Tabs3 General Ledger Guide
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Purpose of Guide

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

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

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

All guides are available on our Web site at:

Tabs3.com/support/docs.html

Introduction

Tabs3 General Ledger Software (GLS) is a comprehensive general ledger system based on a double-entry accounting system. User-defined chart of accounts and financial statement formats allow you to use your existing chart of accounts. The General Ledger Software 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

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.

![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

Financial information in Tabs3 General Ledger (GLS) 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 programs. The Journal Entries window is composed of two tabs: the Transaction tab and the Batch tab.

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. General Ledger 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.
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 GLS Help.

**Trans #**

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

**Type**

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

**Reference**

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

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

Difference

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

Subtotal

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

Source

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

<table>
<thead>
<tr>
<th>Transaction Source</th>
<th>Journal Entry Origin</th>
<th>Report Character</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manual</td>
<td>Tabs3 General Ledger Software (GLS)</td>
<td>M</td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>Tabs3 Accounts Payable Software (APS)</td>
<td>A</td>
</tr>
<tr>
<td>Billing</td>
<td>Tabs3 Billing Software</td>
<td>B</td>
</tr>
<tr>
<td>Trust Accounting</td>
<td>Tabs3 Trust Accounting Software (TAS)</td>
<td>T</td>
</tr>
<tr>
<td>Recurring Entry</td>
<td>Tabs3 General Ledger Software</td>
<td>R</td>
</tr>
<tr>
<td>Payroll</td>
<td>Peninsula Software’s PenSoft Payroll or the GLS Import Journal Entries program</td>
<td>P</td>
</tr>
</tbody>
</table>
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, APS, or TAS. 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 APS posts the voided check journal entries in a new transaction but in the same batch as the journal entries created for the check. You can also add new transactions to the Batch tab manually by clicking or pressing Ctrl+N.

Figure 4, Journal Entries - Batch tab

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

To add a journal entry

1. From the File menu, select Open and click Journal Entries.
2. Press the Tab key. GLS 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 programs that create transactions and batches can be found in GLS Help by entering “Batch” in the Index tab and selecting the “How Assigned” topic.

### Journal Entry Verification List

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

![Figure 5, Journal Entry Verification List Dialog](image-url)
### Account Information

**Menu:**  File | Open | Account Information  
**Home:**  All Actions | Chart of Accounts | 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.
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**.
Account Information Balances Report
Jensen, Martin & Anderson

Account #: 1110.00 - Operating Account

<table>
<thead>
<tr>
<th>Monthly Balances</th>
<th>2020</th>
<th>2019</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>258,207.17</td>
<td>0.00</td>
<td>258,207.17</td>
</tr>
<tr>
<td>February</td>
<td>196,053.72</td>
<td>0.00</td>
<td>196,053.72</td>
</tr>
<tr>
<td>March</td>
<td>208,379.22</td>
<td>0.00</td>
<td>208,379.22</td>
</tr>
<tr>
<td>April</td>
<td>216,795.49</td>
<td>0.00</td>
<td>216,795.49</td>
</tr>
<tr>
<td>May</td>
<td>211,946.01</td>
<td>0.00</td>
<td>211,946.01</td>
</tr>
<tr>
<td>June</td>
<td>205,999.18</td>
<td>163,202.50</td>
<td>42,796.68</td>
</tr>
<tr>
<td>July</td>
<td>234,425.33</td>
<td>287,122.75</td>
<td>-52,697.42</td>
</tr>
<tr>
<td>August</td>
<td>258,675.71</td>
<td>287,122.75</td>
<td>-28,447.04</td>
</tr>
<tr>
<td>September</td>
<td>297,430.75</td>
<td>0.00</td>
<td>297,430.75</td>
</tr>
<tr>
<td>October</td>
<td>286,821.52</td>
<td>0.00</td>
<td>286,821.52</td>
</tr>
<tr>
<td>November</td>
<td>287,115.70</td>
<td>0.00</td>
<td>287,115.70</td>
</tr>
<tr>
<td>December</td>
<td>319,468.43</td>
<td>0.00</td>
<td>319,468.43</td>
</tr>
</tbody>
</table>

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.
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.
Account Information Budgets Report
Jensen, Martin & Anderson

Account #: 8010.00 - Office Rent

<table>
<thead>
<tr>
<th>Budget Information</th>
<th>2020 Actual</th>
<th>2020 Budget</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>6,500.00</td>
<td>7,500.00</td>
<td>-1,000.00</td>
</tr>
<tr>
<td>February</td>
<td>6,500.00</td>
<td>7,500.00</td>
<td>-1,000.00</td>
</tr>
<tr>
<td>March</td>
<td>6,500.00</td>
<td>7,500.00</td>
<td>-1,000.00</td>
</tr>
<tr>
<td>April</td>
<td>6,500.00</td>
<td>7,500.00</td>
<td>-1,000.00</td>
</tr>
<tr>
<td>May</td>
<td>6,500.00</td>
<td>7,500.00</td>
<td>-1,000.00</td>
</tr>
<tr>
<td>June</td>
<td>6,500.00</td>
<td>7,500.00</td>
<td>-1,000.00</td>
</tr>
<tr>
<td>July</td>
<td>6,500.00</td>
<td>7,500.00</td>
<td>-1,000.00</td>
</tr>
<tr>
<td>August</td>
<td>6,500.00</td>
<td>7,500.00</td>
<td>-1,000.00</td>
</tr>
<tr>
<td>September</td>
<td>7,500.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>October</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>November</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>December</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>52,000.00</strong></td>
<td><strong>67,500.00</strong></td>
<td><strong>-8,000.00</strong></td>
</tr>
</tbody>
</table>

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).
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 Reports | Journal Report.
<table>
<thead>
<tr>
<th>Trans #</th>
<th>Account #</th>
<th>Date</th>
<th>Src</th>
<th>Reference</th>
<th>Check #</th>
<th>DP</th>
<th>JR</th>
<th>Debit</th>
<th>Credit</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>8010.00</td>
<td>10/21/2019</td>
<td>A</td>
<td>25645</td>
<td>0</td>
<td>3</td>
<td></td>
<td>6,500.00</td>
<td></td>
<td>D &amp; B Real Estate - Monthly Rent</td>
</tr>
<tr>
<td>24</td>
<td>8010.00</td>
<td>11/13/2019</td>
<td>A</td>
<td>25649</td>
<td>0</td>
<td>3</td>
<td></td>
<td>6,500.00</td>
<td></td>
<td>D &amp; B Real Estate - Monthly Rent</td>
</tr>
<tr>
<td>35</td>
<td>8010.00</td>
<td>12/18/2019</td>
<td>M</td>
<td>0</td>
<td>3</td>
<td></td>
<td></td>
<td>6,500.00</td>
<td></td>
<td>D &amp; B Real Estate - Monthly Rent</td>
</tr>
<tr>
<td>52</td>
<td>8010.00</td>
<td>01/17/2020</td>
<td>M</td>
<td>0</td>
<td>3</td>
<td></td>
<td></td>
<td>6,500.00</td>
<td></td>
<td>D &amp; B Real Estate - Monthly Rent</td>
</tr>
<tr>
<td>62</td>
<td>8010.00</td>
<td>02/10/2020</td>
<td>M</td>
<td>0</td>
<td>3</td>
<td></td>
<td></td>
<td>6,500.00</td>
<td></td>
<td>D &amp; B Real Estate - Monthly Rent</td>
</tr>
<tr>
<td>75</td>
<td>8010.00</td>
<td>03/18/2020</td>
<td>M</td>
<td>0</td>
<td>3</td>
<td></td>
<td></td>
<td>6,500.00</td>
<td></td>
<td>D &amp; B Real Estate - Monthly Rent</td>
</tr>
<tr>
<td>88</td>
<td>8010.00</td>
<td>04/17/2020</td>
<td>M</td>
<td>0</td>
<td>3</td>
<td></td>
<td></td>
<td>6,500.00</td>
<td></td>
<td>D &amp; B Real Estate - Monthly Rent</td>
</tr>
<tr>
<td>103</td>
<td>8010.00</td>
<td>05/11/2020</td>
<td>M</td>
<td>0</td>
<td>3</td>
<td></td>
<td></td>
<td>6,500.00</td>
<td></td>
<td>D &amp; B Real Estate - Monthly Rent</td>
</tr>
<tr>
<td>114</td>
<td>8010.00</td>
<td>06/18/2020</td>
<td>M</td>
<td>0</td>
<td>3</td>
<td></td>
<td></td>
<td>6,500.00</td>
<td></td>
<td>D &amp; B Real Estate - Monthly Rent</td>
</tr>
<tr>
<td>130</td>
<td>8010.00</td>
<td>07/20/2020</td>
<td>M</td>
<td>25840</td>
<td>0</td>
<td>3</td>
<td></td>
<td>6,500.00</td>
<td></td>
<td>D &amp; B Real Estate - Monthly Rent</td>
</tr>
<tr>
<td>144</td>
<td>8010.00</td>
<td>08/13/2020</td>
<td>M</td>
<td>0</td>
<td>3</td>
<td></td>
<td></td>
<td>6,500.00</td>
<td></td>
<td>D &amp; B Real Estate - Monthly Rent</td>
</tr>
</tbody>
</table>

Grand Totals: 71,500.00  0.00

*Figure 13, Account Information Journal Report*
 Deposit Slips

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

The Deposit Slips program 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 GLS (as part of a separate transaction). Once the journal entries have been posted, the Select Receipts button (Figure 14) is used to open the Select Receipts to Deposit window (Figure 15) allowing you to select which receipts are to be included in the deposit.

![Figure 14, Deposit Slips window](image1)

![Figure 15, Select Receipts to Deposit window](image2)
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*).

---

### Figure 16, GLS Deposit Summary

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/24/2020</td>
<td>Cash Payment</td>
<td>3,723.40</td>
</tr>
<tr>
<td>08/24/2020</td>
<td>Referral Fee</td>
<td>25,000.00</td>
</tr>
<tr>
<td>08/24/2020</td>
<td>Payment</td>
<td>1,382.35</td>
</tr>
<tr>
<td>08/24/2020</td>
<td>Total Cash</td>
<td>3,723.40</td>
</tr>
<tr>
<td>18542</td>
<td>Check</td>
<td></td>
</tr>
<tr>
<td>3245</td>
<td>Check</td>
<td></td>
</tr>
<tr>
<td>08/24/2020</td>
<td>Total Checks (2 Items)</td>
<td>26,382.35</td>
</tr>
<tr>
<td>08/24/2020</td>
<td>Deposit Total (2 Items)</td>
<td>30,105.75</td>
</tr>
</tbody>
</table>

---

▶ **To add a new deposit slip**

1. From the **File** menu, select **Open** and then click **Deposit Slips**.
2. In the Deposit Slips window, press Enter (or click ![enter button]) 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 ![icon] 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*

The Bank Account Manager provides a summary view of all of the bank accounts and credit card accounts in GLS. 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 programs.

![Bank Account Manager](image)

*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 GLS.
Import Bank Transactions

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

The Import Bank Transactions program 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, GLS 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 program 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 program can be found in GLS Help.

Figure 18, Confirm Bank Transactions Unmatched tab

Figure 19, Confirm Bank Transactions Matched tab
Reconciliation

Menu: Maintenance | Reconciliation
Home: All Actions | Journal Entries | Reconciliation

Tabs3 General Ledger’s Reconciliation program makes it easy to reconcile bank and credit card statements against activity within the General Ledger Software. When starting the Reconciliation program, 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 GLS
- 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.
GLS also includes an Undo Reconciliation program, which allows you to reverse a reconciliation in order to make any necessary changes.

More Info: For more information on the Reconciliation and Undo Reconciliation programs, see the GLS Help.
Recurring Entries

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

The Recurring Entries program 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 program is run.

Figure 23, Recurring Entry window

▶ To add a new recurring entry

1. From the File menu, select Open, and then click 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** program. This program creates journal entries for each item selected to post.

![Post Recurring Entries window](image)

*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 Software 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’s extensive Knowledge Base is available 24 hours a day, 7 days a week. The Knowledge Base can be accessed from within the software by selecting **Help | Internet Resources | Knowledge Base**. You can also access the Knowledge Base from any Internet-enabled device by navigating to: support.Tabs3.com
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 Web site at:

Tabs3.com/support/docs.html
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