



Tabs3[®]
General Ledger

Tutorials



Tabs3 General Ledger Software
Reseller/User Tutorial
Version 16.1 for November 2011 Sample Data
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Software Technology, Inc.
1621 Cushman Drive
Lincoln, NE 68512
(402) 423-1440
<http://www.Tabs3.com>

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Version 16.1 (March 2011)

GLS Version 16

Tutorial

Thank you for reviewing the Tabs3 General Ledger Software (GLS). GLS is a full-featured computerized accounting software package that is based on the double-entry accounting method. This tutorial is not an introduction to accounting principles; but rather is designed to acquaint you with the interface of the Tabs3 General Ledger Software and the various tasks performed in GLS on a day-to-day basis.

This tutorial uses a step-by-step approach that is ideal for self-guided instruction. Just sit down at your computer with your keyboard in front of you, the tutorial at your side, and follow along. If you have any questions while you are using the tutorial, you can refer to your GLS Manual or the Help in GLS for a more detailed explanation. You can also get assistance by calling our Technical Support Department at (402) 419-2210.

During the tutorial you will be shown how to add accounts and journal entries and also print a General Ledger and Income Statement.

Throughout this tutorial, information that requires a physical response appears in **bold** type for easy identification. For example:

Press: F2	You should press the F2 function key.
Click: OK	You should select the specified item by clicking the primary mouse button once (usually the left mouse button).
Double-click: Account 1110	You should select the specified item by clicking the primary mouse button twice.
Right-click: the Date field	You should click the secondary mouse button (usually the right mouse button) once on the specified field .
Type: LAR	You should type the characters “ LAR ” without pressing Enter or Tab .
Enter: 1	You should type “1” and then press the Tab key on your keyboard.

Your responses will consist of **PRESS**ing a key, **CLICK**ing, **DOUBLE-CLICK**ing, **TYPE**ing, and **ENTER**ing information. Keep in mind that the instruction “Enter” requires that you press the Tab key after typing in the information whereas the instruction “Type” does not.

Installation and Getting Started

Installing the Software

Using this tutorial requires that both System Configuration and GLS are installed. The installation process will install both of these systems at the same time. System Configuration is used to configure users, passwords, groups, access profiles, and firm information.

Note: Instructions to install the software are provided with the CD.

Note: Unless you plan on working with this trial software from multiple workstations, it isn't necessary to install the software on multiple workstations. If multiple workstations will be working on this trial software, each workstation should run the SETUP program located on the file server after installing the System Configuration program and all other software. This process installs the required files and Windows shortcuts on the workstation.

Sample Data

The **Trial Software with Sample Data** program group is found under the **Tabs3 & PracticeMaster** program group and is always installed. Two sets of icons are included in this group: **Sample Data** icons and **Refresh** icons. Use the **Sample Data** icons found in this folder to access the sample data. This data can be refreshed back to its original status at any time by using the appropriate **Refresh** icons. Using or refreshing the sample data has no effect on your regular data files because the sample data is located in a directory named TUTOR that is created under the directory specified during the SETUP process.

Since the sample data is automatically installed, no additional steps are required to create the sample data unless you have already added, changed, or deleted any of the information in the sample data. In that case, the sample data can be refreshed back to its original status by using the appropriate **Refresh** icons in the same area.

Starting Up GLS

Now let's start GLS. This can be done via the Windows taskbar.

Windows Taskbar

GLS is accessed via the Windows taskbar. Click the **Start** button, and then point to **All Programs**. Point to the folder named **Tabs3 & PracticeMaster** and then point to the **Trial Software with Sample Data** folder. Then click the **General Ledger with Sample Data** icon.

Note: Make sure you select the **General Ledger with Sample Data** icon found in the **Trial Software with Sample Data** program group. Otherwise the sample data will not be present.

Oops! Does your screen show the "Edit GLS Client" dialog box instead of the GLS main application window? If so, press the ESC key to close the dialog box. A message will be displayed indicating that the data for GLS client #1 must be saved before continuing. Click **OK**. You started **GLS** using the icon in the **Tabs3 & PracticeMaster** program group. You must start GLS using the **General Ledger with Sample Data** icon in the **Trial Software with Sample Data** program group.

After starting GLS, a message will be displayed indicating that while you are using this sample data, your system date in the Tabs3/PracticeMaster software will be set to 11/15/2011. This will not affect any other software on your computer.

Click: **OK**

To close the dialog box and display the task folders.

Task Folders

There are two different ways to access the programs that are part of GLS. We can access programs using the menu bar or the Task Folders. The Task Folders in GLS are portrayed as various file folders that contain all of the GLS functions. Each folder contains icons for the programs in the folder. The programs can be started by clicking on the appropriate icon. Fig. 1 is an example of the GLS Window with the Task Folders displayed.

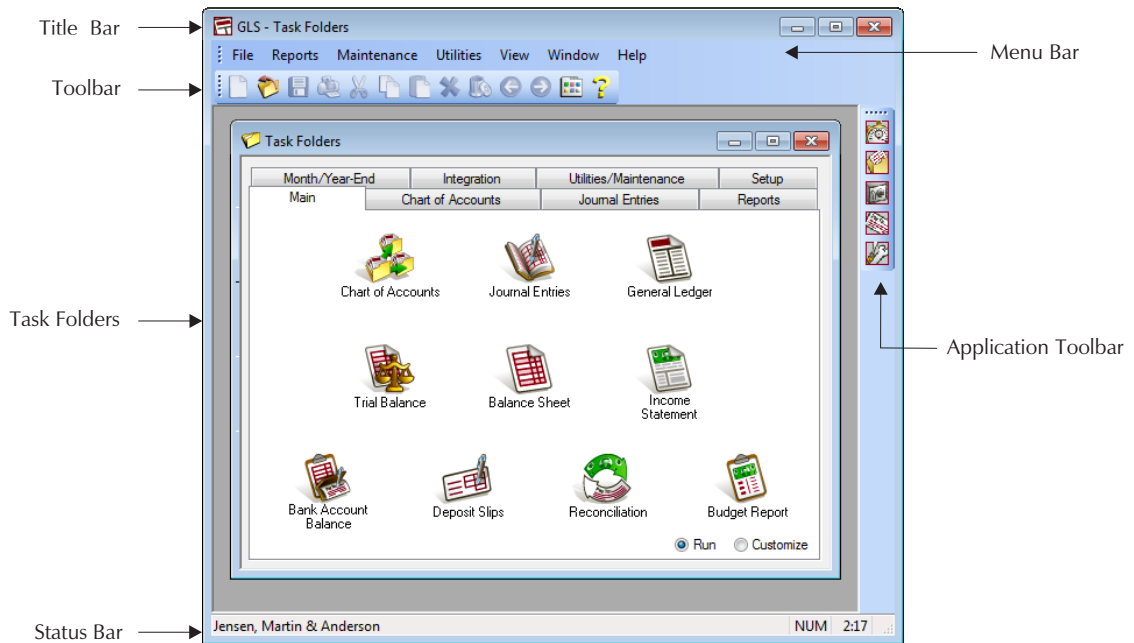


Fig. 1, GLS Window with Task Folders Displayed

We'll now add a journal entry.

Section 1

Journal Entries

Let's add journal entries for the receipt of a payment from a client. Let's say client #276 sent a payment of \$225.00. We want to debit the cash account \$225 and credit the fee income account \$225.

From the menu bar,

- Click: **File** To display the **File** menu
- Click: **Open** To display the **Open** menu
- Click: **Journal Entries** To open a Journal Entry window. A window similar to Fig. 2 will be displayed.

The screenshot shows the 'Journal Entries' window with the following fields and controls:

- Record #: [Dropdown]
- Account #: [Dropdown]
- Date: [Dropdown] Current Month: 11/2011
- Reference: [Text] Check #: 0 [Text] [Reconciled] [Receivable]
- Description: [Text]
- Debit/Credit: [Dropdown] Amount: 0.00 [Text] Receipt Type: [Dropdown]
- Subtotals: Total Debit, Total Credit, Balance
- Session Total: [Text]
- User ID: [Dropdown] Date Entered: mm/dd/yyyy [Dropdown]
- Journal Entries List table with columns: Rec #, Account, Description, Batch #, Date, Debit, Credit
- Summary: Debits: 0.00, Credits: 0.00, Balance: 0.00

Fig. 2, Journal Entries Window

Now let's add our first journal entry.

- Click: (New) To add a new record. You will notice that the Record # field is automatically filled in. The Record # is used for editing purposes. It is printed on the General Ledger Report and Journals. In the **Account #** field,
- Type: **1110.00** To specify the Operating account.
- Press: the **Tab** key To advance to the **Journal #** field.
- Press: **Alt + Down-Arrow** To display the Journal Lookup window. The Alt + Down-Arrow key combination is a keyboard shortcut that can be used instead of the drop-down button to access lookup windows and drop-down lists.
- Double-click: **Receipts** To select the Income journal.
- Click: Next to the **Date** field to display the Calendar window. This window allows you to select a date to use in the field.
- Double-Click: **November 15, 2011** To select November 15, 2011 as the date for the journal entry. The cursor will be positioned in the **Reference** field.
- Type: **276** As the client number in the **Reference** field. The **Reference** field is an optional user defined field. This field can be used to sort journal entries on Journal Reports.

Press: the **Tab** key To advance to the **Check #** field.
Type: **8054** In the **Check #** field to indicate the check number of the client's check. The **Check #** field can be used for disbursements as well as receipts.

Press: the **Tab** key To advance to the **Description** field.

Notice the "Reconciled" check box shown to the right of the **Check #** field. This check box is typically not used during data entry. GLS uses this check box for the Reconciliation program. This field is automatically selected when the journal entry has cleared the bank and the reconciliation is finalized.

Type: **Kingston Co.** In the **Description** field.

Press: the **Tab** key twice To advance to the **Amount** field.

Type: **225** As the deposit amount.

Notice that the Subtotals portion of the window keeps track of your debit and credit balances during data entry. The figures in the first row represent the subtotal for the same Reference field (or Check # field if a check number is entered) and the figures in the second row represent the subtotal for the current data entry session. Notice that the amount in the Total Debit column has automatically increased to 225.00.

Press: the **Tab** key To advance to the **Receipt** field. Since this journal entry is a receipt,

Press: the **Spacebar** To select the **Receipt** check box.

In the **Receipt Type** field, receipts are classified as cash, check, credit card, other (usually electronic funds transfers), or client funds. Multiple receipts can be combined into deposits. Since the **Receipt Type** field is already set to **Check**,

Click:  To save the journal entry.

Let's add the credit journal entry for this business transaction. Your cursor should already be positioned in the **Account #** field. Let's say you can't remember the account number for the fee income account.

Press: **Alt + Down-Arrow** The Account Lookup window is displayed. Notice that only the detail accounts are shown in the window. Use your arrow keys to scroll through the accounts until account #3110.00 (A/R Fee Equity - Firm) is displayed. Using the arrow keys,

Highlight: **account 3110.00**


Press: the **Enter** key To select the A/R Fee Equity - Firm account.

Notice that the fields for this journal entry automatically default to the information from the previous journal entry. The only difference is that the **Debit/Credit** field shows "Credit". Notice also that the Total Credit column has been changed to \$225 in both rows and the Balance column is now \$0.00. This indicates that you are in balance for the current data entry session.


Press: **Ctrl + S** To save the journal entry. The Ctrl + S key combination is a keyboard shortcut to save a journal entry.

You may have noticed how easy it was to enter the second journal entry because of the way GLS sets the defaults. This helps the data entry operator to be extremely efficient when entering journal entries.

Journal Entry List

Notice that both journal entries are displayed at the bottom of the window in the Journal Entry List. This list can optionally be displayed from the data entry window by clicking the  button on the toolbar. The Journal Entries List is filtered by batch, transaction date or entry date which allows you to easily view, edit, or delete

journal entries. For example, let's say that tomorrow, you discover the check we just entered was for \$325 instead of \$225. When filtering by batch, retrieving the entry made to the bank account also displays the entry made to the fee income account in the list. Once you change the entry for the bank account, you can easily change the corresponding entry for the fee income account by double-clicking it.

Clicking the  button in the upper right corner of the list allows you to change the filter being used as well as select entries for a specific User ID or Source.

Click:  To close the Journal Entry window.

After making additions, changes or deletions to the journal entry file, you will be asked if you want to generate a Journal Entry Verification List. The verification list can be used as a means of verifying the data entry additions, changes and deletions made. This list can be printed after each data entry session, at the end of the day, at the end of the week or whenever desired. Use of the verification list is optional.

Click: **Cancel** To skip printing the list and return to the task folders.

You have just learned how easy it is to make journal entries in GLS. Now, let's take a look at various reports available in GLS.

Section 2

Reports and Financial Statements

General Ledger Report

GLS retains balances and journal entries for the current year, the prior year, and the second prior year. However, journal entries are only optionally retained for the prior and second prior year, decided when you advance into a new fiscal year. Let's take a look at a General Ledger Report for the current fiscal month of November 2011.

Right-Click: the **Task Folders** Various programs are available in the right-click menu.

Click: the **General Ledger** menu option To open a General Ledger Report window. We will not change any of these options.

Click: **OK** To accept the options and display the Print dialog box.

Click: **Preview** To begin previewing the report. Once the report is displayed, use the arrow keys to scroll through the report. To increase the size of the report, click the **Zoom** button and specify a percentage larger than 100%, or press Ctrl + "+".

Notice that when you mouse over the Description of a journal entry, it is highlighted in yellow. Clicking on this field will open the Journal Entry window, allowing you to easily edit the journal entry. You are also allowed to drill-down to the Chart of Accounts when mousing over the Account number.

Notice the last line of this report says "Gain (Loss) Posted to 3310.00 Current Year Retained Earnings". The number 3310.00 represents the Retained Earnings Account in the sample data. GLS performs automatic posting to the Retained Earnings Account whenever a journal entry is made to an income or expense account. The figure shown in the last line represents the amount of the automatic posting to the Retained Earnings Account. This au-

Automatic posting eliminates the need to close out the Profit/Loss account at the end of the month to the Retained Earnings account. It also keeps the Retained Earnings account current. Even though no journal entries are required at the end of the month to close out the Profit/Loss account, most firms will want to close out their Retained Earnings account at the end of the year so the Retained Earnings account can start with a zero balance for the new year. These year-end journal entries must be made manually by the operator to close out Retained Earnings or Profit/Loss (i.e., GLS does not automatically make any year-end journal entries).

After you have finished viewing the General Ledger Report,

Press: the **ESC** key twice To close the Preview window and the General Ledger Report window.

Balance Sheet

Let's take a look at a Balance Sheet.

From the **Reports** task folder,

Click: the **Balance Sheet** icon To open a Balance Sheet window.

Before continuing, let's take a look at the various options. As previously mentioned, GLS retains balances for the current year, the prior year and the second prior year. Therefore, Balance Sheets and Income Statements can be run at any time for any month in these 3 years (with the exception of months beyond the current month). A Detail Balance Sheet shows an amount for each detail account whereas a Summary Balance Sheet shows only headings, comments, and totals. You can optionally include comparison figures for last month and last year as well as percentages.

Click: **OK** To accept the options for this report. When the Print dialog box is displayed,

Click: **Preview** To preview the report.

After you have finished viewing the Balance Sheet,

Press: the **ESC** key twice To close the Preview window and the Balance Sheet window.

Income Statement

Next we will look at an Income Statement.

From the **Reports** task folder,

Click: the **Income Statement** icon To open an Income Statement window.

Before continuing, let's take a look at the various options. Many of the options for the Income Statement are the same as the options for the Balance Sheet. However, the Income Statement allows you to optionally include quarter-to-date comparison figures as well as month-to-date and year-to-date figures. You also have the option of including Budget figures.

Click: **OK** To accept the options selected. When the Print dialog box is displayed,

Click: **Preview** To preview the report.

Once the Income Statement is displayed, you can use the arrow keys to browse through the Income Statement. This Income Statement includes month-to-date and year-to-date figures as well as the same figures from last year for comparison. Percentages are also included.

After you have finished viewing the Income Statement,

Click: **Close** To close the Preview window.

Click: **Cancel** To close the Income Statement window.

Now we will take a look at the chart of accounts.

Section 3

Chart of Accounts

Let's add a new account to the existing chart of accounts.

From the task folders,

Click: the **Chart of Accounts** tab To display the icons included in the **Chart of Accounts** task folder.


Click: the **Chart of Accounts** icon The Chart of Accounts window will be displayed.

The options for the accounts are broken down into three program tabs: the **Accounts** tab, the **Balances** tab, and the **Budget** tab. We'll look at the options on each program tab as we add a new account. Before you can add a new account you must specify the account number you want used.

Type: **1125** In the **Account #** field.

Press: the **Tab** key To advance to the **Description** field. Notice the label "New" is displayed to the right of the **Account #** field indicating that this is a new account record.

Type: **Investment Acct - FNB** In the **Description** field.

Click:  Next to the **Department** field. A Department Lookup window will be displayed showing the departments that have been defined in the sample data. Departments can be used as profit centers, locations or any classification for which you want to print individual Income Statements and other financial statements and reports. A department of "0" indicates the account will be printed on all financial statements.

Let's assign this account to Department 0.

Double-click: **(All Departments)** To select this department.

The **Account Type** determines whether the account is an asset, liability, retained earnings, income, or an expense account. We will accept the default of **Asset** for the **Account Type**.

The **Print Type** field classifies the account as either a detail account, comment account, heading account, or total account. Journal entries can only be posted to detail accounts, so we will leave the **Print Type** set to **Detail Account**. Comment accounts are used to print additional description or blank lines on financial statements. Heading and Total accounts are used to tell GLS where groups of accounts begin and end. For example, the Investment account will be included in the group of cash accounts that has a Cash heading and a Total Cash total.

The **Balance Type** determines whether the account will have a debit or credit balance. Asset accounts have a normal Debit balance so we will not change the default.

Click: the **Detail Sort** field The Sort fields determine the order in which the accounts print on the financial statements. GLS allows you to print Detail and Summary Balance Sheets and Detail and Summary Income Statements. The detail financial statements include each detail account, whereas the summary financial statements only include heading, total, and comment accounts. The **Detail Sort** field is used when printing the Detail Balance Sheet and the **Summary Sort** field is used when printing the Summary Balance Sheet.

Type: **750** In the **Detail Sort** field.

Press: the **Tab** key To advance to the **Summary Sort** field. Notice that the Summary Sort automatically defaults to “750”.

Press: the **Tab** key To advance to the **Bank Account** field.

Press: the **Spacebar** To select the **Bank Account** check box, which indicates this account is a bank account. Accounts designated as bank accounts are automatically included on the Bank Account Balance Report and can be reconciled using the Reconciliation program. When the **Bank Account** check box is selected the **Bank Info** button becomes available, which allows you to enter additional information regarding the account. We will not enter any additional bank information for this account.

The remainder of the fields on this tab are not used when adding a Detail account so are therefore unavailable.

Click: the **Balances** tab This tab maintains the balances for all months in the current fiscal year, the prior fiscal year, and the second prior fiscal year. The sample data provided has a current fiscal month of November 2011. Therefore, balances for 2011, 2010 and 2009 are shown. Since we are adding a new account all of the balances shown are \$0.00.

Typically, account balances are only edited during the initial setup of GLS. You can either “plug-in” the balances when first setting up GLS, or you can post journal entries to the accounts by using the Journal Entry program. Currently GLS is configured to not allow editing of account balances. This is indicated by the fact that all of the account balance fields are dimmed.

Click: the **Budget** tab To display the information on the **Budget** tab. Notice that all of the fields on this tab are dimmed. Budget figures can only be entered for income statement accounts.

Click:  (Save) To save the Investment account.

Let’s verify that the Investment account was added.

Click:  Next to the Account # field to display an Account Lookup window.

Notice that the Investment account is shown in this window. Use your arrow keys to scroll through the accounts in this window. You can resize the lookup window if desired. The window’s size and position will be saved and used again the next time you display the window.

The accounts in the lookup window are shown in account number order. Keep in mind that the accounts are printed on the financial statements based on the Detail Sort and Summary Sort sequence number assigned. Let’s look at the Detail and Summary Sort sequence numbers assigned to the total cash account. Using your arrow keys,

Highlight: **Account 1199.00**

Click: **OK** To select the Total Cash account number 1199.

Click: the **Accounts** tab To display the options on the **Accounts** tab for this account.

Notice that the Detail Sort and Summary Sort numbers are both 800. This means that the Investment account that we just added using a Detail Sort and Summary Sort number of 750 will be included in the Total Cash figure on the Balance Sheet.

Let's take a closer look at the options for this account. You will notice that the Total Cash account has a few more fields available on this tab than the Investment account did. This is because the Total Cash account has a **Print Type of Total Account**. The **Report Option** determines whether the total account should be used for the Detail Balance Sheet, the Summary Balance sheet, or both the Detail and Summary Balance Sheets. The **Print Option** check box determines whether the account will print on the Balance Sheet. The **Underscore** option specifies the type of underscore to be printed with the total figure. The **Page Control** field determines how many blank lines print after the total account or whether the account should be preceded or followed by a page break.

Click:  (Cancel) To clear the data entry screen.

Click:  (Close) To close the Chart of Accounts window and return to the task folders.

Thank You!!


This wraps up the GLS tutorial for the trial system. We would like to thank you for taking a look at how our General Ledger Software works. You should now have a working knowledge of the program and we hope you feel more comfortable with it after this "hands-on" experience. If you have any questions, please feel free to give us a call at (402) 419-2210.



Purposes & Benefits of GLS Reports

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

Purposes & Benefits of GLS Reports			
Report	Purpose	Benefit	When to Run
Budget Report *	Lists each month of the calendar year with budget amounts for each account specified.	Verify budget amounts entered. Can be printed for the current year or prior year.	Usually annually after adjusting budget amounts for the year.
Bank Account Balance Report	Shows the current balance and grand totals for all accounts designated as bank accounts.	Allows you to easily see how much cash the firm has.	As needed.
Journal Entry Verification List *	Provides a paper audit trail of all journal entries entered from all sources. Changes and deletions are also included. Separate lists are maintained for each User ID.	Allows data entry operators to check their work after each data entry session. Easily verify if debits and credits balance for the data entry session.	Usually after each data entry session. GLS can be configured to not allow deletion of the verification lists unless they have been printed.
Reconciliation Report	Shows cleared journal entries/deposits, unreconciled journal entries/deposits or both in a summary or detail format. A message will be printed if the calculated beginning balance does not match the statement beginning balance.	Provides a paper listing of all journal entries/deposits cleared during the current reconciliation. A useful tool for determining where discrepancies reside when not in balance.	Monthly before finalizing the Reconciliation.
Journal Report *	Provides a list of journal entries for specified accounts, dates, check numbers, journals, departments and sources in a variety of sort orders. A message will be printed if the debit and credit totals are not equal.	Shows a concise list of journal entries. Particularly useful for printing a list of journal entries in check number order or entry order. Also useful for printing a list of reconciled checks, unreconciled checks or both.	As needed.
General Ledger *	Prints a comprehensive list of all activity for selected accounts for a specified time frame.	Provides a detail ledger of each account showing beginning balance, activity and ending balance for the specified time frame. Grand totals also shown making it easy to verify that you are in balance. Many columns are optional and a running balance can be included.	Monthly or as needed.
Trial Balance *	Shows the beginning balance, net activity and ending balance for each account. Totals are shown for net debit and net credit activity.	Used as a worksheet for determining if you are in balance.	Monthly or as needed.

Purposes & Benefits of GLS Reports			
Report	Purpose	Benefit	When to Run
Balance Sheet * 	Shows assets, liabilities and owner equity as of a specific date. A detail Balance Sheet that lists each account or a summarized Balance Sheet can be run.	Shows the financial position of a business on a specific date. Optionally include last month and/or last year figures as well as the percentage increase or decrease.	Monthly or as needed.
Income Statement *	Shows revenues, expenses and the resulting profit/loss. A detail Income Statement that lists each account or a summary Income Statement can be run.	Shows the results of business operations for a specified period of time. Optionally include budget figures making it easy to see accounts that are out-of-line with projected revenues and expenses. Optionally include comparison figures for last quarter or last year and percentages.	Monthly or as needed.
Deposit Summary	Shows the itemized detail receipts and bank account information for individual deposits.	This report can be sent with the actual deposit to the bank.	As needed.
* These reports provide drill-down editing capabilities allowing you to edit data directly from the Preview window.			

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For more information:

www.Tabs3.com

(402) 423-1440