

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.

All guides are available on our Web site at:

Tabs3.com/support/docs.html

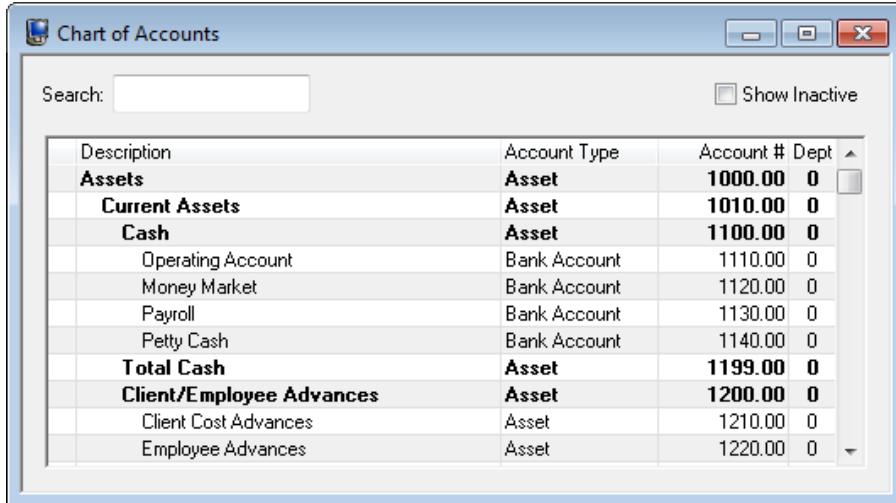
Introduction

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](#)
Task Folders: [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.



Description	Account Type	Account #	Dept
Assets	Asset	1000.00	0
Current Assets	Asset	1010.00	0
Cash	Asset	1100.00	0
Operating Account	Bank Account	1110.00	0
Money Market	Bank Account	1120.00	0
Payroll	Bank Account	1130.00	0
Petty Cash	Bank Account	1140.00	0
Total Cash	Asset	1199.00	0
Client/Employee Advances	Asset	1200.00	0
Client Cost Advances	Asset	1210.00	0
Employee Advances	Asset	1220.00	0

Figure 1, Chart of Accounts window

As journal entries are posted to accounts, account balances are established. These balances make up the figures used in reports such as the Income Statement and Balance Sheet.

More Info: Detailed information on setting up the Chart of Accounts and establishing balances can be found in the [Administrator Guide](#).

Journal Entries

Menu: [File](#) | [Open](#) | [Journal Entries](#)

Task Folders: [Journal Entries](#) | [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.

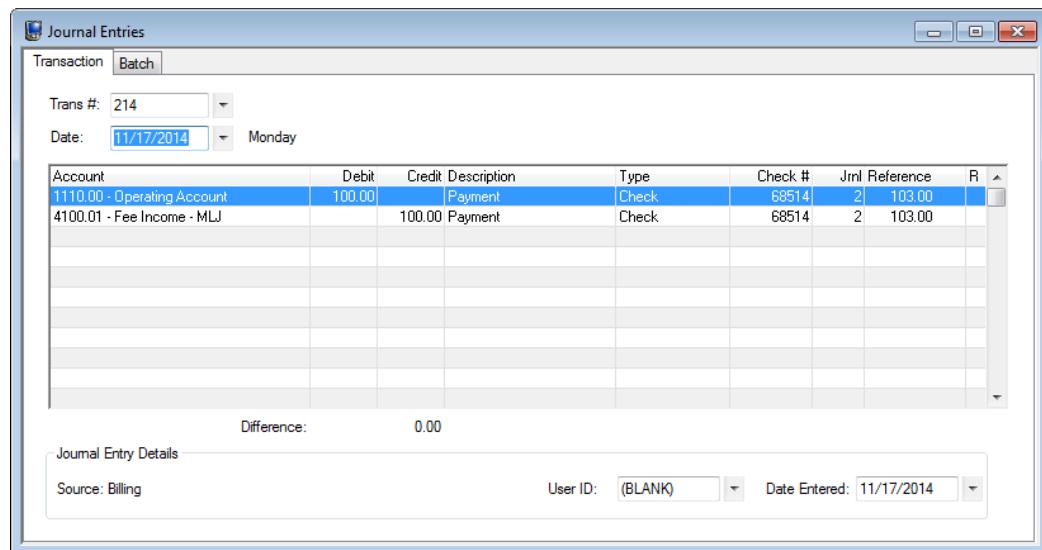


Figure 2, Journal Entries - Simple Transaction

Transactions

The **Transaction** tab is used to add, change, or delete journal entries. Journal entries are grouped into *transactions*. A transaction is a set of balanced journal entries that are related to one another. 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 a combination of the two during everyday journal entry.

The screenshot shows the 'Journal Entries' window with the 'Batch' tab selected. At the top, there are fields for 'Trans #' (218) and 'Date' (11/17/2014). Below these are the journal entries:

Account	Debit	Credit	Description	Type	Check #	Jrnl Reference	R
1110.00 - Operating Account	50,000.00		Payment	Check	56701	2 415.00	
4100.01 - Fee Income - MLJ		10,923.48	Payment	Check	56701	2 415.00	
4100.02 - Fee Income - PAM		11,717.15	Payment	Check	56701	2 415.00	
4100.03 - Fee Income - RPA		3,796.44	Payment	Check	56701	2 415.00	
4100.04 - Fee Income - RDB		11,008.23	Payment	Check	56701	2 415.00	
4100.05 - Fee Income - KIM		1,529.12	Payment	Check	56701	2 415.00	
4100.06 - Fee Income - DHB		1,013.60	Payment	Check	56701	2 415.00	
4100.07 - Fee Income - CB		2,687.52	Payment	Check	56701	2 415.00	
4100.08 - Fee Income - JAN		2,642.51	Payment	Check	56701	2 415.00	
4100.09 - Fee Income - JIM		2,372.78	Payment	Check	56701	2 415.00	
4100.10 - Fee Income - JPP		2,286.91	Payment	Check	56701	2 415.00	
4800.00 - Finance Charge Income		22.26	Payment	Check	56701	2 415.00	

Difference: 0.00

Journal Entry Details

Source: Billing User ID: (BLANK) Date Entered: 11/17/2014

Figure 3, Journal Entries - Complex Transaction

Journal entries consist of 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 for each transaction used for recording purposes. 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, EFT, and more.

Reference

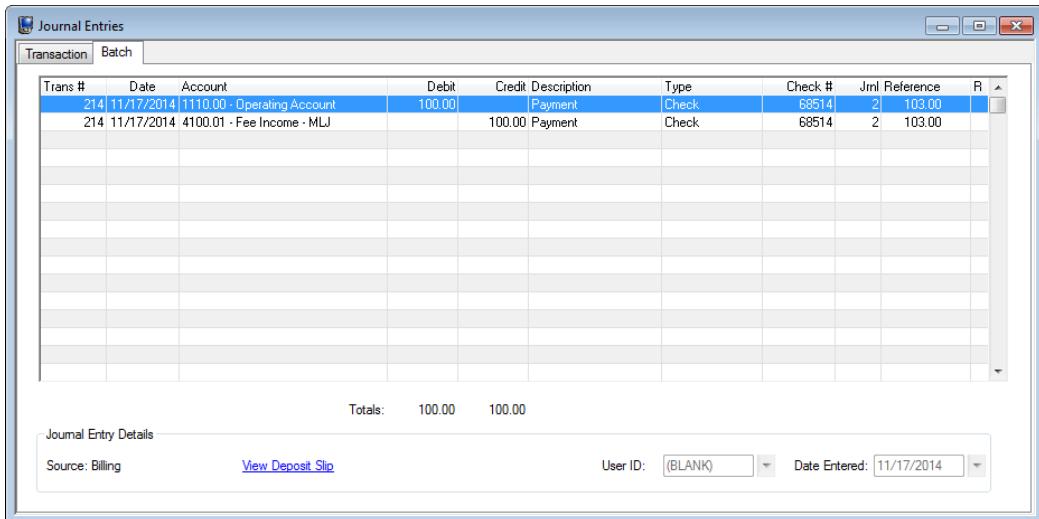
The **Reference** field is an optional field useful for categorizing journal entries. For example, journal entries for Tabs3 Billing payments will automatically contain the Client ID for which the payment was entered.

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 transaction has not been cleared or reconciled. A letter C indicates that the transaction has been cleared on a reconciliation but not yet reconciled. An R indicates that the entry has been reconciled.
Difference	The Difference field 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.
Source	The Source field indicates the origin of a journal entry. The following legend lists each possible source:

Transaction Source	Journal Entry Origin	Report Character
Manual	Tabs3 General Ledger Software (GLS)	M
Accounts Payable	Tabs3 Accounts Payable Software (APS)	A
Billing	Tabs3 Billing Software	B
Trust Accounting	Tabs3 Trust Accounting Software (TAS)	T
Recurring Entry	Tabs3 General Ledger Software	R
Payroll	Peninsula Software's PenSoft Payroll or the GLS Import Journal Entries program	P

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 correct general ledger accounts. You can also add new transactions to the **Batch** tab manually.

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 GLS Task Folders, click the **Journal Entries** tab and select the **Journal Entries** icon.
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 **Jrln** 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 #, Jrln, 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.

- 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

GLS Journal Entry Verification List									
Jensen, Martin & Anderson									
User: (BLANK) Blank User									
Report Date: 11/17/2014									
Account	Account Name	Jr	Jrn Entr Date	Date Entered	Reference	Check #	Amount	D/ Sr	Status
1110.00	Operating Accou	1	11/17/2014	11/17/2014			0.00	C M O	213 Misc. office supplies
8040.00	Office Supplies	1	11/17/2014	11/17/2014			0.00	D M O	213 Misc. office supplies
Debits: 0.00									
Credits: 0.00									
Account Checksum = 915,000									
Changed Entries									
New									
1110.00	Operating Accou	1	11/17/2014	11/17/2014			18.64	C M O	213 Misc. office supplies
Old									
1110.00	Operating Accou	1	11/17/2014	11/17/2014			17.64	C M O	213 Misc. office supplies
New									
8040.00	Office Supplies	1	11/17/2014	11/17/2014			18.64	D M O	213 Misc. office supplies
Old									
8040.00	Office Supplies	1	11/17/2014	11/17/2014			17.64	D M O	213 Misc. office supplies
Total Transaction Count = 6									

Figure 6, Journal Entry Verification List

Note: More information on the Journal Entry Verification List can be found in GLS Help.

Account Information

Menu: [File](#) | [Open](#) | [Account Information](#)
Task Folders: [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. This powerful feature provides a quick and easy way to find the information you are looking for without running a report.

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.

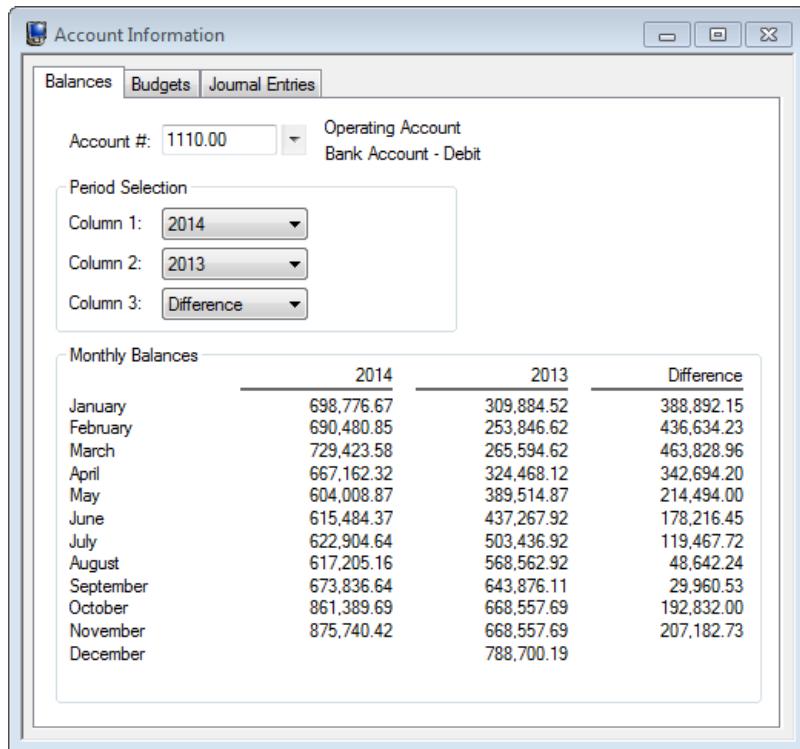


Figure 7, Account Information - **Balances** tab

Budgets Tab

The **Budgets** tab (*Figure 8*) is used to set, track, and compare budget figures and actual figures for income statement accounts. This makes it easy to locate a difference between budgeted figures and actual income. You can define budgets for multiple years using the **Set Budgets** button.

The screenshot shows the 'Account Information' window with the 'Budgets' tab selected. The window has three tabs at the top: 'Balances', 'Budgets' (which is selected and highlighted in blue), and 'Journal Entries'. Below the tabs, there is an account number input field ('Account #: 8010.00') and a dropdown menu ('Office Rent Expense - Debit'). A 'Period Selection' section contains three dropdown menus: 'Column 1' (set to '2014' and 'Actual'), 'Column 2' (set to '2014' and 'Budget'), and 'Column 3' (set to 'Difference' and 'Actual'). To the right of these dropdowns are two buttons: 'Set Budgets' and 'Budget Report'. The main area of the window is titled 'Budget Information' and displays a table comparing monthly actual expenses against budgeted amounts for the year 2014. The table includes columns for '2014 Actual', '2014 Budget', and 'Difference'. The 'Difference' column highlights negative values in red.

	2014 Actual	2014 Budget	Difference
January	7,500.00	7,500.00	0.00
February	15,000.00	7,500.00	7,500.00
March	0.00	7,500.00	-7,500.00
April	7,500.00	7,500.00	0.00
May	7,500.00	7,500.00	0.00
June	7,500.00	7,500.00	0.00
July	7,500.00	7,500.00	0.00
August	7,500.00	7,500.00	0.00
September	7,500.00	7,500.00	0.00
October	15,000.00	7,500.00	7,500.00
November	0.00	7,500.00	-7,500.00
December		7,500.00	
Total:	82,500.00	90,000.00	0.00

Figure 8, Account Information - **Budgets** tab

Journal Entries Tab

The **Journal Entries** tab (*Figure 10*) 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 9*).

The screenshot shows the 'Account Information' window with the 'Journal Entries' tab selected. The window has tabs for 'Balances', 'Budgets', and 'Journal Entries'. The 'Journal Entries' tab is active, displaying a list of transactions for account # 8010.00, which is 'Office Rent Expense - Debit'. A 'Period Selection' section includes a dropdown for 'Date' set to 'All' and date range fields for 'From' and 'To'. The main area lists 12 transactions from June to October 2014, all showing a debit of 7,500.00 for 'D & B Real Estate - Monthly Rent'. The total debit at the bottom is 82,500.00 and credit is 0.00.

Date	Description	Debit	Credit
01/06/2014	D & B Real Estate - Monthly Rent	7,500.00	
02/05/2014	D & B Real Estate - Monthly Rent	7,500.00	
02/24/2014	D & B Real Estate - Monthly Rent	7,500.00	
04/04/2014	D & B Real Estate - Monthly Rent	7,500.00	
05/05/2014	D & B Real Estate - Monthly Rent	7,500.00	
06/04/2014	D & B Real Estate - Monthly Rent	7,500.00	
07/04/2014	D & B Real Estate - Monthly Rent	7,500.00	
08/04/2014	D & B Real Estate - Monthly Rent	7,500.00	
09/04/2014	D & B Real Estate - Monthly Rent	7,500.00	
10/06/2014	D & B Real Estate - Monthly Rent	7,500.00	
10/27/2014	D & B Real Estate - Monthly Rent	7,500.00	

Totals: 82,500.00 0.00

Period Selection Date options (Figure 9): All, Today, Current Month, Current Month Prior Year, Current Quarter, Current Year, Prior Month, Prior Month Prior Year, Prior Quarter, Prior Year, Custom.

Figure 10, Account Information - **Journal Entries** tab

Figure 9, Period Selection, **Date** options

Deposit Slips

Menu: [File | Open | Deposit Slips](#)

Task Folders: [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 figure, the firm has received six 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 11*) is used to open the **Select Receipts to Deposit** window (*Figure 12*) to select which receipts are to be included in the deposit.

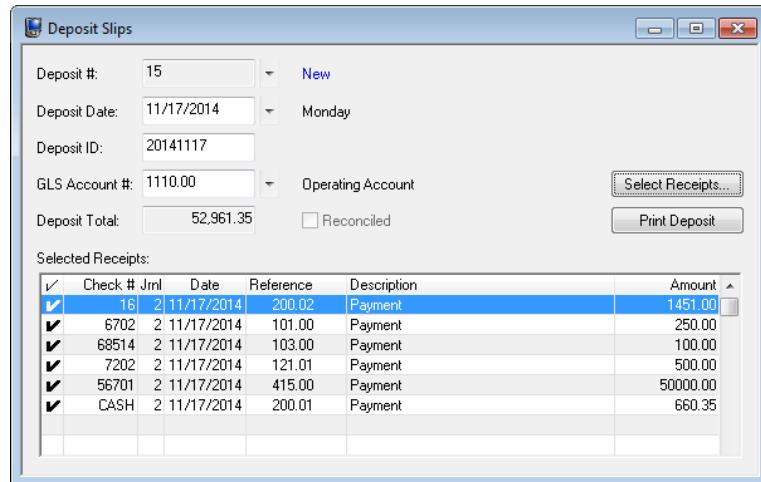


Figure 11, Deposit Slips window

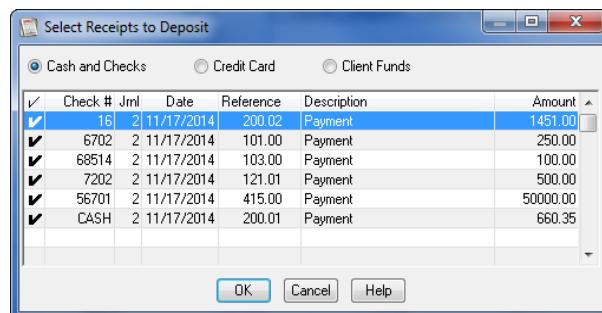


Figure 12, Select Receipts to Deposit window

The following fields are shown in the **Deposit Slips** window (*Figure 11*).

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 yyymmdd 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 11*) can be used to print a **Deposit Summary** (*Figure 13*).

GLS Deposit Summary Jensen, Martin & Anderson					Page: 1
Deposit To:	First Bank	Deposit Date:	11/17/2014		
Account Name:	Operating Account	Deposit ID:	20141117		
Account #:	9874-342-22352				
Chk #	Date	Rcpt Type	Reference	Description	Amount
	11/17/2014	Cash	200.01	Payment	660.35
				Total Cash	660.35
16	11/17/2014	Check	200.02	Payment	1,451.00
6702	11/17/2014	Check	101.00	Payment	250.00
68514	11/17/2014	Check	103.00	Payment	100.00
7202	11/17/2014	Check	121.01	Payment	500.00
56701	11/17/2014	Check	415.00	Payment	50,000.00
				Total Checks (5 Items)	52,301.00
				Deposit Total (6 Items)	<u>52,961.35</u>
<i>Depositor's Signature:</i> _____					

Figure 13, GLS Deposit Summary

► To add a new deposit slip

1. From the GLS Task Folders, click the **Journal Entries** tab, and then select **Deposit Slips**.
2. In the Deposit Slips window, press Enter (or click ) to assign a new **Deposit #**.
3. Enter the **Deposit Date** and **Deposit ID**.
4. Select the desired bank account using the **GLS Account #** drop-down menu.
5. After specifying the **GLS Account #**, the **Select Receipts to Deposit** window will be displayed allowing you to select which receipts will be included in the deposit. Once the

desired receipts have been selected and a check mark is displayed for those receipts, click **OK** to close the Select Receipts to Deposit window.

6. Verify the **Deposit Total**.
 7. Click  to save the new deposit slip.
 8. Click the **Print Deposit** button if you want to print a Deposit Summary.
-

Recurring Entries

Menu: *File | Open | Recurring Entries*

Task Folders: *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.

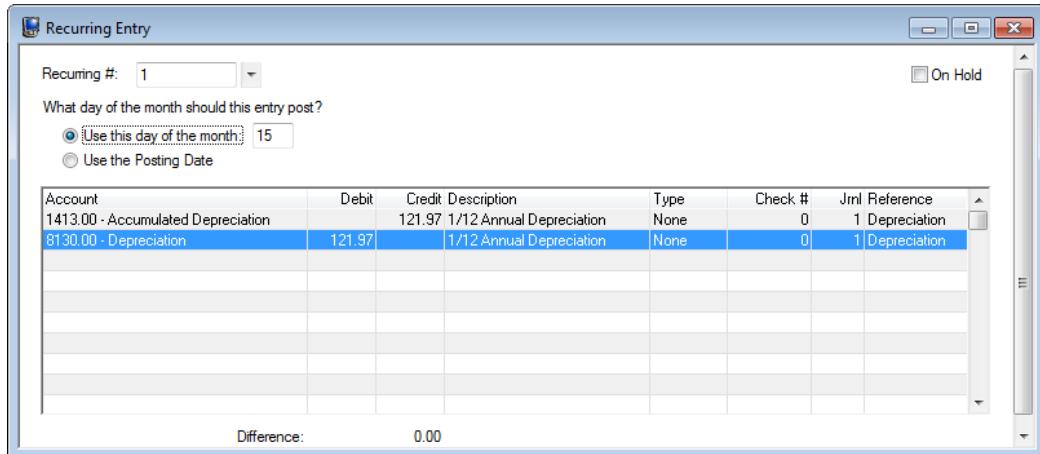


Figure 14, Recurring Entry window

► To add a new recurring entry

1. From the GLS Task Folders, click the **Journal Entries** tab, and then click **Recurring Entry**.
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.

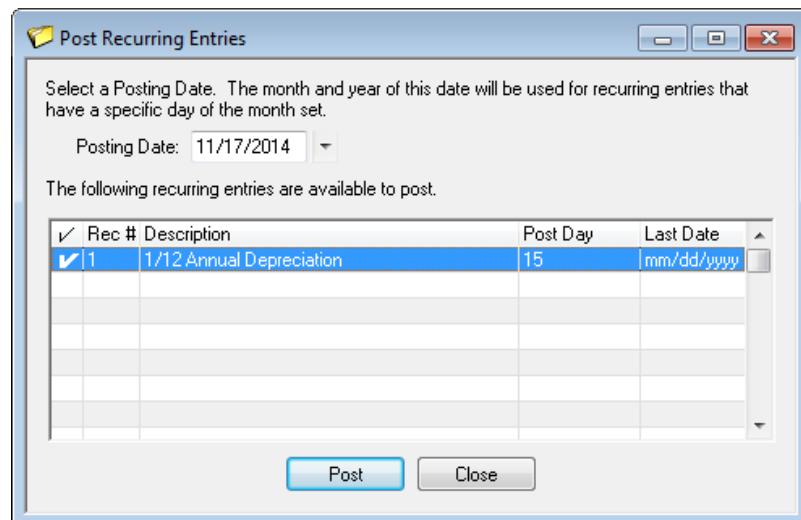


Figure 15, Post Recurring Entries window

Reconciliation

Menu: [Maintenance | Reconciliation](#)

Task Folders: [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 program. When starting the Reconciliation program, the Reconciliation Settings window is displayed. The Reconciliation Settings window allows you to select the account to be reconciled, enter the balances from your bank or credit card statement, and select an order by which you can sort your journal entries.

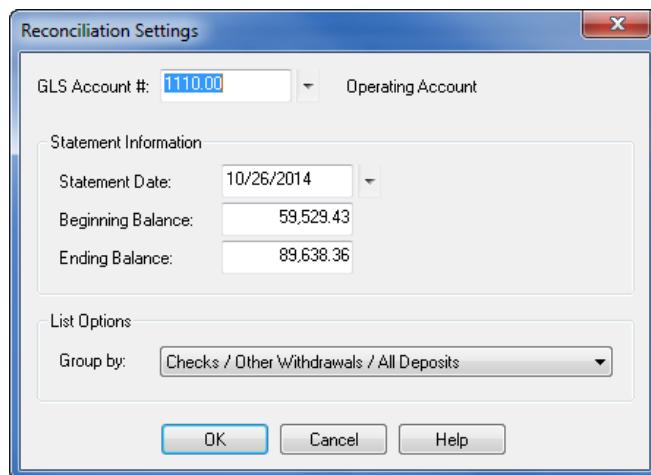


Figure 16, Reconciliation Settings window

Once you have entered your Reconciliation Settings (Figure 16) the **Reconciliation** window (Figure 17) 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.

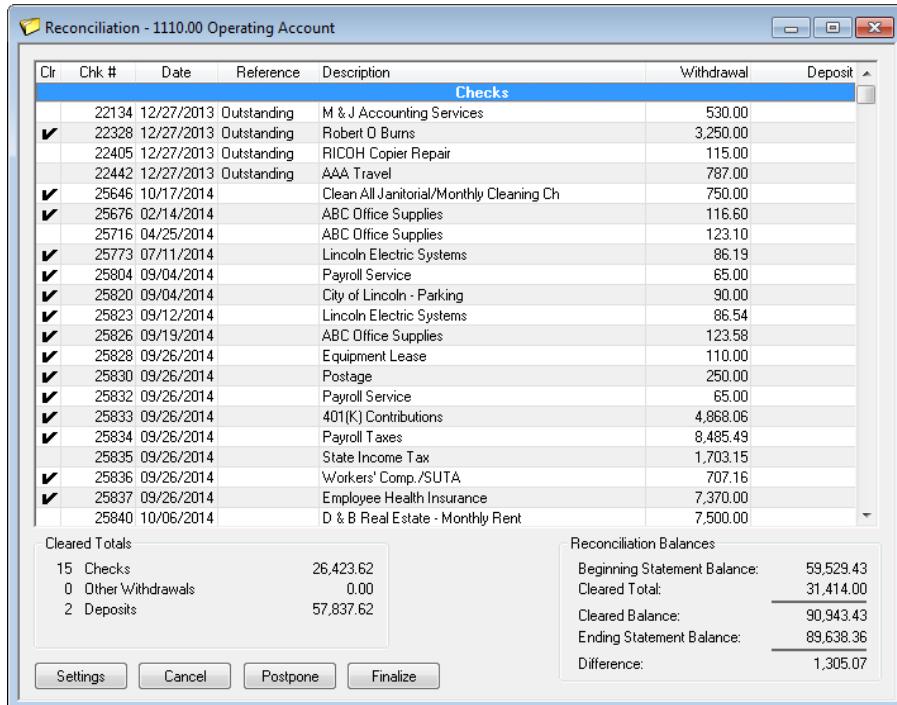


Figure 17, Reconciliation window

More Info: For more information on the Reconciliation program, see the Reconciliation section of GLS Help.

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

Sample Reports

The General Ledger Sample Reports make it easy to familiarize yourself with the various reports available and the criteria used to create them.

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

Tabs3.com/support/docs.html