

# Tabs3 Accounts Payable Guide



Tabs3 Billing



PracticeMaster



Trust Accounting



Accounts Payable




General Ledger

## **Tabs3 Accounts Payable Guide**

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## **Purpose of Guide**

This **Accounts Payable Guide** covers the process of data entry and day-to-day tasks in Tabs3 Accounts Payable, including creating vendors, entering invoices and manual checks, printing checks, and posting checks.

The **Administrator Guide** includes instructions on initial setup and configuration of Accounts Payable, including customization, bank accounts, where to purchase checks, and check printers.

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\*\*](http://Tabs3.com/support/docs.html)

## **Introduction**

Tabs3 Accounts Payable (AP) is a comprehensive system designed for use by professional firms. The system will generate checks for up to 99 different bank accounts and information for IRS Form 1099 for year-end processing. Invoice transactions can be entered as recurring transactions, which saves you from having to reenter the same payable information each month. You also have the ability to enter information for checks that were written manually.

---

# Bank Accounts

**Menu:** *File | Open | Miscellaneous*  
**Home:** *All Actions | Setup | Bank Account Entry*  
**Quick Launch:** *Bank Account Entry*

Checks are paid from one of up to 99 different bank accounts. The **Bank Account** window is used to configure these accounts. This window is also used to configure General Ledger account integration and which Nelco check layout to use.

The screenshot shows the 'Bank Account' window with the following fields and options:

- Bank Account #:** 1 (dropdown menu)
- Description:** First Bank
- Last Check #:** 25652
- Inactive
- GLS Accounts:**
  - Cash Account #:** 1110.00 (dropdown menu) Operating Account
  - Accounts Payable Account #:** 2280.00 (dropdown menu) Accounts Payable
- Check Layout:**
  - Nelco Check Layout L1445
    - Automatically switch to Nelco Check Layout L1572
    - Last check # using Nelco Check Layout L1445: [text box]
    - First check # using Nelco Check Layout L1572: [text box]
  - Nelco Check Layout L1572

Figure 1, Bank Account window

**More Info:** For more information on configuring Bank Accounts, see the AP Help or the *Administrator Guide*.

# Contacts

**Menu:** [File](#) | [Open](#) | [Contacts](#)  
**Home:** [All Actions](#) | [Vendor](#) | [Contact Information](#)  
**Quick Launch:** [Contact Information](#)

Contacts are the people or organizations you interact with in the process of doing business on behalf of the firm or your clients. The Contact file is used to store information such as name, phone number, address, and email address. Contacts are shared between all Tabs3 Software applications.

The screenshot shows a window titled "Contact Information" with the following fields and options:

- Contact ID: St. Elizabeth Hospital (dropdown menu)
- Inactive:
- Full Name: St. Elizabeth Hospital (text field)
- Individual:  Organization:
- Organization: St. Elizabeth Hospital (text field)
- Business\* (dropdown menu): 555 S. 70th St. Lincoln NE 68510 (text field) [Details button]
- Default Address:
- Business (dropdown menu): 402-219-8000 (text field) Home (dropdown menu): (text field)
- Business Fax (dropdown menu): (text field) Mobile (dropdown menu): (text field)
- Email 1\* (dropdown menu): (text field) [Email icon]
- Web Page: www.saintelizabethonline.com (text field) [Globe icon]
- Comments: (text area)

Figure 2, Contact Information

**More Info:** A detailed explanation of contacts, including instructions on how to add, change, and delete contacts, can be found in the AP Help or in the [Clients & Contacts Guide](#).

# Vendors

- Menu:** [File](#) | [Open](#) | [Vendor](#)  
**Home:** [All Actions](#) | [Vendor](#) | [Vendor Information](#)  
**Quick Launch:** [Vendor Information](#)

Vendors are contacts to whom checks will be paid. Examples of vendors include the county Clerk of Court or your local office supply company. The Vendor file is used to add, change, and delete vendor information from Accounts Payable.

The screenshot shows a 'Vendor Information' window with the following fields and values:

- Vendor: 202 (with a CHANGE button)
- Name: Software Technology, LLC (with a link to Software Technology, LLC)
- Name Search: TABS3
- Business\*: 1621 Cushman Drive, Lincoln NE 68512 (with a link to Changes for tax year 2020)
- Federal ID #: (empty)
- 1099 Info: None (with a dropdown arrow)
- Contact Name: Tabs3 Support (with a link to Tabs3 Support)
- Email 1\*: sales@tabs3.com
- Business\*: 402-419-2210
- Vendor Acct #: T340000
- Discount %: 0.00
- Disc Days: 0
- Grace Period: 0
- Due Days: 5
- One Check per Invoice:
- Activity... button
- Miscellaneous Vendor:
- Inactive:

Figure 3, Vendor Information

Many of the fields in the Vendor file are self-explanatory. Those fields that require additional explanation are listed below.

## Vendor

The **Vendor** field is used to store a unique identifying number for each vendor.

## Name Search

The **Name Search** field allows you to run searches by vendor name rather than vendor number. It is also used to print reports in alphabetical order.

## 1099 Info

The **1099 Info** drop-down box determines whether or not a 1099-MISC form will print for this vendor and the box in which information will print on the 1099-MISC form.






<b>Discount %</b>	The <b>Discount %</b> is used to enter a discount of up to 99.99% granted by vendors for early payment.
<b>Disc Days</b>	The <b>Disc Days</b> field is used to enter the number of days the vendor allows a discount to be taken for early payment.
<b>Grace Period</b>	The <b>Grace Period</b> allows you to enter a number of days beyond the <b>Discount Date</b> that you want to take a discount.
<b>Due Days</b>	The <b>Due Days</b> field is used to enter the number of days you have to pay an invoice.
<b>Miscellaneous Vendor</b>	The <b>Miscellaneous Vendor</b> field is used to designate a vendor or multiple vendors as a “miscellaneous” vendor to be used for one-time vendor records. This helps to keep the number of vendors in the vendor file at a manageable level. Typically only a single miscellaneous vendor is defined.
<b>One Check per Invoice</b>	The <b>One Check per Invoice</b> check box determines whether or not multiple invoices can be printed on the same check for the same vendor. If this option is selected, a single invoice will print on a single check.

**More Info:** Complete definitions of all fields in the Vendor file can be found in AP Help.

Before you can begin entering invoices, you must configure at least one vendor.

► **To add a new vendor**

1. In the Quick Launch, search for and select “Vendor Information.”
2. Click  to assign a new vendor number.
3. Enter the **Name** using a “Last/First” format for individuals or a “First Last” format for organizations and press the *Tab* key.
  - a. In the Contact Information window, enter the information for the vendor.
  - b. Click  to save the new contact.

4. Enter the remaining information for the vendor.
  5. Click  to save the new vendor.
-

# Invoices & Manual Checks

**Menu:** [File](#) | [Open](#) | [Invoice/Manual Checks](#)  
**Home:** [All Actions](#) | [Invoices](#) | [Invoice/Manual Check Entry](#)  
[All Actions](#) | [Checks](#) | [Invoice/Manual Check Entry](#)  
**Quick Launch:** [Invoice/Manual Check Entry](#)

## Invoice vs. Manual Check vs. EFT

An *invoice* is a bill received for goods received or services rendered. AP uses the invoice file when generating checks. When entering invoices, the **Check #** and **Date Paid** fields are generated at the time the check is printed.

A *manual check* is a check written or generated by means other than Accounts Payable. Typically, manual checks are handwritten by someone at the firm prior to being entered into AP. When entering manual checks, the **Check #** and **Date Paid** fields are entered during the data entry process.

An *EFT* is a electronic transfer of funds used to pay an invoice. When entering EFTs, the **Date Paid** field is entered during the data entry process.

## Data Entry

Invoices, manual checks, and EFTs are entered via the Invoice/Manual Checks window. From the Quick Launch, search for and select "Invoice/Manual Check Entry."

- Selecting the icon from the **Invoices** group will ensure that you are entering an invoice by automatically selecting the **Unpaid Invoice** option.
- Selecting the icon from the **Checks** group will ensure that you are entering a manual check by automatically selecting the **Manual Check** option.

Invoice/Manual Check Entry

Print Check | Attach File

Invoice/Manual Check | General Ledger

Vendor: 700  
 Clean All Janitorial Services  
 Rural Route 1  
 P.O. Box 21  
 Waverly NE 68498

Reference: 2  
 Invoice Date: 08/22/2024  
 Invoice #:   
 Invoice Amount: 750.00

CHANGE

Memo:   
 Unpaid Invoice   
 Manual Check   
 EFT

Description: Monthly Cleaning Charges (Bi-Weekly Service)

Attachment: [Add Attachment](#)

Additional Information

Due Date: 08/22/2024 | Discount Amount: 0.00  
 Voucher #: AUTO | Discount Date: mm/dd/yyyy | Hold/Pay: P - Pay  
 Amount to Pay: 750.00 | Net Amount: 750.00 | User ID: CHERYL  
 Take Discount | Date Entered: 08/25/2022

Payment Information

Bank Account: 1 | First Bank | Available Balance: \$225.00\* |  Exclude from 1099 Reporting  
 Check #: To Be Printed | Date Paid: mm/dd/yyyy | Amount Paid: 0.00

Invoice/Manual Check Entry List | Vendor: 700 | Clean All Janitorial Services

Ref	Invoice #	Description	Check #	Inv/Chk Date	Inv/Chk Amt
1		Monthly Cleaning Charges (Bi-Weekly Service)	25646	07/22/2024	750.00
2		Monthly Cleaning Charges (Bi-Weekly Service)	INVOICE	08/22/2024	750.00

Amount: 1,500.00

Figure 4, Example of an Invoice

Invoice/Manual Check Entry

Print Check | Attach File

Invoice/Manual Check | General Ledger

Vendor: 200  
United Parcel Service  
55 Glenlake Parkway, NE  
Atlanta GA 30328

Reference: 5  
Invoice Date: 08/22/2024  
Invoice #: 3243387  
Invoice Amount: 75.00

CHANGE

Memo:

Unpaid Invoice  Manual Check  EFT

Description: Overnight document delivery

Attachment: [Add Attachment](#)

Additional Information

Due Date: 08/22/2024 Discount Amount: 0.00

Voucher #: Discount Date: mm/dd/yyyy Hold/Pay: P - Pay

Net Amount: 75.00 User ID: MLJ

Take Discount Date Entered: 08/22/2024

Payment Information

Bank Account: 1 First Bank Available Balance: \$225.00\*  Exclude from 1099 Reporting

Check #: 25654 Date Paid: 08/22/2024 Amount Paid: 75.00

Figure 5, Example of a Manual Check

The screenshot shows the 'Invoice/Manual Check Entry' window. The 'Vendor' field is set to '325' with a dropdown arrow, and the vendor details are displayed in a box: 'Professional Messenger Services, 8418 Old Cheney, Lincoln NE 68526'. The 'Reference' field is '5'. The 'Invoice Date' is '08/22/2024'. The 'Invoice Amount' is '35.00'. The 'Transaction Type' is set to 'EFT', which is circled in red. The 'Description' is 'Courier Fee'. The 'Additional Information' section shows 'Due Date' as '08/22/2024', 'Discount Amount' as '0.00', 'Net Amount' as '35.00', and 'Hold/Pay' as 'P - Pay'. The 'Payment Information' section shows 'Bank Account' as '1', 'Available Balance' as '\$225.00\*', 'Check #' as 'EFT', 'Date Paid' as '08/22/2024', and 'Amount Paid' as '35.00'.

Figure 6, Example of an EFT

Invoice, Manual Check, and EFT entry are very similar. Those fields that are not self-explanatory or differ depending on the type of entry being created are explained below.

### Reference

The **Reference** field is used as a unique identifier for each invoice entered for an individual vendor. Press **Enter** to add a new entry.

### Memo


The **Memo** field allows information required by the vendor to be printed on the check itself. If **Print Memo on Checks** is enabled in **Check Setup**, then the contents of this field will print in the Memo line in the lower left corner of the check. This field does not print on the check stub or any reports.


### Transaction Type

The **Transaction Type** options are used to distinguish between whether you are entering an Unpaid Invoice, a Manual Check, or an EFT.



<b>Description</b>	The <b>Description</b> field prints on the check stub and reports.
<b>Attachment</b>	The <b>Attachment</b> field, or <b>Attach File</b> button, links an electronic copy of an invoice or receipt to an invoice, allowing it to easily be stored and accessed.
<b>Hold/Pay</b>	The <b>Hold/Pay</b> field determines the payment status of the invoice. Manual checks cannot be placed on Hold.
<b>Amount to Pay</b>	The <b>Amount to Pay</b> field is used when you are paying a partial amount of an invoice instead of the full amount. The <b>Amount to Pay</b> field is only available for an unpaid invoice.
<b>Available Balance</b>	The <b>Available Balance</b> field displays the current balance of the GL Cash Account linked to the selected AP Bank Account. An asterisk after the balance indicates that unposted transactions are included in the balance. This field is not shown when GL integration is disabled.
<b>Check #</b>	Enter the <b>Check #</b> used for the manual check. The <b>Check #</b> field cannot be edited for unpaid invoices. Instead, it is automatically populated when checks are printed. The <b>Check #</b> field is not available for EFTs.
<b>Date Paid</b>	Enter the <b>Date Paid</b> for the manual check or EFT. For unpaid invoices, the <b>Date Paid</b> field cannot be edited. Instead, it is automatically populated when checks are printed.

► **To add a new invoice**



1. In the Quick Launch, search for and select "Invoice/Manual Check Entry."
2. In the **Vendor** field, select the desired vendor.
3. Click  to enter a new invoice.
4. Select the **Unpaid Invoice** transaction type.

5. Enter the desired information for the invoice.
6. Click  to save the new invoice.


► **To add a new manual check**

1. In the Quick Launch, search for and select "Invoice/Manual Check Entry."
2. In the **Vendor** field, select the desired vendor.
3. Click  to enter a new manual check.
4. Select the **Manual Check** transaction type.
5. Enter the desired information for the manual check, including the **Check #** and **Date Paid**.
6. Click  to save the new manual check.

► **To add a new EFT**

1. In the Quick Launch, search for and select "Invoice/Manual Check Entry."
2. In the **Vendor** field, select the desired vendor.
3. Click  to enter a new EFT.
4. Select the **EFT** transaction type.
5. Enter the desired information for the EFT, including the **Date Paid**.
6. Click  to save the new EFT.

## ***Detail vs. Rapid Mode***

Data entry can be performed using either the **Detail** or **Rapid** entry modes. Click the  button on the Data Entry Toolbar to toggle between **Detail** and **Rapid** mode. These modes determine which fields will be displayed during the data entry session. **Detail** mode shows all fields on the entry window, while **Rapid** mode simplifies the data entry process by masking all but the most pertinent fields from view. This useful feature allows for fewer keystrokes and faster data entry.



## Integration with Tabs3 Billing and Tabs3 General Ledger

If you are integrating with Tabs3 Billing and/or Tabs3 General Ledger (GL), you will see additional data entry windows for entering GL journal entries and Tabs3 Billing cost entries when you enter the invoice, similar to the following figures (*Figure 7 and Figure 8*).

Client: 121.01 Phillips/Marcus  
Real Estate Acquisition

Reference: 53 Monthly Source: Accounts Payable

Date: 08/20/2024 Tuesday Primary: 1 Michael L. Jensen

Tcode: 102 CF Normal Advance

Units: 0.00 Rate: 0.000 Amount: 75.00

Description: Courier fee (200) United Parcel Service

Timekeeper: 1 Michael L. Jensen

Bill Code: 0 - Billable / Printable Status: P - Print

Rate Code: 0 Default Sales Tax: 0 - Nontaxable

Invoice Amount: 75.00 Remaining Amount: 0.00

Client ID	Ref #	Date	Amount	Description
121.01	53	08/22/2024	75.00	Courier fee (200) United Parcel Service

Figure 7, Tabs3 Billing Cost Entry window

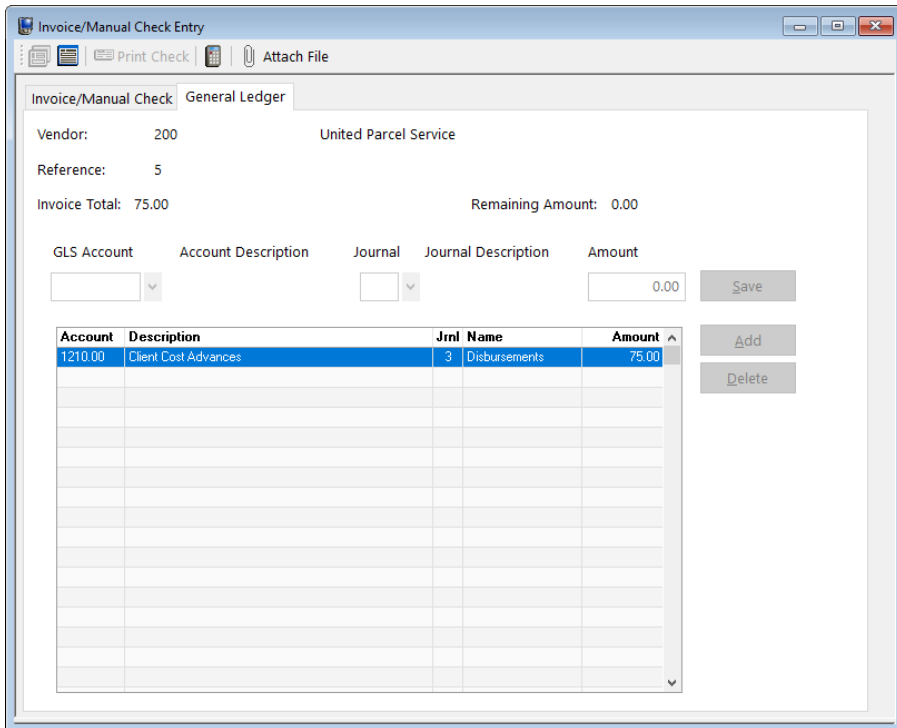


Figure 8, General Ledger (GL) Journal Entry tab

**Advances Note:** The Cost Entry window can be configured to only be displayed when GL journal entries have been made to an Advanced Client Costs account. This setting can be found in AP Customization. When using the Advanced Client Cost Report in GL, all advances should be made in AP so that there are no discrepancies in the report between Tabs3 Billing, AP, and GL totals.

**Note:** Additional information regarding integration can be found in AP Help and the *Integration Guide*.

## ***Training Videos***

You can view the following training video for more information. Clicking the link will open the training video in your browser. All training videos are also accessible in the Quick Launch by searching for and selecting "Training Videos," and at [Tabs3.com/video](https://www.tabs3.com/video).



[\*\*Accounts Payable Invoice Attachments Video\*\*](#)

## Verification Lists

Upon closing the **Invoice/Manual Check** window, you will be prompted to print a verification list. Verification lists are used to track all records that have been added, changed, or deleted per User ID. This list makes it easy to keep an audit trail of which invoices, manual checks, and/or EFTs have been entered. If you are integrating with Tabs3 General Ledger (GL), journal entries will be included as well. Click **OK** and follow the printer prompts in order to generate a verification list.

Ref Num	Vendor Number	Voucher Number	Invoice Number	Entry Date	Inv Date	Due Date	Inv Amount	Disc Amount	Disc Date	Take Disc	Bank Acct	H/P
Date: 08/26/2024 <span style="float: right;">Page: 1</span>												
<b>AP Invoice/Manual Check Verification List</b> Jensen, Martin & Anderson, P.C. User: CATHY Cathleen Trudore												
3	200	25658	3243387	08/26/2024	08/26/2024	08/26/2024	75.00				1	P
Check: Overnight document delivery Name: United Parcel Service												
GLS Acct: 1210.00    Advanced Client Costs    Journal: 1    Amt: 75.00												
<b>Invoices</b> Total Amount: 0.00    Total Discount: 0.00												
<b>Manual Checks</b> Total Amount: 75.00    Total Discount: 0.00    Total Paid: 75.00												
Vendor Checksum = 1,096												
<b>Changed Entries</b>												
<b>New</b>												
2	700	AUTO		08/12/2024	08/26/2024	08/16/2024	750.00				1	P
Monthly Cleaning Charges (Bi-Weekly Service) Name: Clean All Janitorial Services												
GLS Acct: 8040.00    Office Supplies    Journal: 3    Amt: 750.00												
<b>Old</b>												
2	700	AUTO		08/12/2024	08/26/2024	08/16/2024	750.00				1	P
Name: Clean All Janitorial Services												
Total Transaction Count = 2												


Figure 9, Invoice/Manual Check Verification List

# Printing Checks

Checks can be individually printed from the Invoice/Manual Check window or the Dashboard, or in batches from the Print Checks window.

## Printing from the Invoice/Manual Checks Window

**Menu:** *File | Open | Invoice/Manual Checks | Print Check*  
**Home:** *All Actions | Invoices | Invoice/Manual Check Entry | Print Check*  
**Quick Launch:** *Invoice/Manual Check Entry | Print Check*

The Print Check feature is available when entering an invoice from the Invoice/Manual Check window. Print Check allows you to print a check without leaving the data entry window. When an invoice is entered with an amount, clicking the  **Print Check** button on the Invoice Data Entry toolbar lets you print a check for the selected invoice.

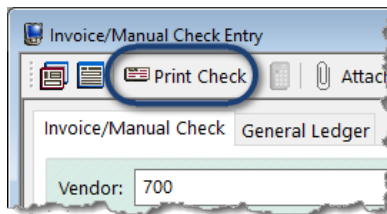


Figure 10, Invoice/Manual Checks  
Print Check

## Printing from the Dashboard

**Menu:** *File | Home Page | Dashboard tab*  
**Home:** *Dashboard tab*  
**Quick Launch:** *Home | Dashboard tab*

The Unpaid Invoices widget on the **Dashboard** tab of the Home Page shows a list of all unpaid invoices. Click the **Print Check** link to print a check for the associated invoice.

Unpaid Invoices				Add Invoice
Due D...	Amo...	Vendor	Description	
08/11/...	\$10.00	D & B Real Estate Management...	Duplicate Key for building	<a href="#">Print Check</a>
08/18/...	\$150.00	Clerk of the District Court	Petition for Dissolution of Marri...	<a href="#">Print Check</a>
08/20/...	\$205.00	Software Technology, LLC	Purchase Tabs3 Device Interface...	<a href="#">Print Check</a>

Figure 11, Dashboard  
Print Check

## Printing from the Print Checks Window

- Menu:** [Checks | Print Checks](#)  
**Home:** [All Actions | Checks | Print Checks](#)  
**Quick Launch:** [Print Checks](#)

The Print Checks window is used to process checks for unpaid invoices. You can set a beginning check number and print unlimited test patterns before printing checks.

**Tip:** You can use the Positive Pay Export utility to generate a list of valid checks for your bank’s fraud prevention program after you print checks. See Knowledge Base Article [R11833](#), “Exporting Checks Using Positive Pay,” for more information.

Figure 12, Print Checks - **Vendor** tab

Figure 13, Print Checks - **Invoices** tab

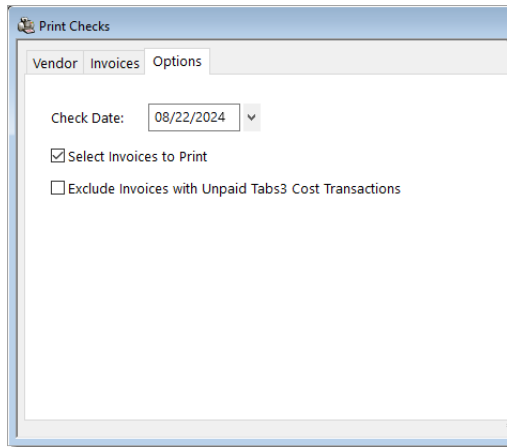


Figure 14, Print Checks - **Options** tab

**Vendor** tab

The **Vendor** tab allows you to select vendors by their vendor number or the value entered in the **Name Search** field. You can also specify whether checks should print in numeric or alphabetical order. To print checks for all vendors, leave the values on this tab blank.

**Invoices** tab

The **Invoices** tab allows you to select invoices by specifying ranges of bank accounts, invoice dates, due dates, and voucher numbers. Leaving the values blank will allow you to print all unpaid invoices regardless of date.

**Options** tab

The **Options** tab allows you to select the date to print on the checks. The **Check Date** will be used as the Date Paid in the **Invoice/Manual Checks** file. The **Check Date** will also be used for the GL journal entry date if integrating with GL.

The **Select Invoices to Print** check box on the **Options** tab allows you to view a list of all invoices that are eligible for printing prior to processing (Figure 15). This feature allows you to select specific invoices for which to print checks, which is particularly useful when only a single check must be printed at a time when checks typically aren't processed. Additionally, you can view the available GL bank account balance and easily determine if printing checks for the selected invoices could cause an overdraft.

**Note:** GL integration must be enabled in order to view the GL bank account balance.

The **Exclude invoices with Unpaid Tabs3 Cost Transactions** check box on the **Options** tab allows you to prevent checks from printing for invoices with Tabs3 Billing costs if the cost is unpaid. Selecting this check box makes it possible to not pay invoices for advanced client costs until the client has paid the firm.

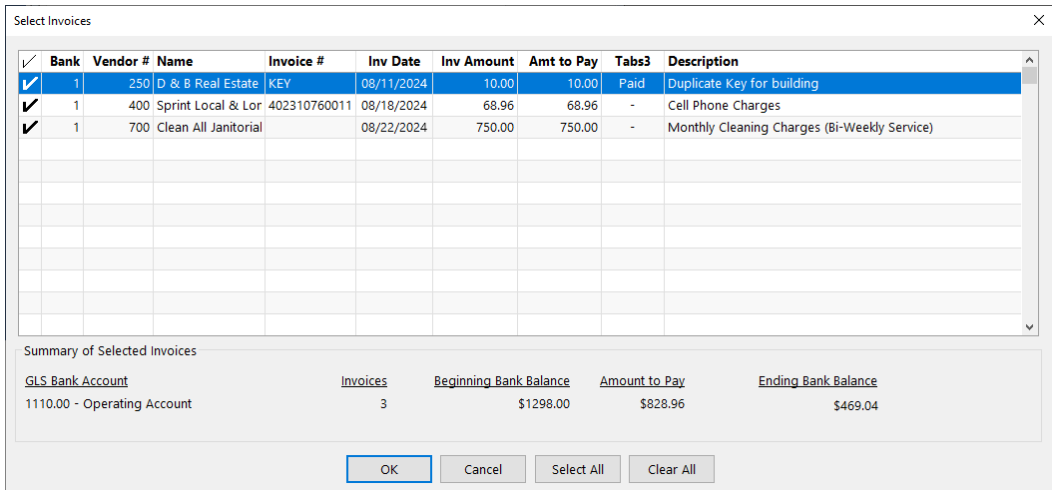


Figure 15, Print Checks - **Select Invoices to Print** window



# Posting Checks and EFTs

**Menu:** [Checks | Post Invoices/Checks | Post Checks/EFTs](#)

**Home:** [All Actions | Checks | Post Checks/EFTs](#)

**Quick Launch:** [Post Checks/EFTs](#)

The **Post Checks/EFTs** utility is used to post check and EFT information to the appropriate files. Running the Post Checks utility creates Tabs3 General Ledger journal entries when Accounts Payable is integrated with GL. The Post Checks/EFTs utility can be run as often as needed, but is typically run once a month.

	Total	Processed	Errors	Progress
Vendors				
Invoices				<input type="text"/>

Warning: It is important to back up your GLS data prior to running this program. If the posting process is interrupted for any reason, it will be necessary to restore your data and rerun this program.

Figure 16, Post Checks/EFTs window

## ► To post checks and EFTs

1. In the Quick Launch, search for and select "Post Checks/EFTs."
2. Enter the desired **Posting Cut-Off Date**.
3. Click **OK**. A progress monitor showing the total number of vendors and invoice entries will be displayed along with the current vendor and invoice entry being posted.

## Voiding Checks and EFTs

Once a check has been printed or posted, it cannot be edited or reprinted without being voided. There are two utilities available for voiding checks: **Void/Reprint Unposted Checks** and **Void Posted Checks/EFTs**.

### Void/Reprint Unposted Checks

**Menu:** *Checks | Void Checks | Void/Reprint Unposted Checks*

**Home:** *All Actions | Checks | Void/Reprint Unposted Checks*

**Quick Launch:** *Void/Reprint Unposted Checks*

The **Void/Reprint Unposted Checks** utility allows you to void unposted checks or reprint unposted checks that have already been printed or were interrupted during the printing process. Invoices and manual checks can be voided. This utility does not allow you to void or reprint checks that have already been posted.

Figure 17, Void/Reprint Unposted Checks

### Void Posted Checks and EFTs

**Menu:** *Checks | Void Checks | Void Posted Checks/EFTs*

**Home:** *All Actions | Checks | Void Posted Checks/EFTs*

**Quick Launch:** *Void Posted Checks/EFTs*

The **Void Posted Checks/EFTs** utility allows you to void posted invoices, including posted manual checks and EFTs. The Void Posted Checks/EFTs utility will back out a paid invoice

journal entries are automatically created and posted to GL.

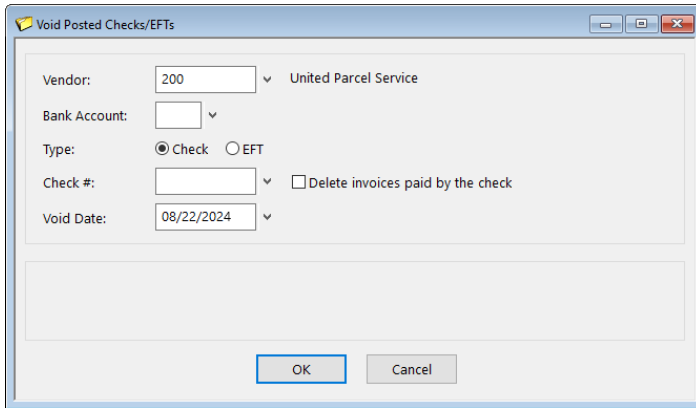


Figure 18, Void Posted Checks


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# Check Requests

**Menu:** [Checks | Check Requestss](#)  
**Home:** [All Actions | Checks | Check Requests](#)  
**Quick Launch:** [Check Requests](#)

## Check Requests

Check requests are a feature of the Platinum edition of Tabs3 Software that allows adding and reviewing of requests for reimbursement using PracticeMaster, and then the creation of invoices based on those requests in Tabs3 Accounts Payable (or trust transactions in Tabs3 Trust Accounting). From the Quick Launch, search for and select "Check Requests." The Check Requests window has three page views:

- A list of check requests without an associated invoice are shown on the **Inbox** page view. Hover over a check request and click the  icon to start a new invoice.
- Check requests with an associated invoice that has not yet been paid are shown on the **Unpaid** page view.
- Check requests with an associated invoice that has been paid are shown on the **Completed** page view.

Click on a row to review the check request, or click the  icon to open the attachment.



Requested By	Due Date	Date	Amount	Pay To	Description	Reimbursable
Michael L. Jens...	08/25/2023	08/21/2023	\$37.25	Michael L. Jensen	Mailing charges	
Michael L. Jens...	08/31/2023	08/21/2023	\$50.00	Michael L. Jensen	Filing fee	121.01
Ronald Anders...	08/31/2023	08/21/2023	\$50.00	Michael L. Jensen	Filing fee	
Michael L. Jens...	08/31/2023	08/21/2023	\$75.00	Michael L. Jensen	Court Filing Fee	

Figure 19, Inbox page view of the Check Requests window

Check Requests

Inbox 4 Unpaid 1 Completed

Requested By	Due Date	Date	Amount	Pay To	Description	Reimbursable	
Michael L. Jens...	08/15/2023	08/15/2023	\$100.00	Michael L. Jensen	Court fee	121.01	<a href="#">View Invoice</a>

Figure 20, Unpaid page view of the Check Requests window

Check Requests

Inbox 4 Unpaid 1 Completed

Requested By	Due Date	Date	Amount	Pay To	Description	Reimbursable	
Michael L. Jens...	08/15/2023	08/15/2023	\$100.00	Michael L. Jensen	Court fee	121.01	<a href="#">View Invoice</a>

Figure 21, Completed page view of the Check Requests window

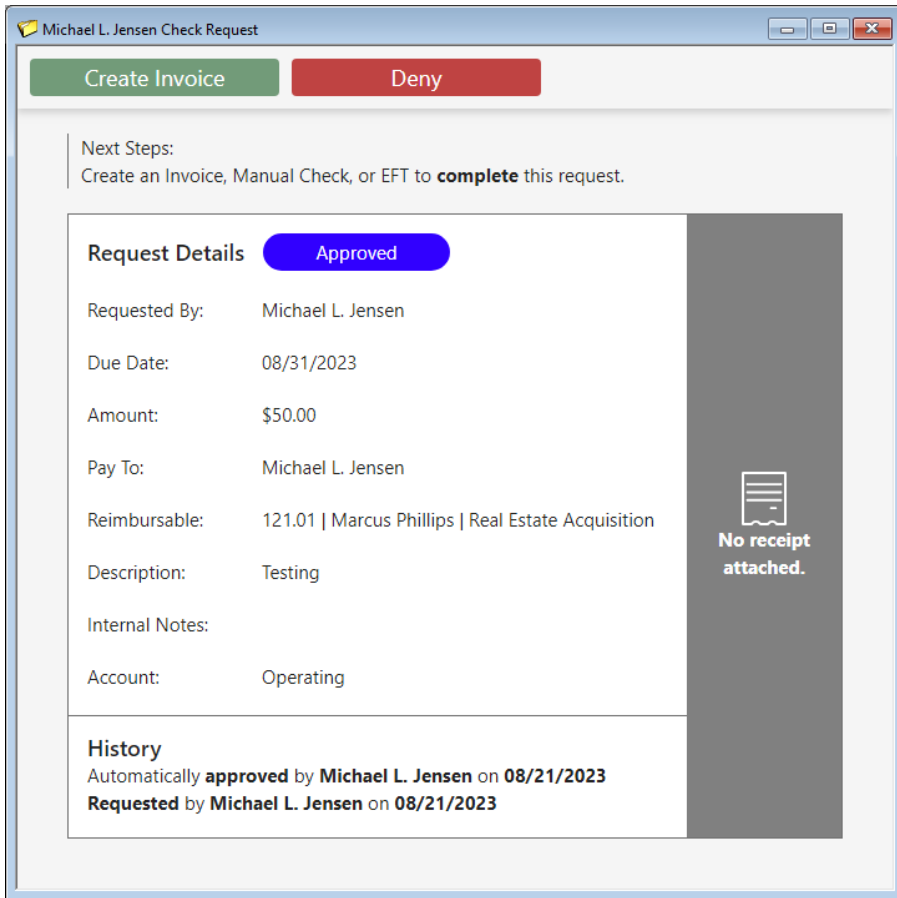


Figure 22, Check Request details

The fields for a check request that are not self-explanatory are explained below.

**Requested By**

The **Requested By** field shows the user who created the check request.

**Pay To**

The **Pay To** field shows a contact to which a check should be sent. This contact may not always be a vendor in AP; if an invoice is created for this check request, a vendor must be selected or created.



**Reimbursable**

The **Reimbursable** field shows what client matter in Tabs3 Billing should be billed for this check. If an invoice is created for this check request, an associated cost transaction will be defaulted for this amount in Tabs3 Billing.

**Attachment**

The **Attachment** icon links an electronic copy of an invoice or receipt to an invoice, allowing it to easily be stored and accessed.



► **To create a new invoice for a check request**

1. In the Quick Launch, search for and select "Check Requests."
2. On the **Inbox** page view, locate the check request.
3. Hover over the check request and click  to start a new invoice.
4. Enter the desired information for the invoice.
5. Click  to save the new invoice.

**Note:** Creating and reviewing check requests is performed in PracticeMaster. Additional information regarding integration can be found in AP Help and the *Integration Guide*.

## **Additional Resources**

### **Help**

Help is installed with the software and is easily accessed by pressing F1, by clicking the  button, or in the Quick Launch by searching for and selecting "Help Topics." Help includes detailed information regarding specific applications and features. Clicking the  button opens the relevant Help topic for the window you are currently using. Many times, reading the appropriate Help topic may be the fastest way to find your answer.

### **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," or from your web browser at [support.tabs3.com](https://support.tabs3.com).

- **R11104**, "Tabs3 Accounts Payable (AP) Frequently Asked Questions" contains answers to commonly asked questions regarding Tabs3 Accounts Payable.

All Knowledge Base articles are available on our website at:

[support.Tabs3.com](https://support.tabs3.com)

### **Training Videos**

Training videos are multimedia resources that walk you through Accounts Payable features. In the Quick Launch, search for and select "Training Videos" to access the training video libraries. The training videos can also be accessed at:

[Tabs3.com/videos](https://Tabs3.com/videos)

### **Report Pack**

The Accounts Payable Report Pack provides detailed descriptions, definitions, and examples of reports provided with the Accounts Payable. This is a useful reference for anyone looking to better understand the reporting features included with the software.

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



[Tabs3.com/support/docs.html](https://www.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](https://www.tabs3.com/support).

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