

Tabs3 General Ledger Guide









Accounts Payable

3

PracticeMaster

Trust Accounting

General Ledger

TABS3.COM

Tabs3 General Ledger Guide

Copyright © 2013-2025

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

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

Version 2025 (Friday, May 9, 2025)

Table of Contents

Purpose of Guide	4
Introduction	4
Chart of Accounts	5
Journal Entries	6
Transactions	6
Batches	
Journal Entry Verification List	11
Account Information	12
Balances Tab	12
Budgets Tab	14
Journal Entries Tab	16
Deposit Slips	19
Bank Account Manager	
Import Bank Transactions	23
Reconciliation	25
Recurring Entries	27
Additional Resources	
Help	
Knowledge Base	
Training Videos	29
Report Pack	29
Tabs3 Support	
Index	

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 doubleentry 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.

rch:		Show	/ Inactiv	ve	
Description	Account Type	Account #	Dept		
Assets	Asset	1000.00	-	l	
Current Assets	Asset	1010.00	0	1	
Cash	Asset	1100.00	0		
Operating Account	Bank Account	1110.00	0		
Money Market	Bank Account	1120.00	0		
Payroll	Bank Account	1130.00	0		
Petty Cash	Bank Account	1140.00	0		
Total Cash	Asset	1199.00	0		
Client/Employee Advances	Asset	1200.00	0		
Advanced Client Costs	Asset	1210.00	0		
Employee Advances	Asset	1220.00	0		

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.

te:	07/04/2024 v Thursday									
count		Debit	Credit	Description	Туре	Check #	Jml	Reference	R	,
10.00 C	D - Operating Account	25,000.00		Referral Fee	Check	18542	1		С	L
00.00 C	2 - Miscellaneous Income		25,000.00	Referral Fee	Check	18542	1			
	Balanced	25,000.00	25,000.00							
ibtotal Check #	-	Debits 25,000.00	Credits 25,000.00	Difference 0.00	Subtotal for Check #: 18542					
	by	Debits	Credits		Subtotal for Check #: 18542					

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.

Trans #: 221 v Date: 08/13/2024 v Tuesday									
Account	Debit	Credit	Description	Туре	Check #	Jrnl	Reference	R	^
1110.00 D - Operating Account	80,000.00		Payment	Credit Card	0	2	415.00	R	P
4100.01 C - Fee Income - MLJ		20,271.30	Payment	Credit Card	0	2	415.00		
4100.02 C - Fee Income - PAM		19,213.93	Payment	Credit Card	0	2	415.00		
100.03 C - Fee Income - RPA		3,796.44	Payment	Credit Card	0	2	415.00		
100.04 C - Fee Income - ROB		21,114.99	Payment	Credit Card	0	2	415.00		
100.05 C - Fee Income - KIM		1,529.12	Payment	Credit Card	0	2	415.00		
4100.06 C - Fee Income - DHB		1,413.43	Payment	Credit Card	0	2	415.00		~
Balanced Subtotal by Check # ~	80,000.00 Debits 80,000.00	80,000.00 Credits 80,000.00	Difference 0.00	Subtotal for Check #: 0					
Journal Entry Details Source: Billing				User ID: CATHY	✓ Date Ent	tered: [08/22/2024	~	

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 #.TypeThe 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)	М
Accounts Payable	Tabs3 Accounts Payable (AP)	А
Billing	Tabs3 Billing Software	В
Trust Accounting	Tabs3 Trust Accounting (Trust)	Т
Recurring Entry	Tabs3 General Ledger	R
Payroll	Peninsula Software's PenSoft Payroll or the	Р
	GL Import Journal Entries utility	

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 \Box or pressing Ctrl+N.

당 Jou	urnal Entries									, o 🗙
Trans	saction Ba	itch								
Т	rans #	Date	Account	Debit	Credit	Description	Туре	Check #	Jml	Referenc ^
			1210.00 D - Advanced Client Costs	15.00		Superior Court of Califo		25662	3	
	264	06/28/2024	1110.00 D - Operating Account		15.00	Superior Court of Califo	Check	25662	3	
	:									~
			Balance	d 15.00	15.00					,
			balance	a 15.00	15.00					
S	ubtotal by			0.13	a 15	e.'''				
	Check #	\sim		Debits 15.00	Credits 15.00	Difference 0.00	Subtotal for Check #:	25662		
				15.00	15.00	0.00				
- 14	ournal Entr	v Details								
	ournal Enu	y Details								
S	ource: Acc	ounts Payab	le			User ID: CATHY	 Date Ent 	ered: 08/22/2	2024	\sim

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.

🍓 Journal Entry Verificati	🐌 Journal Entry Verification List							
Report Date:	08/23/2024 ~	Orientation Portrait Landscape						
ОК	Cancel	Delete Verif List						

Figure 5, Journal Entry Verification List Window

te: 08/26/2024					GL Journal Entry Jensen, Martin User: CATHY Ca	& Anderson						Pag
Account Account Name	Jm	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	С	М	0	285	Misc. office supplies	
8040.00 Office Supplies	1	08/14/2024	08/14/2024			18.64	D	М	0	285	Misc. office supplies	
					Debits:	18.64						
					Credits:	18.64						
count Checksum = 915,000					Credits:	18.64						
New 1110.00 Operating Account	1	08/14/2024	08/14/2024		Credits:	18.64	с	м	0	285	Misc. office supplies	
nanged Entries New	1	08/14/2024 08/14/2024	08/14/2024 08/14/2024		Credits:			м	0		Misc. office supplies Misc. office supplies	
New 1110.00 Operating Account Old	1 1				Credits:	18.64	с			285		

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.

alances Budgets Jo	urnal Entries		
Account #: 1110.0	0 V Operating Acc Bank Account		Account Setup
Period Selection			
Column 1: 2024	~		
Column 2: 2023	~		
Column 3: Differe	nce ~		
Monthly Balances	2024	2023	Difference
1		0.00	
January February	258,207.17 196.053.72	0.00	258,207.17 196.053.72
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 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 Bala Jensen, Martin & And		Page: 1
Account #: 1110.00 - O 	perating Account 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.

alances Budgets Joi	urnal Entries		
Account #: 8010.00	Office Rent Expense - Deb	pit .	Account Setup
Period Selection			
Column 1: 2024	✓ Actual ✓	Set Budg	iets
Column 2: 2024	∽ Budget ∽		
Column 3: Differer	Actual ~	Budget Re	port
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
h dave	6,500.00	7,500.00	-1,000.00
May	6,500.00	7,500.00	-1,000.00
June	0,000100		
	6,500.00	7,500.00	-1,000.00
June		7,500.00 7,500.00	-1,000.00 -1,000.00
June July	6,500.00		
June July August	6,500.00	7,500.00	
June July August September	6,500.00	7,500.00 7,500.00	
June July August September October	6,500.00	7,500.00 7,500.00 0.00	

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 Bud Jensen, Martin & Anc		Page: 1
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*).

Account #: Period Selec Date: All	Expense - Debit	Ac	count Setup	Current Month Current Quarter Current Year Prior Month Prior Quarter Prior Year January
	ı/dd/yyyy Y To: mm/dd/yyyy Y			February March April May
Date	Description	Debit	Credit ^	June
	D & B Real Estate - Monthly Rent	6,500.00		July August
07/18/2024	D & B Real Estate - Monthly Rent	6,500.00		September
06/16/2024	D & B Real Estate - Monthly Rent	6,500.00		October
05/09/2024	D & B Real Estate - Monthly Rent	6,500.00		November
04/15/2024	D & B Real Estate - Monthly Rent	6,500.00		December
03/16/2024	D & B Real Estate - Monthly Rent	6,500.00		Custom
02/08/2024	D & B Real Estate - Monthly Rent	6,500.00		Figure 11, Period Selection,
01/15/2024	D & B Real Estate - Monthly Rent	6,500.00		options
12/16/2023	D & B Real Estate - Monthly Rent	6,500.00		opuons
11/11/2023	D & B Real Estate - Monthly Rent	6,500.00		
	D & B Real Estate - Monthly Rent	6,500.00		

Figure 12, Account Information - Journal Entries tab

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."

					L			al Report tin & Anderson			Page
	'dd/yyyy T nt: All Dep	hru mm/dd, oartments	/уууу								
Trans #	Account #	Date	Src	Reference	Check #	DP	JR	Debit	Credit	Description	
10	8010.00	10/17/2023	А		25645	0	3	6,500.00		D & B Real Estate - Monthly Rent	
24	8010.00	11/09/2023	А		25649	0	3	6,500.00		D & B Real Estate - Monthly Rent	
35	8010.00	12/14/2023	М			0	3	6,500.00		D & B Real Estate - Monthly Rent	
52	8010.00	01/13/2024	М			0	3	6,500.00		D & B Real Estate - Monthly Rent	
62	8010.00	02/06/2024	М			0	3	6,500.00		D & B Real Estate - Monthly Rent	
75	8010.00	03/13/2024	М			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	М			0	3	6,500.00		D & B Real Estate - Monthly Rent	

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.

Depo	sit #:	16		✓ New					
Depo	eposit Date: 08/22/2024		2/2024	' Monday					
epo	sit ID:	2022	0822						
ils a	Account #:	1110	.00	 Operating 	Account	Select Receipts			
epo	sit Total:		30,105.75	Status: C	Dutstanding 🗸	Print Deposit			
1	sit Total: ted Receipt	5:	30,105.75	Status: C	Dutstanding 🗸	Print Deposit			
elect				Status: C	Dutstanding ~ Description	Print Deposit			
elect	ted Receipt	Jrnl							
elect	ted Receipt Check #	Jmi 1	Date		Description	Amount ^			
elect	ted Receipt Check # 18542	Jml 1	Date 08/22/2024		Description Referral Fee	Amount ^ 25000.00			
elect	ted Receipt Check # 18542 CASH	Jrnl 1 1 1 1	Date 08/22/2024 08/22/2024		Description Referral Fee Payment	Amount ^ 25000.00 723.40			
	ted Receipt Check # 18542 CASH 3245	Jrnl 1 1 1 1	Date 08/22/2024 08/22/2024 08/22/2024		Description Referral Fee Payment Payment	Amount ^ 25000.00 723.40 1382.35			

Figure 14, Deposit Slips window

•	ash and Ch	ecks	Oc	redit Card	○ Other		
/	Check #	Jrni	Date	Reference	Description	Amount	^
	18542	1	08/22/2024		Referral Fee	25000.00	
	CASH	1	08/22/2024		Payment	723.40	
	3245	1	08/22/2024		Payment	1382.35	
	CASH	2	08/22/2024		Rent Received - Sublease Sublease	3000.00	
							~

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: 08/26/202	.4			eposit Summary en, Martin & Anders			Page:
Deposit To: Account Name: Account #:	First Bank Operating 9874-342	g Account			Deposit Date: Deposit ID:	08/26/2024 20240826	
Chk #	Date	Rcpt Type	Reference	Description			Amoun
	08/26/2024	Cash		Payment			3,723.4
					Total Cash		3,723.4
18542	08/26/2024	Check		Referral Fee			25,000.0
3245	08/26/2024	Check		Payment			1,382.3
					Total Checks (2 Items)		26,382.3
					Deposit Total (2 Items)		30,105.7

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 \Box) 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.

SLS Account 🗠	Bank Account #	Bank Name	Last Import	Last Reconciliation	Balance
110.00 - Operating Account	9874-342-22352	First Bank	07/30/24 - 2 unconfirmed transactions	06/30/24	345,277.28
120.00 - Money Market	342567814-015	Bank of America	No import records	No reconciliation records	0.00
130.00 - Payroll	9974-486-15423	First Bank	No import records	No reconciliation records	8,353.00
140.00 - Petty Cash			No import records	No reconciliation records	0.00
230.00 - Credit Card Payable	4111-1111-1111-1111	First National	No import records	No reconciliation records	0.00

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.

Description	Date 🛎	Debit	Credit	Туре	Check #	Reference	^
CHECK DEPOSIT TO SBA 20220702	07/02/2024	5,000.00		Direct Deposit		980315001	
ACH DEPOSIT TO SBA 20220715	07/15/2024	80,125.00		Deposit		980406001	
ACH DEPOSIT TO SBA 20220726	07/26/2024	1,451.00		Direct Deposit		980311111	

Figure 18, Confirm Bank Transactions Unmatched tab

V	Source	Description	Date 🛎	Debit	Credit	Туре	Check #	Jrni	Reference	^
	Bank 144	PARKING City of Lincoln - Parking	07/10/2024 08/11/2024		90.00 90.00	Check	25857 25857	3	980310001	
	Bank 144	D&B Real Estate - Check 25856 D & B Real Estate - Monthly Rent	07/10/2024 08/11/2024		6,500.00 6,500.00		25856 25856	3	980309001	
	Bank 144	ACH DEPOSIT TO SBA 20220715 Rent Received - Sublease	07/15/2024 08/11/2024	3,000.00 3,000.00		Deposit Check		2	980409601	
	Bank 148	USPS Postage	07/15/2024 08/16/2024		250.00 250.00		25858 25858	3	980327001	

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

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.

Reconciliation Settings		?	×
GLS Account #:	1110.00 V Operating Account		
Statement Information			
Statement Date:	07/31/2024 ~		
Beginning Balance:	205,999.18		
Ending Balance:	237,003.75		
Adjustments			
Interest:	3,438.27 Account #: 4700.00 V Interest	Income	
Interest Date:	07/31/2024 v Journal: 1 v General		
Service Charge:	0.00 Account #: 🗸		
Service Charge Date:	mm/dd/yyyy v Journal: v		
	OK Cancel		

Figure 20, Reconciliation Settings window

hecks	and Other With	drawals					Receip	ts and Other De	posits				
Clr	Date 🛎	Check #	Amount	Ref	Description	^	Cir	Date 🛎	Туре	Amount	Ref	Description	1
V	07/18/2024	25840	6,500.00		D & B Real Estate	-	V	07/07/2024	Check	25,000.00		Referral Fee	
V	07/18/2024	25841	90.00		City of Lincoln - Pa	rl	V	07/22/2024	Deposit	269.93	20220722	Deposit #13	
V	07/22/2024	25646	750.00		Clean All Janitorial	/1	V	07/22/2024	Deposit	3,000.00	20220722	Deposit #11	
	07/22/2024	25663	82.50		Professional Mess	ei	V	07/22/2024	Deposit	65,286.69	20220722	Deposit #12	
V	07/22/2024	25843	98.25		Lincoln Electric Co	m		07/22/2024	EFT	990.00	850.00	Payment	
	07/25/2024	25668	4.00		Thomson Reuters	Pi		07/22/2024	EFT	1,076.60	101.00	Payment	
V	07/25/2024	25844	186.25		ABC Office Supplie	s	\checkmark	07/29/2024	EFT	48.09		Payment	
V	07/25/2024	25848	1,000.00		Payment on Bank I	.c							
V	07/25/2024	25849	65.00		Payroll Service								
V	07/25/2024	25850	32,026.96		Payroll Deposit								
V	07/25/2024	25851	4,868.06		401(K) Contributio	n:							
V	07/25/2024	25852	8,485.49		Payroll Taxes								
V	07/25/2024	25853	1,703.15		State Income Tax								
	07/25/2024	25854	707.16		Workers' Comp./S	U							
V	07/25/2024	25855	7,370.00		Employee Health I	ns							
V.	07/26/2024		100.00		Payment in full	~							_
		- 6	eared Withdrawa	alc			Recon	iliation Balance					
		C.	18 Checks	,,,,	65 9	38.41		nent Beainnina I		205,999,11			
			1 EFTs / Othe	r Withdrawa		00.00		d Withdrawals:		-66.038.4			
			0 Service Cha	rge		0.00	Cleare	d Deposits:		97,042.9	3		
			19 Total Withd	rawals	66,	038.41	Cleare	d Balance:		237,003.7	5		
							Stater	nent Ending Bal	ance:	237,003.7	5		
		Cl	eared Deposits				Differ	ence:		0.0	-		
			5 Receipts		93,	504.71				0.0.			
			0 Other Dep	osits		0.00							
			1 Interest		3,-	438.27	Setti	ngs	Postpone	Finalize			
			6 Total Depo	site	97	042.98							

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.

Undo Reconciliation	? ×					
GLS Account #: 1110.00 Statement Date: 06/30/2024	Y Operating Account↓					
Reconciliation Details						
Bank Name:	First Bank					
Statement Beginning Balance:	211,679.01					
Cleared Total:	-5,679.83					
Statement Ending Balance:	205,999.18					
Undoing this reconciliation will delete the r journal entries included on the reconciliation reconciliation. Note that all cleared transactions will be re reconcile your previous statement again.	on will be available for					

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.

Recurring #: 1 v CHANGE							On	Hold
What day of the month should this entry post?								
Use this day of the month: 15								
O Use the Posting Date								
Account	Debit	Credit	Description	Туре	Check #	Imi	Reference	^
1413.00 D - Accumulated Furniture & Fixtures De	Dun		1/12 Annual Depreciation	None	0	1	Depreciation	
8130.00 D - Depreciation	121.97		1/12 Annual Depreciation	None	0	1	Depreciation	
Balanced	121.97	121.97						
Subtotal by	Debits	Credits	Difference Subtota	for Check #: 0				

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.

Selec that	ct a Pos	ng Entries ting Date. The month and year of this date specific day of the month set. Date: 08/23/2024	will be used for re	ecurring entrie	s
The	followin	g recurring entries are available to post.			
V	Rec #	Description	Post Day	Last Date	^
	1	1/12 Annual Depreciation	15	mm/dd/yyyy	
					¥
		Post Close	2		

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**.

Index

Α

Account Information	12
Balances tab	12
Budgets tab	14
Journal tab	16
Adding	
deposit slips	21
journal entries	10
recurring entries	27
Administrator Guide	4

В

Balances
establishing for new accounts 5
tab in Account Information12
Bank Account Reconciliation25
Batch
how batches are assigned
tab 9
Budgets
tab in Account Information14

С

Chart of Accounts 5	5
definition5	5
establishing balances5	5
Credit Card Reconciliation25	5

D

Deposit Slips	19
adding	21

Deposit Summary	20
Fields available	
Select Receipts to Deposit window	. 19
Deposit Summary	20

F

Fields	
in a deposit slip20)
in a journal entry 7	1

G

Guides	
--------	--

н

I

Integration Guide 4

J

Journal Entries	6
adding a journal entry	10
Batch tab	9
fields	7
sources	9
tab in Account Information	16
Transaction tab	6

Verification List1	1
Journal Entry Verification List1	1

Κ

R

25
25
26
25
25
27
27
27
28
29
29
4
29
29
29
30

Training Videos29Transaction6definition6sources9tab7

V

Verification List	11
Videos	29

S

Sample Reports	29
Select Receipts to Deposit window	.19
Support	. 30

Т