

Tabs3 Accounts Payable Guide



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Purpose of Guide

This **Accounts Payable Guide** covers the process of data entry and basic utilities in the Tabs3 Accounts Payable Software, including creating vendors, entering invoices and manual checks, printing checks, and posting checks. The Administrator Guide includes instructions on initial setup and configuration of the Accounts Payable software, including setting up Customization settings, Bank Accounts, and check printers.

Additional guides for separate software features are also available. All guides are available on our Web site at:

Tabs3.com/support/docs.html

Introduction

Tabs3 Accounts Payable Software (APS) 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*

Task Folders: *Setup | Bank Accounts*

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 Tabs3 Accounts Payable-compatible Nelco check layout to use.

The screenshot shows the 'Bank Account' window with two tabs: 'Bank Account' and 'Recurring Entry'. The 'Bank Account' tab is active. It contains the following fields and options:

- Bank Account #:** A dropdown menu with the value '1' selected.
- Description:** A text input field containing 'First Bank'.
- Last Check #:** A text input field containing '25652'.
- GLS Accounts:**
 - Cash Account #:** A dropdown menu with '1110.00' selected and 'Operating Account' to its right.
 - Accounts Payable Account #:** A dropdown menu with '2280.00' selected and 'Accounts Payable' to its right.
- Check Layout:**
 - Nelco Check Layout L1445
 - Automatically switch to Nelco Check Layout L1572
 - Last check # using Nelco Check Layout L1445:** An empty text input field.
 - First check # using Nelco Check Layout L1572:** An empty text input field.
 - Nelco Check Layout L1572

Figure 1, Bank Account window

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

Vendors

Menu: File | Open | Vendor

Task Folders: Vendor | Vendor

Vendors are business entities or individuals 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 the Accounts Payable Software.

Vendor: 202

Name (Last/First): Software Technology, Inc.

Name Search: TABS3

Address: 1621 Cushman Drive
Lincoln NE 68512

Federal ID #: 1099 Info: None

Contact Name: Accounts Payable Vendor Account #: T340000

E-mail: sales@tabs3.com Phone: 402-419-2200

Discount %: 0.00 Disc Days: 0 Grace Period: 0 Due Days: 5

Miscellaneous Vendor One Check per Invoice

| | MTD | YTD | TD |
|-----------|----------|----------|----------|
| Paid: | 1,485.00 | 1,485.00 | 1,485.00 |
| Discount: | 0.00 | 0.00 | 0.00 |

Figure 2, 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.

| | |
|------------------------------|---|
| Discount % | The Discount % is used to enter a discount of up to 99.99% granted by vendors for early payment. |
| Disc Days | The Disc Days field is used to enter the number of days the vendor allows a discount to be taken for early payment. |
| Grace Period | The Grace Period allows you to enter a number of days beyond the Discount Date that you want to take a discount. |
| Due Days | The Due Days field is used to enter the number of days you have to pay an invoice. |
| Miscellaneous Vendor | The Miscellaneous Vendor 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. |
| One Check Per Invoice | The One Check Per Invoice 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 APS Help.

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

► **To add a new vendor**

1. From the APS Task Folders, click the **Vendor** tab, and then click the **Vendor** icon.
2. Click  to assign a new vendor number.
3. Enter the remaining information for the vendor.
4. Click  to save the new vendor.

Invoices & Manual Checks

Menu: [File](#) | [Open](#) | [Invoice/Manual Checks](#)
Task Folders: [Invoices](#) | [Invoice/Manual Checks](#)
[Checks](#) | [Invoice/Manual Checks](#)

Invoice vs. Manual Check

An *invoice* is a bill received for goods received or services rendered. APS 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. APS uses the invoice file when generating checks.

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

Data Entry

Invoices and manual checks are entered via the Invoice/Manual Check program. The **Invoice/Manual Checks** icon appears on both the **Invoices** tab and the **Checks** tab of the APS Task Folders. Selecting the icon from the **Invoices** tab will ensure that you are entering an invoice by automatically clearing the **Manual Check** check box, while selecting the icon from the **Checks** tab will ensure that you are entering a manual check by automatically selecting the **Manual Check** check box.

Invoice/Manual Check Entry

Quick Print

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: 10/31/2014
 Invoice #:
 Invoice Amount: 750.00

Memo: Cleaning Charges Manual Check

Description: Monthly Cleaning Charges (Bi-Weekly Service)

Additional Information

Due Date: 11/17/2014 Discount Amount: 0.00 Save/Purge: S - Save
 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: 11/04/2014

Payment Information

Bank Account: 1 First Bank 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 # | Inw/Chk Date | Inw/Chk Amt |
|-------|-----------|--|---------|--------------|-------------|
| 1 | | Monthly Cleaning Charges (Bi-Weekly Service) | 25646 | 10/17/2014 | 750.00 |
| 2 | | Monthly Cleaning Charges (Bi-Weekly Service) | INVOICE | 10/31/2014 | 750.00 |

Amount: 1,500.00

Figure 3, Example of an Invoice

Invoice/Manual Check Entry

Invoice/Manual Check General Ledger

Vendor: 200 New Reference: 3

United Parcel Service
55 Glenlake Parkway, NE
Atlanta GA 30328

Invoice Date: 11/17/2014
Invoice #: 3243387
Invoice Amount: 75.00

Memo: Manual Check

Description: Overnight document delivery

Additional Information

Due Date: 11/17/2014 Discount Amount: 0.00 Save/Purge: S - Save

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

Net Amount: 75.00 User ID: (BLANK)

Take Discount Date Entered: 11/17/2014

Payment Information

Bank Account: 1 First Bank Exclude from 1099 Reporting

Check #: 25654 Date Paid: 11/17/2014 Amount Paid: 75.00

| Ref # | Invoice # | Description | Check # | Inw/Chk Date | Inw/Chk Amt |
|-------|-----------|-----------------------------|---------|--------------|-------------|
| 1 | 3243387 | Overnight document delivery | 25002 | 06/17/2014 | 75.00 |
| 2 | 3243387 | Overnight document delivery | 25647 | 10/28/2014 | 75.00 |

Amount: 150.00

Figure 4, Example of a Manual Check

Invoice and Manual Check entry is 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.

| | |
|----------------------|---|
| Manual Check | The Manual Check check box is used to distinguish between whether you are entering an invoice or a manual check. |
| Description | The Description field prints on the check stub and reports. |
| Save/Purge | The Save/Purge field determines whether the manual check or invoice will be "saved" or "purged" when the Purge Checks program is run. |
| Hold/Pay | The Hold/Pay field determines the payment status of the invoice. Manual checks cannot be placed on Hold. |
| Amount to Pay | The Amount to Pay field is used when you are paying a partial amount of an invoice instead of the full amount. The Amount to Pay field is not available when the Manual Check check box is selected. |
| Check # | Enter the Check # used for the manual check. If the Manual Check check box is cleared, the Check # field cannot be edited. Instead, it is automatically populated when checks are printed. |
| Date Paid | Enter the Date Paid for the manual check. If the Manual Check check box is cleared, the Date Paid field cannot be edited. Instead, it is automatically populated when checks are printed. |

► **To add a new invoice**

1. From the APS Task Folders, click the **Invoices** tab and then click the **Invoice/Manual Checks** icon.
2. In the **Vendor** field, select the desired vendor.
3. Click  to enter a new invoice. The **Manual Check** check box is automatically cleared.
4. Enter the desired information for the invoice.
5. Click  to save the new invoice.

► **To add a new manual check**

1. From the APS Task Folders, click the **Checks** tab and then click the **Invoice/Manual Checks** icon.
2. In the **Vendor** field, select the desired vendor.
3. Click  to enter a new manual check. The **Manual Check** check box is automatically selected.
4. Enter the desired information for the manual check, including the **Check #** and **Date Paid**.
5. Click  to save the new manual check.

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.

Verification Lists

Upon closing the **Invoice/Manual Check** program, 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 and/or manual checks have been entered. If you are intergrating with Tabs3 General Ledger Software, 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 | Save | HP |
|---|---------------|----------------|----------------|------------|------------|------------|------------|-------------|-----------|-----------|-----------|------|----|
| Date: 11/17/2014 Page: 1 | | | | | | | | | | | | | |
| APS Invoice/Manual Check Verification List | | | | | | | | | | | | | |
| Jensen, Martin & Anderson, P.C. User: (BLANK) Cathleen Trudore | | | | | | | | | | | | | |
| 3 | 200 | 25658 | 3243387 | 11/17/2014 | 11/17/2014 | 11/17/2014 | 75.00 | | | | 1 | S | P |
| Check: 25658 Amount: 75.00 Date: 11/17/2014 | | | | | | | | | | | | | |
| Overnight document delivery | | | | | | | | | | | | | |
| Name: United Parcel Service | | | | | | | | | | | | | |
| GLS Acct: 1210.00 Client Cost Advances Journal: 3 Amt: 75.00 | | | | | | | | | | | | | |
| Invoices | | | | | | | | | | | | | |
| Total Amount: 0.00 Total Discount: 0.00 | | | | | | | | | | | | | |
| Manual Checks | | | | | | | | | | | | | |
| Total Amount: 75.00 Total Discount: 0.00 Total Paid: 75.00 | | | | | | | | | | | | | |
| Vendor Checksum = 200 | | | | | | | | | | | | | |
| Changed Entries | | | | | | | | | | | | | |
| New | | | | | | | | | | | | | |
| 2 | 700 | ALUTO | | 11/04/2014 | 10/31/2014 | 11/17/2014 | 750.00 | | | | 1 | S | P |
| Monthly Cleaning Charges (Bi-Weekly Service) | | | | | | | | | | | | | |
| Name: Clean All Janitorial Services | | | | | | | | | | | | | |
| GLS Acct: 8200.00 Other Office Expense Journal: 3 Amt: 750.00 | | | | | | | | | | | | | |
| Old | | | | | | | | | | | | | |
| 2 | 700 | ALUTO | | 11/04/2014 | 10/31/2014 | 11/17/2014 | 750.00 | | | | 1 | S | P |
| Name: Clean All Janitorial Services | | | | | | | | | | | | | |
| Total Transaction Count = 2 | | | | | | | | | | | | | |

Figure 5, Invoice/Manual Check Verification List

Printing Checks

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

Printing from the Invoice/Manual Checks Program

Menu: *File | Open | Invoice/Manual Checks | Quick Print*

Task Folders: *Invoices | Invoice/Manual Checks | Quick Print*

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

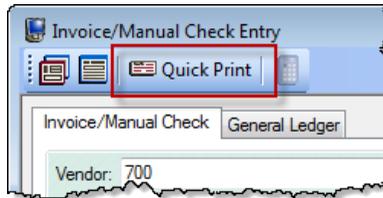


Figure 6, Invoice/Manual Checks
Quick Print

Printing from the Print Checks Program

Menu: *Checks | Print Checks*

Task Folders: *Checks | Print Checks*

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

Figure 7, Print Checks - **Vendor** tab

Figure 8, Print Checks - **Invoices** tab

Figure 9, 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 GLS journal entry date if integrating with GLS.

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 10*). 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.

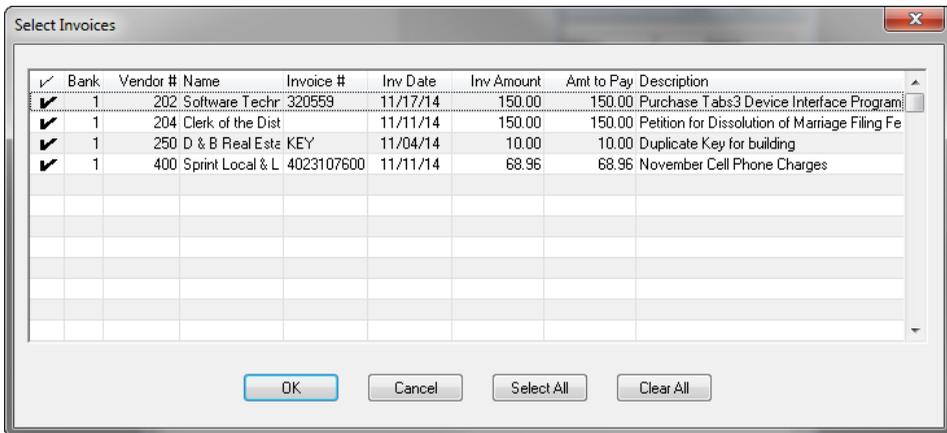


Figure 10, Print Checks - **Select Invoices to Print** window

Posting Checks

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

Task Folders: [Checks | Post Checks](#)

The **Post Checks** program is used to post check information to the appropriate files. The Post Checks program updates the MTD, YTD, and TD paid and discount information for vendors. Running the Post Checks program also creates Tabs3 General Ledger journal entries when Accounts Payable is integrated with GLS. The Post Checks program can be run as often as desired, but is typically run once a month.

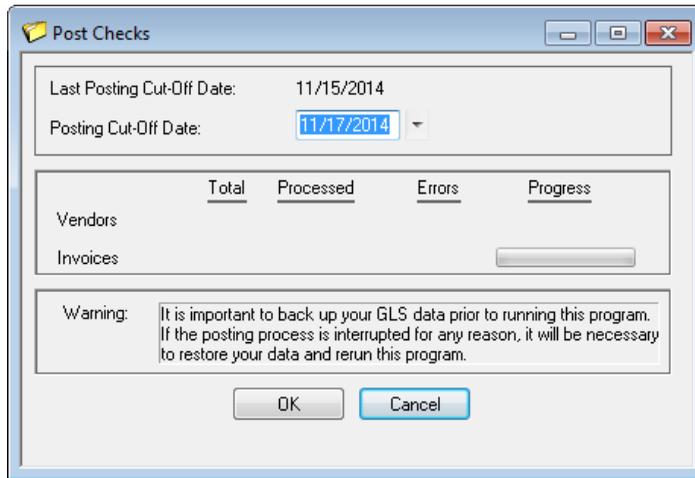


Figure 11, Post Checks window

► **To post checks**

1. From the APS Task Folders, click the **Checks** tab and then click the **Post Checks** icon.
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

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

Void/Reprint Unposted Checks

Menu: [Checks](#) | [Void Checks](#) | [Void/Reprint Unposted Checks](#)

Task Folders: [Checks](#) | [Void/Reprint Unposted Checks](#)

The **Void/Reprint Unposted Checks** program 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 program does not allow you to void or reprint checks that have already been posted.

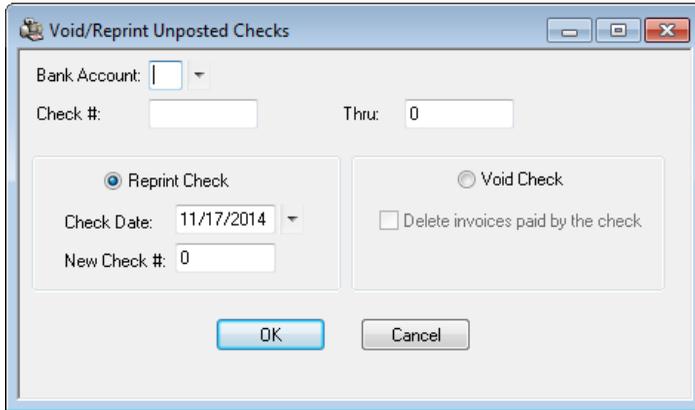


Figure 12, Void/Reprint Unposted Checks

Void Posted Checks

Menu: [Checks](#) | [Void Checks](#) | [Void Posted Checks](#)

Task Folders: [Checks](#) | [Void Posted Checks](#)

The **Void Posted Checks** program allows you to void posted checks, including posted manual checks. The Void Posted Checks program will back out a paid invoice from the vendor totals. If you are integrating with GLS, reversing General Ledger journal entries are automatically created and posted to GLS.

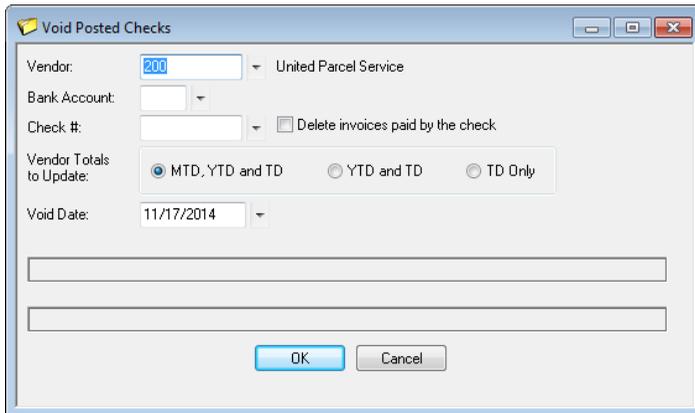


Figure 13, Void Posted Checks

Additional Resources

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 topic 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**.

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

All Knowledge Base articles are available on our website at:

support.Tabs3.com

Sample Reports

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

All guides and sample report packs are available on our Web site at:

Tabs3.com/support/docs.html