

# Tabs3 Accounts Payable Guide



Tabs3 Billing



PracticeMaster



General Ledger



Accounts Payable




Trust Accounting

## **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 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 customization, bank accounts, where to purchase checks, and check printers.

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](http://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*

**Home:** *All Actions | Setup | 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 two tabs: 'Bank Account' and 'Recurring Entry'. The 'Bank Account' tab is active. The window contains the following fields and options:

- Bank Account #:** A dropdown menu showing '1'. To its right is an  labeled 'Inactive'.
- Description:** A text input field containing 'First Bank'.
- Last Check #:** A text input field containing '25652'.
- GLS Accounts:** A section containing two rows:
  - Cash Account #:** A dropdown menu showing '1110.00' and the text 'Operating Account'.
  - Accounts Payable Account #:** A dropdown menu showing '2280.00' and the text 'Accounts Payable'.
- Check Layout:** A section containing:
  - 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*

**Home:** *All Actions | Vendor | Vendor Information*

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.

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.

<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 APS Help.

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

► **To add a new vendor**

1. From the APS menu, click on **File** menu, highlight **Open**, and then select the **Vendor** option.
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*

**Home:** *All Actions | Invoices | Invoice/Manual Check Entry  
All Actions | Checks | Invoice/Manual Check Entry*

## Invoice vs. Manual Check vs. EFT

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.

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.

Invoices, manual checks, and EFTs are all entered using the **Invoice/Manual Checks** program.

## Data Entry

Invoices, manual checks, and EFTs are entered via the Invoice/Manual Checks program. The **Invoice/Manual Checks** icon appears on both the **Invoices** and **Checks** group of the APS Home page and Task Folders.

- 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

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: 10/26/2018  
 Invoice #:   
 Invoice Amount: 750.00

CHANGE

Memo:   
 Unpaid Invoice   
 Manual Check   
 EFT

Description: Monthly Cleaning Charges (Bi-Weekly Service)

Additional Information

Due Date: 11/26/2018 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: 11/13/2018

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 #	Inv/Chk Date	Inv/Chk Amt
1		Monthly Cleaning Charges (Bi-Weekly Service)	25646	10/26/2018	750.00
2		Monthly Cleaning Charges (Bi-Weekly Service)	INVOICE	10/26/2018	750.00

Amount: 1,500.00

Figure 3, Example of an Invoice

Invoice/Manual Check Entry

Invoice/Manual Check | General Ledger

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

Reference: 5  
Invoice Date: 11/26/2018  
Invoice #: 3243387  
Invoice Amount: 75.00

CHANGE

Memo:

Unpaid Invoice  Manual Check  EFT

Description: Overnight document delivery

Additional Information

Due Date: 11/26/2018 Discount Amount: 0.00  
Voucher #: Discount Date: mm/dd/yyyy Hold/Pay: P - Pay  
Net Amount: 75.00 User ID: (BLANK)  
 Take Discount Date Entered: 11/26/2018

Payment Information

Bank Account: 1 First Bank  Exclude from 1099 Reporting  
Check #: 25654 Date Paid: 11/26/2018 Amount Paid: 75.00

Figure 4, Example of a Manual Check

The screenshot shows a software window titled "Invoice/Manual Check Entry" with a "General Ledger" tab. The form contains the following fields and values:

- Vendor:** 325 (Professional Messenger Services, 8418 Old Cheney, Lincoln NE 68526)
- Reference:** 5
- Invoice Date:** 11/26/2018
- Invoice #:** (empty)
- Invoice Amount:** 35.00
- Transaction Type:** EFT (selected, circled in blue)
- Unpaid Invoice:** (radio button unselected)
- Manual Check:** (radio button unselected)
- Description:** Courier Fee
- Additional Information:**
  - Due Date:** 11/26/2018
  - Discount Amount:** 0.00
  - Voucher #:** (empty)
  - Discount Date:** mm/dd/yyyy
  - Hold/Pay:** P - Pay
  - Net Amount:** 35.00
  - User ID:** (BLANK)
  - Date Entered:** 11/26/2018
  - Take Discount:** (checkbox unselected)
- Payment Information:**
  - Bank Account:** 1 (First Bank)
  - Exclude from 1099 Reporting:** (checkbox unselected)
  - Check #:** EFT
  - Date Paid:** 11/26/2018
  - Amount Paid:** 35.00

Figure 5, 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.

**Description**



The **Description** field prints on the check stub and reports.

<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>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. From the APS menu, click the **File** menu, highlight **Open**, and then select the **Invoice/Manual Checks** option.
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. From the APS menu, click the **File** menu, highlight **Open**, and then select the **Invoice/Manual Checks** option.
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. From the APS menu, click the **File** menu, highlight **Open**, and then select the **Invoice/Manual Checks** option.

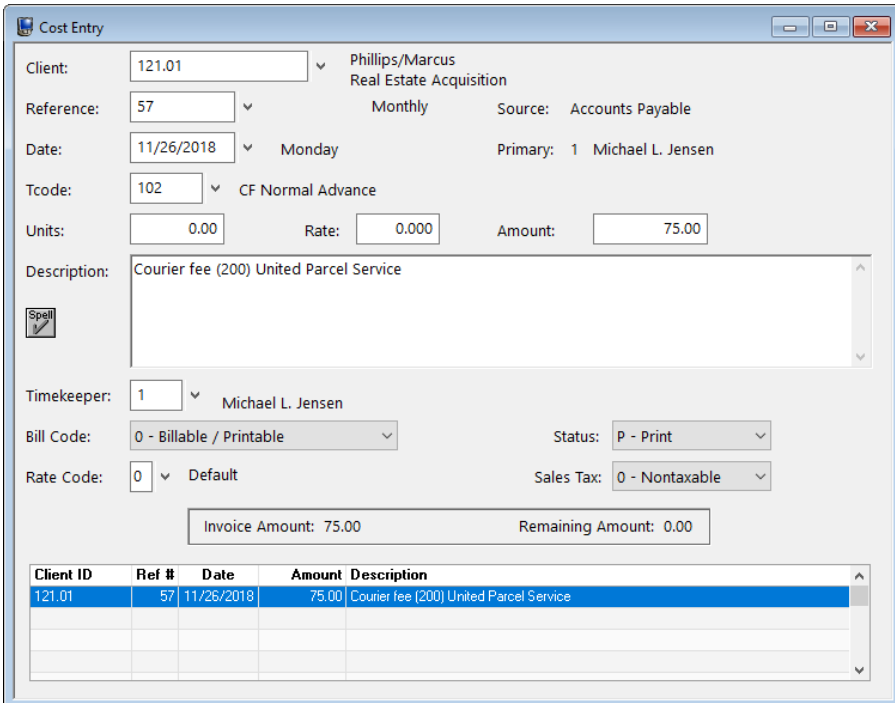
2. In the **Vendor** field, select the desired vendor.
3. Click  to enter a new EFT.
4. Select the **EFT** transaction type.
5. Enter the desired information for the EFT, including the **Date Paid**.
6. Click  to save the new EFT.

## 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 General Ledger and Tabs3 Billing

If you are integrating with Tabs3 General Ledger System (GLS) and/or Tabs3 Billing, you will see additional data entry windows for entering GLS journal entries and Tabs3 cost entries when you enter the invoice, similar to the following figures (*Figure 6 and Figure 7*).



The screenshot shows the 'Cost Entry' window with the following fields and values:

- Client: 121.01 (Phillips/Marcus Real Estate Acquisition)
- Reference: 57 (Monthly)
- Date: 11/26/2018 (Monday)
- 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
- Rate Code: 0 (Default)
- Status: P - Print
- Sales Tax: 0 - Nontaxable
- Invoice Amount: 75.00, Remaining Amount: 0.00

Client ID	Ref #	Date	Amount	Description
121.01	57	11/26/2018	75.00	Courier fee (200) United Parcel Service

Figure 6, Tabs3 Cost Entry window

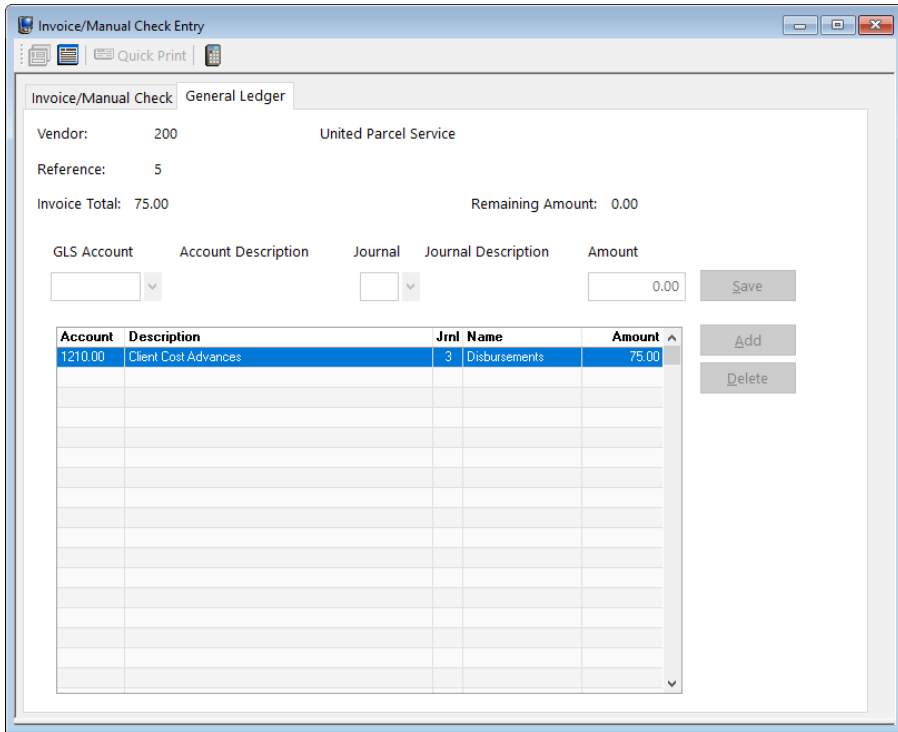


Figure 7, General Ledger (GLS) Journal Entry tab

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

## 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, manual checks, and/or EFTs have been entered. If you are integrating 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	HP
Date: 11/28/2018 <span style="float: right;">Page: 1</span>												
<b>APS Invoice/Manual Check Verification List</b> Jensen, Martin & Anderson, P.C. User: CATHY Cathleen Trudore												
3	200	25658	3243387	11/28/2018	11/28/2018	11/28/2018	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		11/18/2018	11/28/2018	11/24/2018	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		11/18/2018	11/28/2018	11/24/2018	750.00				1	P
Name: Clean All Janitorial Services												
Total Transaction Count = 2												

Figure 8, Invoice/Manual Check Verification List


## Printing Checks

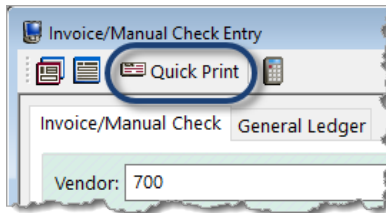
Checks can be individually printed from the Invoice/Manual Check program, or in batches from the Print Checks program.

### Printing from the Invoice/Manual Checks Program

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

**Home:** *All Actions | Invoices | Invoice/Manual Check Entry | 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 9, Invoice/Manual Checks  
Quick Print*

### Printing from the Print Checks Program

**Menu:** *Checks | Print Checks*

**Home:** *All Actions | 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 10, Print Checks - **Vendor** tab

Figure 11, Print Checks - **Invoices** tab

Figure 12, 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 13). 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.

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 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.

<input checked="" type="checkbox"/>	Bank	Vendor #	Name	Invoice #	Inv Date	Inv Amount	Amt to Pay	Tabs3	Description
<input checked="" type="checkbox"/>	1	202	Software Techn	320559	11/26/2018	205.00	205.00	-	Purchase Tabs3 Device Interface Program
<input checked="" type="checkbox"/>	1	204	Clerk of the Dist		11/20/2018	150.00	150.00	Paid	Petition for Dissolution of Marriage Filing Fee
<input checked="" type="checkbox"/>	1	250	D & B Real Est	KEY	11/13/2018	10.00	10.00	-	Duplicate Key for building
<input checked="" type="checkbox"/>	1	400	Sprint Local & L	4023107600	11/20/2018	68.96	68.96	-	November Cell Phone Charges

Invoices Selected: 4      Total Amount to Pay Selected: 433.96

Buttons: OK, Cancel, Select All, Clear All

Figure 13, 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*

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

	<u>T</u> otal	<u>P</u> rocessed	<u>E</u> rrors	<u>P</u> rogress
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.

OK Cancel

Figure 14, Post Checks/EFTs window

## ► To post checks and EFTs

1. From the APS menu, click the **Checks** menu, highlight **Post Invoices/Checks**, and then select the **Post Checks/EFTs** option.
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 programs 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 or Reprint an Unposted Check](#)

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 15, 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](#)

The **Void Posted Checks/EFTs** program allows you to void posted invoices, including posted manual checks and EFTs. The Void Posted Checks/EFTs 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.

The screenshot shows a dialog box titled "Void Posted Checks/EFTs". It contains the following fields and options:

- Vendor: 200 (dropdown menu) United Parcel Service
- Bank Account: (empty dropdown menu)
- Type:  Check  EFT
- Check #: (empty dropdown menu)  Delete invoices paid by the check
- Void Date: 11/26/2018 (dropdown menu)

At the bottom of the dialog, there are two buttons: "OK" (highlighted with a blue border) and "Cancel".

Figure 16, Void Posted Checks

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## ***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](http://support.Tabs3.com)**

### **Report Pack**

The Accounts Payable Report Pack provides 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 report packs are available on our Web site at:

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

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