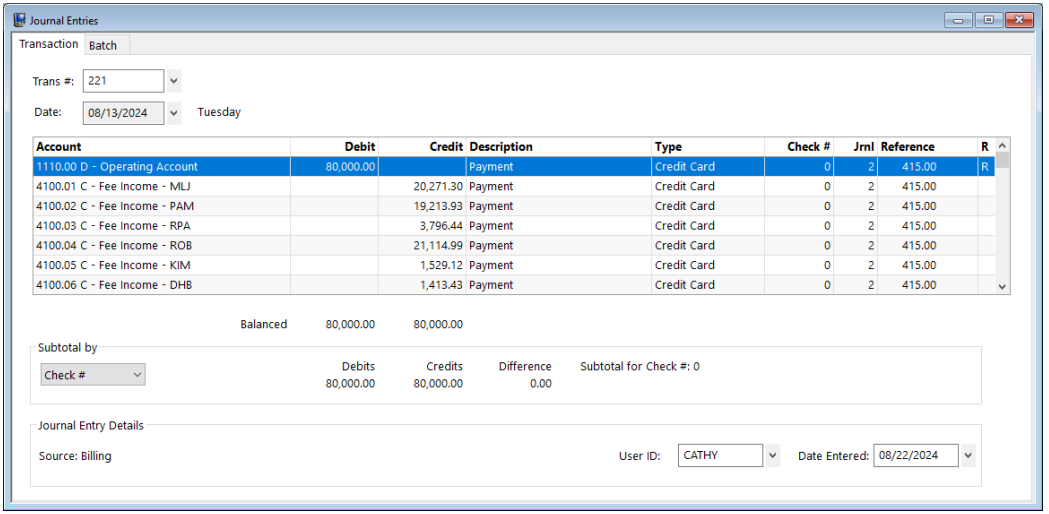


Figure 3, Journal Entries - Complex Transaction

Journal entries consist of several fields, many of which are self-explanatory. Fields that require further explanation are listed below.

More Info: Detailed information on all fields can be found in GL Help.

Trans #

The **Trans #** field contains a unique identifier assigned to each transaction. Entering an existing transaction number will load all journal entries for that transaction, whereas pressing Enter in this field when adding a new transaction will automatically assign a new **Trans #**.

Type

The **Type** field can be used when entering receipt and disbursement journal entries to classify the type of transaction taking place. Examples of the transaction types available to choose from are cash, check, client funds, credit card, EFT, other, and none.

Reference

The **Reference** field is an optional field used for categorizing journal entries. For example, journal entries for Tabs3 Billing payments will automatically contain the Client ID for which the payment was entered.

R *(status)*

The **Status** field, displayed as a column heading of **R** on the **Transactions** tab, indicates the status of a reconciled entry. The contents of the field vary depending on the entry's status. A blank field indicates the journal entry has not been cleared or reconciled. A letter **C** indicates that the journal entry has been cleared on a reconciliation but not yet reconciled. An **R** indicates that the journal entry has been reconciled.

Difference

The **Difference** field in the Subtotal section keeps a running balance of total debits and credits entered for a transaction. When a transaction is in balance, the **Difference** will show "0.00". If a transaction is out of balance, the **Difference** will show the amount out of balance. A transaction must have balanced debit and credit entries with a **Difference** of 0.00 in order to be saved.

Subtotal

The **Subtotal by** section displays journal entry subtotals for transactions or batches. Transactions and batches can be subtotaled using one of several options, such as **Check #**, **Description**, or **Reference**. A subtotal for both debits and credits is displayed, as well as the **Difference** between debits and credits for the selected subtotal type. A transaction must have balanced debit and credit entries with a **Difference** of 0.00 in order to be saved.

Source

The **Source** field indicates the origin of a journal entry. The following legend lists each possible source:

Transaction Source	Journal Entry Origin	Report Character
Manual	Tabs3 General Ledger (GL)	M
Accounts Payable	Tabs3 Accounts Payable (AP)	A
Billing	Tabs3 Billing Software	B
Trust Accounting	Tabs3 Trust Accounting (Trust)	T
Recurring Entry	Tabs3 General Ledger	R
Payroll	Peninsula Software's PenSoft Payroll or the GL Import Journal Entries utility	P

Batches

The **Batch** tab provides a read-only history of the selected transaction along with any other transactions associated with the specified transaction. Typically, related transactions are generated via integration with Tabs3 Billing, Trust. or AP. For example, the allocation of a payment in Tabs3 Billing creates a set of journal entries transferring money to the pre-configured general ledger accounts. As another example, voiding a check in AP posts the voided check journal entries in a new transaction but in the same batch as the journal entries created for the check. You can also add new transactions to the **Batch** tab manually by clicking or pressing Ctrl+N.

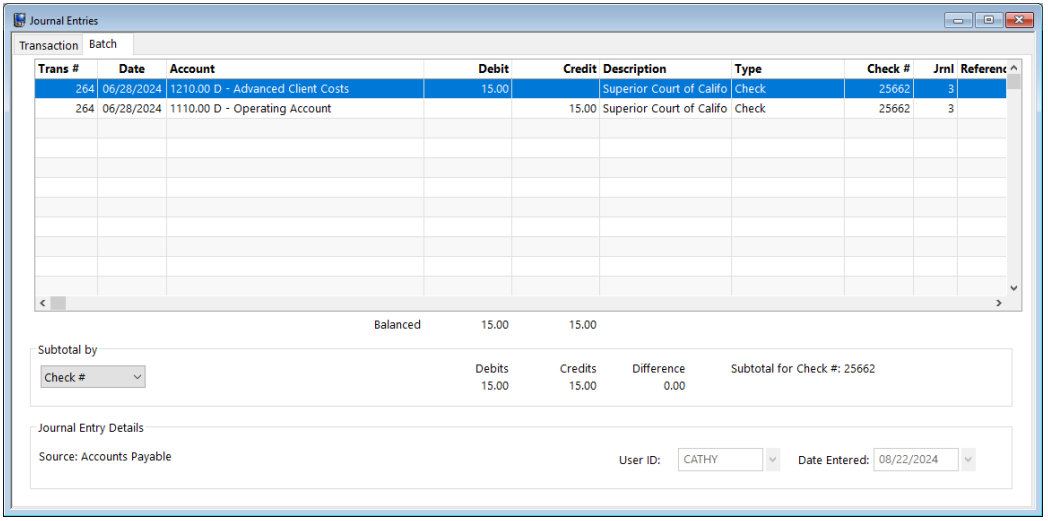


*Figure 4, Journal Entries - **Batch** tab*

Double-clicking a journal entry from the **Batch** tab, or selecting a journal entry and clicking the **Transaction** tab, will open that transaction. All journal entries that are part of the selected transaction will be shown.

▶ To add a journal entry

1. In the Quick Launch, search for and select, "Journal Entries."
2. Press the Tab key. GL automatically assigns the next available transaction number.
3. Enter the **Date**. *(Note: All journal entries in a transaction must use the same date.)*
4. Enter the desired information for the journal entry.
    a. In the **Account** field, enter the **Account #** or select one from the drop-down list.
    b. In the **Debit** field or **Credit** field, enter the amount.
    c. Enter a **Description**.
    d. In the **Type** field, select the appropriate type of transaction.
    e. Enter a **Check #**, if appropriate.
    f. Select the **Jrnl** number.
    g. Enter a **Reference**, if appropriate.
5. Press the Enter key or the Tab key to move to the next line.
6. Repeat step 4 for each new journal entry.

> **Notes:** Once the first journal entry for a data entry session has been entered, the **Description**, **Type**, **Check #**, **Jrnl**, and **Reference** fields for subsequent journal entries will be the same as the previous journal entry.
>
> After the first journal entry row has been added to the transaction, each subsequent journal entry will automatically default to the amount required to balance the transaction. For example, if the first journal entry has 250.00 in the Debit column, the next row will automatically default to 250.00 in the Credit column. If you change the amount for the second journal entry from 250.00 to 150.00, then the next row will automatically default to 100.00 in the Credit column.

7. Click to save the new journal entry.

More Info: A complete list of all features that create transactions and batches can be found in GL Help by entering "Batch" in the **Index** tab and selecting the "How Assigned" topic.

Journal Entry Verification List

After closing the **Journal Entries** window, you will be prompted to print a **Journal Entry Verification List**. This Verification List provides a record of all transactions added, changed, or deleted during a data entry session. This makes it easy to keep a review of all journal entries posted during the data entry session.

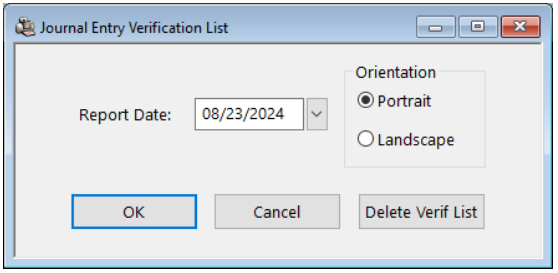
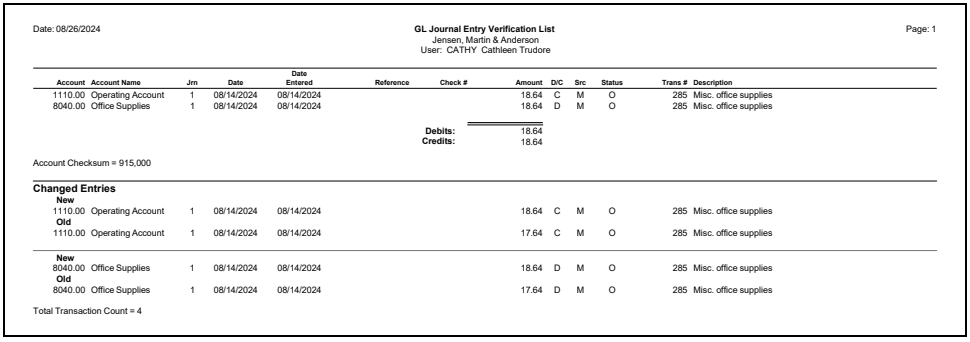


Figure 5, Journal Entry Verification List Window



Date: 08/26/2024

GL Journal Entry Verification List
Jensen, Martin & Anderson
User: CATHY Cathleen Trudore

Page: 1

Account	Account Name	Jrn	Date	Date Entered	Reference	Check #	Amount	D/C	Src	Status	Trans #	Description
1110.00	Operating Account	1	08/14/2024	08/14/2024			18.64	C	M	O	285	Misc. office supplies
8040.00	Office Supplies	1	08/14/2024	08/14/2024			18.64	D	M	O	285	Misc. office supplies
						Debits:	18.64					
						Credits:	18.64					

Account Checksum = 915,000

Changed Entries

New												
1110.00	Operating Account	1	08/14/2024	08/14/2024			18.64	C	M	O	285	Misc. office supplies
Old												
1110.00	Operating Account	1	08/14/2024	08/14/2024			17.64	C	M	O	285	Misc. office supplies
New												
8040.00	Office Supplies	1	08/14/2024	08/14/2024			18.64	D	M	O	285	Misc. office supplies
Old												
8040.00	Office Supplies	1	08/14/2024	08/14/2024			17.64	D	M	O	285	Misc. office supplies

Total Transaction Count = 4

Figure 6, Journal Entry Verification List

Note: More information on the Journal Entry Verification List can be found in GL Help.

Account Information

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

The **Account Information** window is used to view balances, view and set budget figures, and view journal entries for a specific time frame. The **Period Selection** options allow you to display three fiscal years worth of data or compare the difference between two years. The Account Information window is a powerful feature that provides a quick and easy way to find the information you are looking for.

The Account Information window consists of three tabs:

- **Balances**
- **Budgets**
- **Journal Entries**

Balances Tab

The **Balances** tab *(Figure 7)* is used to view and compare current and past balances for the selected account. This allows you to see account changes over time and quickly reference recent balance activity.

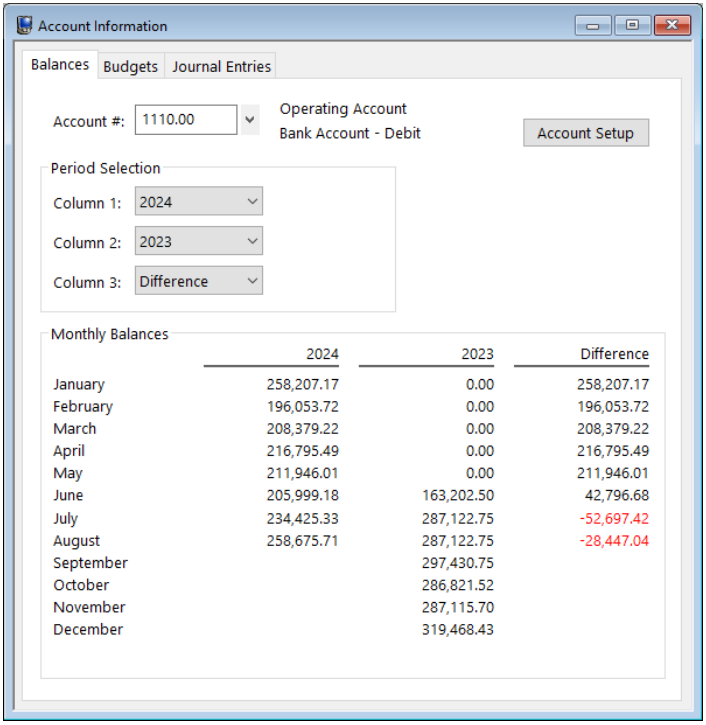


*Figure 7, Account Information - **Balances** tab*

Clicking the (**Print**) button while on the **Balances** tab will print an Account Information Balances Report *(Figure 8)*. This report will display monthly balances for the selected **Account #** and **Period Selection**.

Date: 08/26/2024 **Account Information Balances Report** Page: 1
Jensen, Martin & Anderson

Account #: 1110.00 - Operating Account

Monthly Balances	2024	2023	Difference
January	258,207.17	0.00	258,207.17
February	196,053.72	0.00	196,053.72
March	208,379.22	0.00	208,379.22
April	216,795.49	0.00	216,795.49
May	211,946.01	0.00	211,946.01
June	205,999.18	163,202.50	42,796.68
July	234,425.33	287,122.75	-52,697.42
August	258,675.71	287,122.75	-28,447.04
September		297,430.75	
October		286,821.52	
November		287,115.70	
December		319,468.43	

Figure 8, Account Information Balances Report

Budgets Tab

The **Budgets** tab *(Figure 9)* is used to set, track, and compare budget figures and actual figures for income statement accounts. This makes it easy to identify a difference between budgeted figures and actual income. You can define budgets for multiple years using the **Set Budgets** button.

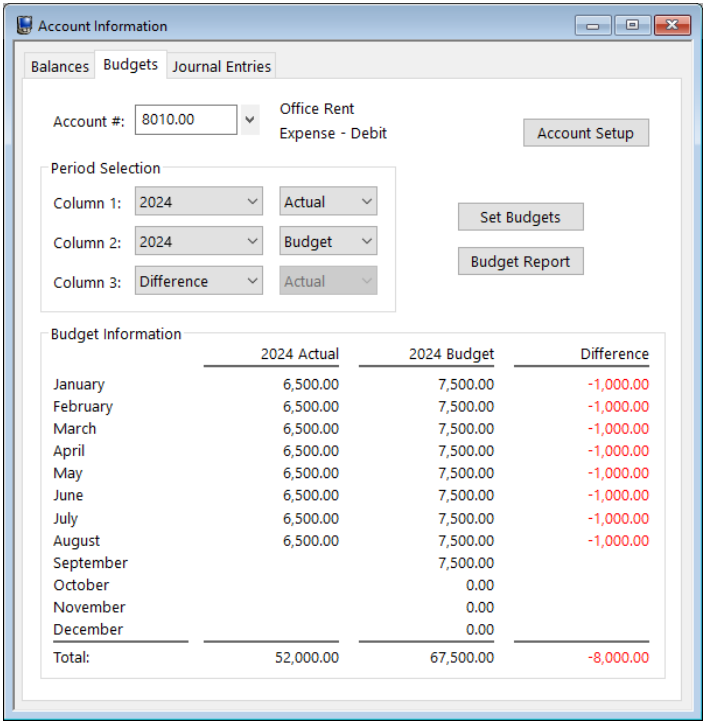


*Figure 9, Account Information - **Budgets** tab*

Clicking the (**Print**) button while on the **Budgets** tab will print an Account Information Budgets Report *(Figure 10)*. This report will display monthly Budget Information and totals for the selected **Account #** and **Period Selection**. If the **Account #** selected is not an Income Statement account, the button will be dimmed.

Date: 08/26/2024 **Account Information Budgets Report** Page: 1
Jensen, Martin & Anderson

Account #: 8010.00 - Office Rent

Budget Information	2024 Actual	2024 Budget	Difference
January	6,500.00	7,500.00	-1,000.00
February	6,500.00	7,500.00	-1,000.00
March	6,500.00	7,500.00	-1,000.00
April	6,500.00	7,500.00	-1,000.00
May	6,500.00	7,500.00	-1,000.00
June	6,500.00	7,500.00	-1,000.00
July	6,500.00	7,500.00	-1,000.00
August	6,500.00	7,500.00	-1,000.00
September		7,500.00	
October		0.00	
November		0.00	
December		0.00	
Total:	52,000.00	67,500.00	-8,000.00

Figure 10, Account Information Budgets Report

Journal Entries Tab

The **Journal Entries** tab *(Figure 12)* displays a list of journal entries for the selected account within a specified time frame. The journal entries displayed can be filtered using the **Date** drop-down menu in the **Period Selection** section *(Figure 11)*.

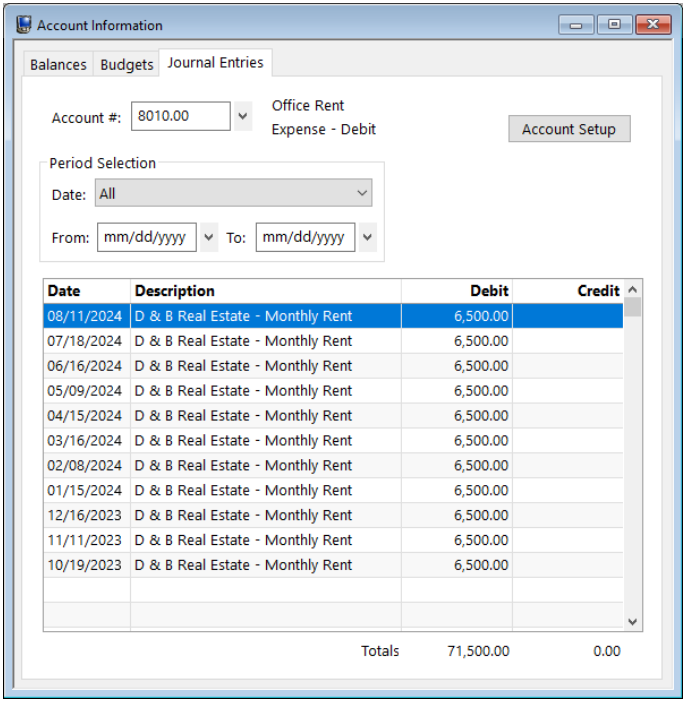


*Figure 12, Account Information - **Journal Entries** tab*

*Figure 11, Period Selection, **Date** options*

Clicking the (**Print**) button while on the **Journal Entries** tab will print a Journal Report. The report will display all journal entries for the selected **Account #** and **Period Selection** along with total debits and credits.

Note: When selecting to print from the **Journal Entries** tab, the following columns will be shown: **Trans #**, **Account #**, **Date**, **Src**, **Reference**, **Check #**, **DP**, **JR**, **Debit**, **Credit**, and **Description**. To print additional columns, or for additional selection criteria, you can print the Journal Report via the Quick Launch by searching for and selecting "Journal Report."

Date: 08/26/2024 **Journal Report** Page: 1
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From mm/dd/yyyy Thru mm/dd/yyyy
Department: All Departments

Trans #	Account #	Date	Src	Reference	Check #	DP	JR	Debit	Credit	Description
10	8010.00	10/17/2023	A		25645	0	3	6,500.00		D & B Real Estate - Monthly Rent
24	8010.00	11/09/2023	A		25649	0	3	6,500.00		D & B Real Estate - Monthly Rent
35	8010.00	12/14/2023	M			0	3	6,500.00		D & B Real Estate - Monthly Rent
52	8010.00	01/13/2024	M			0	3	6,500.00		D & B Real Estate - Monthly Rent
62	8010.00	02/06/2024	M			0	3	6,500.00		D & B Real Estate - Monthly Rent
75	8010.00	03/13/2024	M			0	3	6,500.00		D & B Real Estate - Monthly Rent
88	8010.00	04/12/2024	M			0	3	6,500.00		D & B Real Estate - Monthly Rent
103	8010.00	05/06/2024	M			0	3	6,500.00		D & B Real Estate - Monthly Rent
114	8010.00	06/13/2024	M			0	3	6,500.00		D & B Real Estate - Monthly Rent
130	8010.00	07/15/2024	M		25840	0	3	6,500.00		D & B Real Estate - Monthly Rent
144	8010.00	08/08/2024	M			0	3	6,500.00		D & B Real Estate - Monthly Rent
					Grand Totals:			71,500.00	0.00	

Figure 13, Account Information Journal Report

Deposit Slips

Menu: ***File | Open | Deposit Slips***
Home: ***All Actions | Journal Entries | Deposit Slips***
Quick Launch: ***Deposit Slips***

The Deposit Slips window is used to combine one or more receipt type transactions onto a single deposit slip for a bank account. Deposit slips are created after the journal entries have been made. Once created, you can print a **Deposit Summary** to take to the bank with the checks.

Creating a deposit slip with combined deposits makes it easy to reconcile deposits on your monthly bank account statement.

In the following figures, the firm has received four checks on the same day. Each check has been recorded in GL (as part of a separate transaction). Once the journal entries have been posted, the **Select Receipts** button *(Figure 14)* is used to open the **Select Receipts to Deposit** window *(Figure 15)* allowing you to select which receipts are to be included in the deposit.

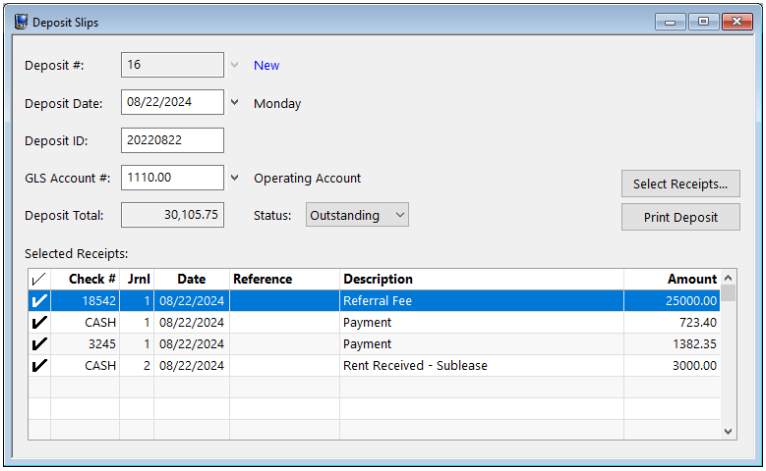

Figure 14, Deposit Slips window

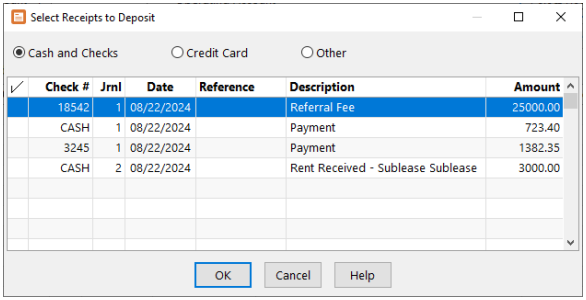

Figure 15, Select Receipts to Deposit window

The following fields are shown in the **Deposit Slips** window *(Figure 14)*.

Deposit #

The **Deposit #** field acts as a unique identifier for the currently selected deposit slip. Pressing Enter will create a new deposit slip with the next available number.

Deposit ID

The **Deposit ID** field can contain up to 20 characters of information. By default, this field is populated with the date in yyyymmdd format with the value representing the **Deposit Date**.

Deposit Total

The **Deposit Total** is a calculation based on the total amount of all receipts shown in the Selected Receipts area of the window.

Check Mark (✔)

The **Check Mark** indicates that a record has been selected to be included on the Deposit Slip and counted as part of the **Deposit Total**.

The **Print Deposit** button in the Deposit Slip window *(Figure 14)* can be used to print a **Deposit Summary** *(Figure 16)*.

Date: 08/26/2024

Deposit Summary
Jensen, Martin & Anderson

Page: 1

Deposit To: First Bank
Account Name: Operating Account
Account #: 9874-342-22352

Deposit Date: 08/26/2024
Deposit ID: 20240826

Chk #	Date	Rcpt Type	Reference	Description		Amount
	08/26/2024	Cash		Payment		3,723.40
					Total Cash	3,723.40
18542	08/26/2024	Check		Referral Fee		25,000.00
3245	08/26/2024	Check		Payment		1,382.35
					Total Checks (2 Items)	26,382.35
					Deposit Total (2 Items)	30,105.75

Depositor's Signature:_____

Figure 16, GL Deposit Summary

▶ To add a new deposit slip

1. In the Quick Launch, search for and select, "Deposit Slips."
2. In the Deposit Slips window, press Enter (or click) to assign a new **Deposit #**.
3. Enter the **Deposit Date** and **Deposit ID**.
4. Select the desired bank account using the **GLS Account #** drop-down menu.
5. After specifying the **GLS Account #**, the **Select Receipts to Deposit** window will be displayed allowing you to select which receipts will be included in the deposit. Once the desired receipts have been selected and a check mark is displayed for those receipts, click **OK** to close the Select Receipts to Deposit window.
6. Verify the **Deposit Total**.
7. Click to save the new deposit slip.
8. Click the **Print Deposit** button if you want to print a Deposit Summary.

Bank Account Manager

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

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

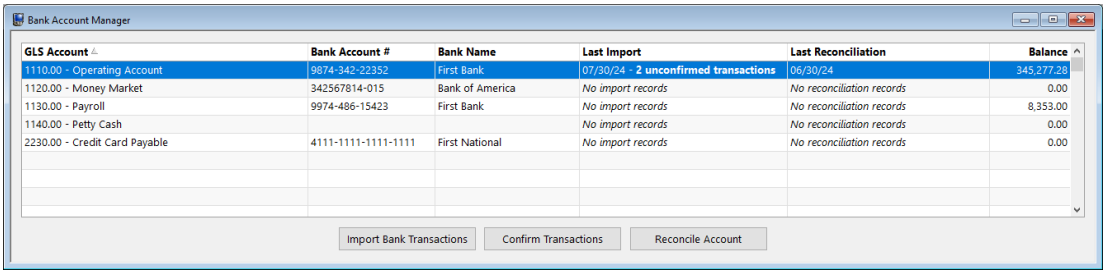

Figure 17, Bank Account Manager

Only accounts configured with an **Account Type** of Bank Account or Credit Card will appear in the Bank Account Manager window. The **Account Type** is defined in the Account Setup window via the Chart of Accounts. Once you have designated an account as a bank account or a credit card account, the **Bank Info/Card Info** button will become available. This window allows you to specify the bank name, description, and account number for the selected account. You can also specify a password to use for PDF reconciliation reports generated by GL.

Import Bank Transactions

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

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

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

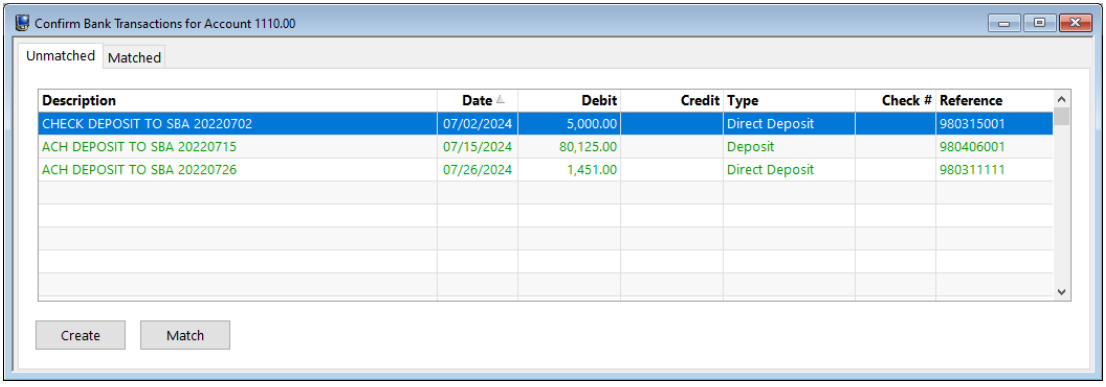

Figure 18, Confirm Bank Transactions ***Unmatched*** *tab*

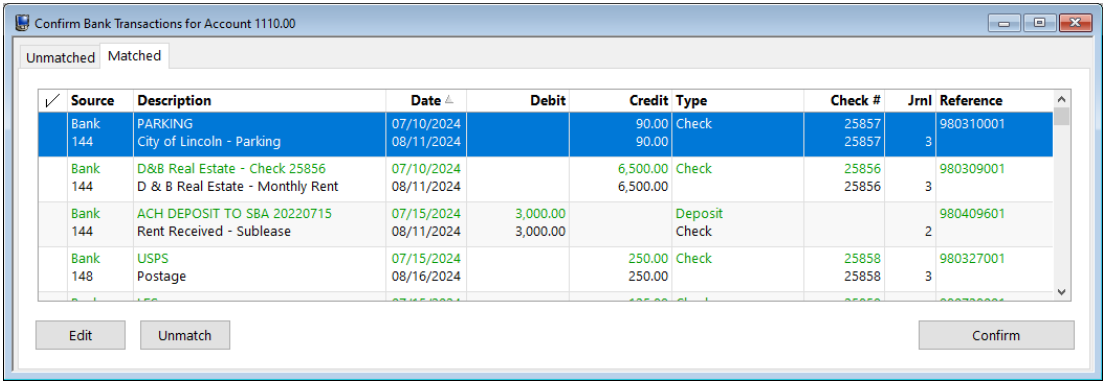

*Figure 19, Confirm Bank Transactions **Matched** tab*

Reconciliation

Menu: ***Maintenance | Reconciliation***
Home: ***All Actions | Journal Entries | Reconciliation***
Quick Launch: ***Reconciliation***

Tabs3 General Ledger's Reconciliation window makes it easy to reconcile bank and credit card statements against activity within GL. When starting the Reconciliation, the Reconciliation Settings window is displayed. From the Reconciliation Settings window, you can:

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

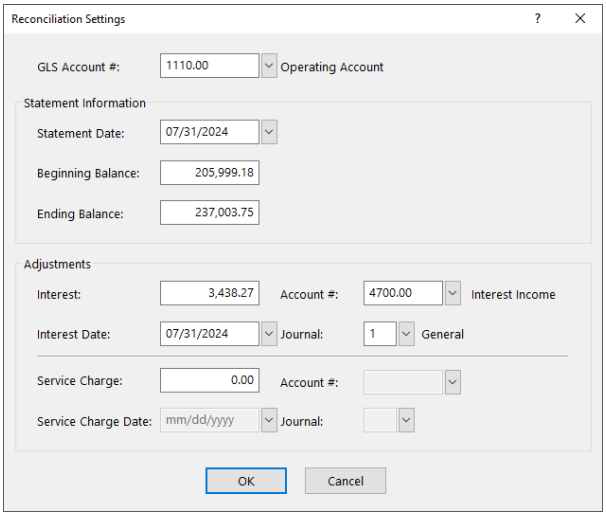

Figure 20, Reconciliation Settings window

Once you have entered your Reconciliation Settings *(Figure 20)* the **Reconciliation** window *(Figure 21)* will be displayed. This window includes a list of outstanding journal entries and deposits, a section for tracking cleared totals, and a section for tracking reconciliation balances.

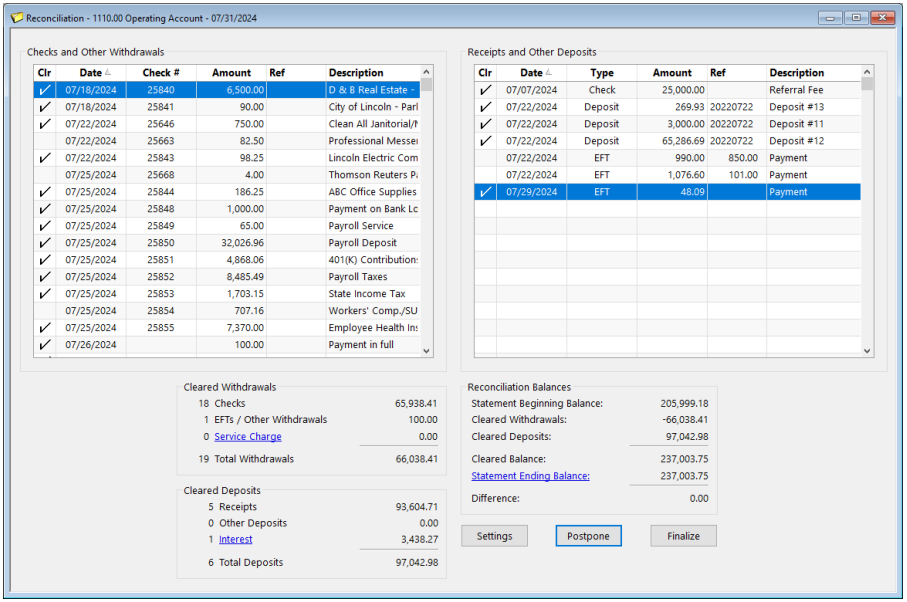

Figure 21, Reconciliation window

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

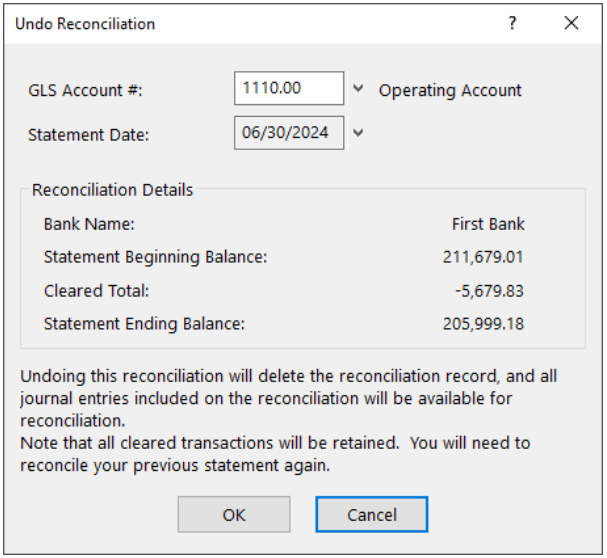

Figure 22, Undo Reconciliation

More Info: For more information on the Reconciliation and Undo Reconciliation windows, see the GL Help.

Recurring Entries

Menu: *File | Open | Recurring Entries*
Home: *All Actions | Journal Entries | Recurring Entry*
Quick Launch: *Recurring Entry*

The Recurring Entries window is used to simplify the task of creating journal entries for items that occur on a regular basis. Examples of recurring entries include rent payments, depreciation, amortization, monthly lease payments, etc. You can select a specific day of the month to post entries or post them using the day on which the **Post Recurring Entries** utility is run.

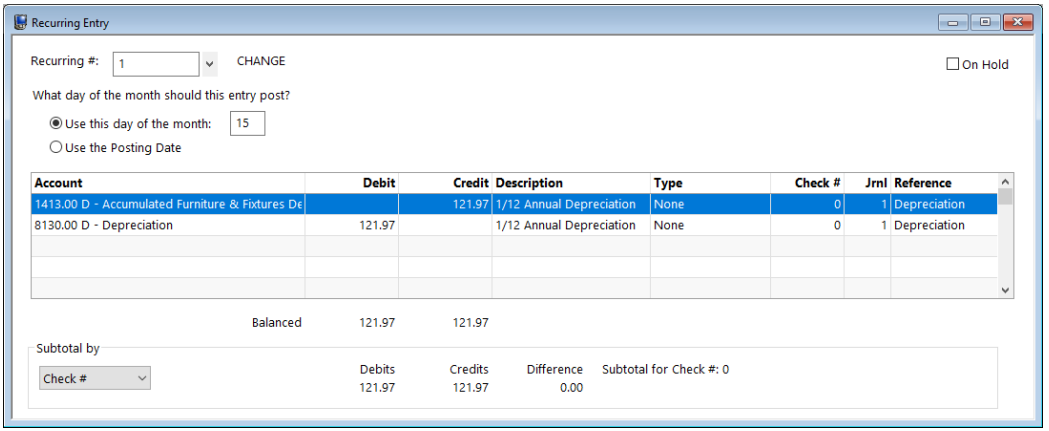

Figure 23, Recurring Entry window

▶ To add a new recurring entry

1. In the Quick Launch, search for and select, "Recurring Entries."
2. Click .
3. Enter the remaining information for the recurring entry.
4. Click to save the new recurring entry.

Recurring entries are typically posted once a month using the **Post Recurring Entries** utility. This utility creates journal entries for each item selected to post.

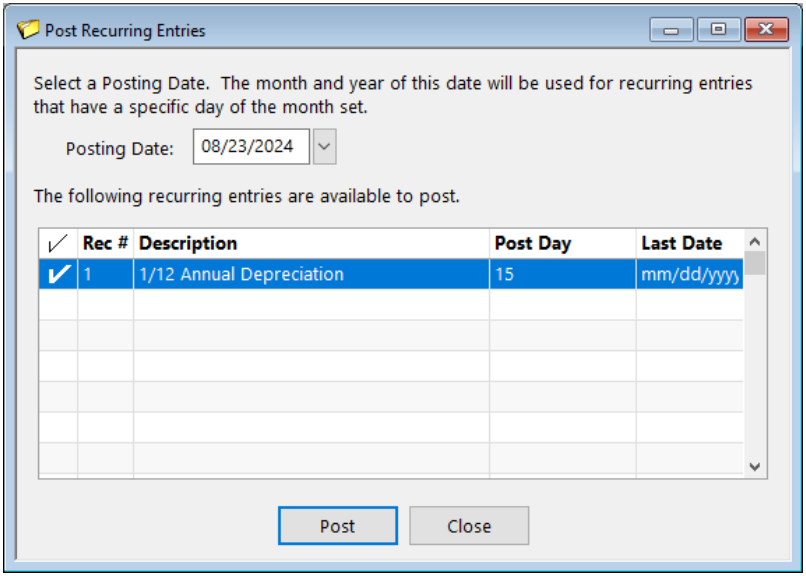

Figure 24, Post Recurring Entries window

Additional Resources

With its customizable Chart of Accounts, simple and intuitive data entry system, and informative reporting features, Tabs3 General Ledger offers a wide array of utilities for tracking financial information. This section includes additional resources and information on the features discussed in this guide.

Help

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

Knowledge Base

Tabs3 Software's extensive Knowledge Base is available 24 hours a day, 7 days a week. You can access the Knowledge Base in the Quick Launch by searching for and selecting "Knowledge Base." You can also access the Knowledge Base from any Internet-enabled device by navigating to:

support.Tabs3.com

Training Videos

Training videos are multimedia resources that walk you through General Ledger features. All training videos are also accessible in the Quick Launch by searching for and selecting "Training Videos." The training videos can also be accessed at:

Tabs3.com/videos

Report Pack

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

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

Tabs3.com/support/docs.html

Tabs3 Support

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

Reliable software. Trusted service.

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

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

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