

Tabs3 General Ledger Guide



Tabs3 Billing



PracticeMaster



General Ledger



Accounts Payable




Trust Accounting

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

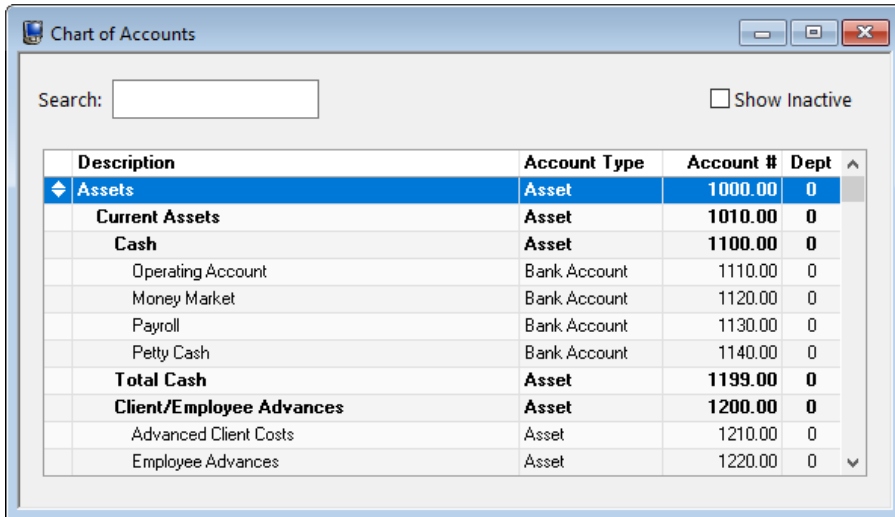
Tabs3 General Ledger Software (GLS) is a comprehensive general ledger system based on a double-entry accounting system. User-defined chart of accounts and financial statement formats allow you to use your existing chart of accounts. The General Ledger Software supports multiple departments (profit centers),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



The screenshot shows a window titled "Chart of Accounts" with a search bar and a "Show Inactive" checkbox. Below is a table with four columns: Description, Account Type, Account #, and Dept. The table lists various asset accounts, including Current Assets, Cash, and Client/Employee Advances.

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
Advanced Client Costs	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

Transaction: 221
Date: 11/20/2018 Tuesday

Account	Debit	Credit	Description	Type	Check #	Jnl Reference	R
1110.00.0 - Operating Account	80,000.00		Payment	Credit Card	0	2 415.00	R
4100.01 C - Fee Income - MLJ		20,271.30	Payment	Credit Card	0	2 415.00	
4100.02 C - Fee Income - PAM		19,213.93	Payment	Credit Card	0	2 415.00	
4100.03 C - Fee Income - RPA		3,796.44	Payment	Credit Card	0	2 415.00	
4100.04 C - Fee Income - ROB		21,114.99	Payment	Credit Card	0	2 415.00	
4100.05 C - Fee Income - KJM		1,529.12	Payment	Credit Card	0	2 415.00	
4100.06 C - Fee Income - DHB		1,413.43	Payment	Credit Card	0	2 415.00	
4100.07 C - Fee Income - CB		4,366.79	Payment	Credit Card	0	2 415.00	
4100.08 C - Fee Income - JAN		3,614.31	Payment	Credit Card	0	2 415.00	
4100.09 C - Fee Income - JIM		2,372.78	Payment	Credit Card	0	2 415.00	
Balanced	80,000.00	80,000.00					

Subtotal by
Check # Subtotal for Check #: 0

Debits: 80,000.00 Credits: 80,000.00 Difference: 0.00

Journal Entry Details
Source: Billing User ID: CATHY Date Entered: 11/26/2018

Figure 3, Journal Entries - Complex Transaction

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.

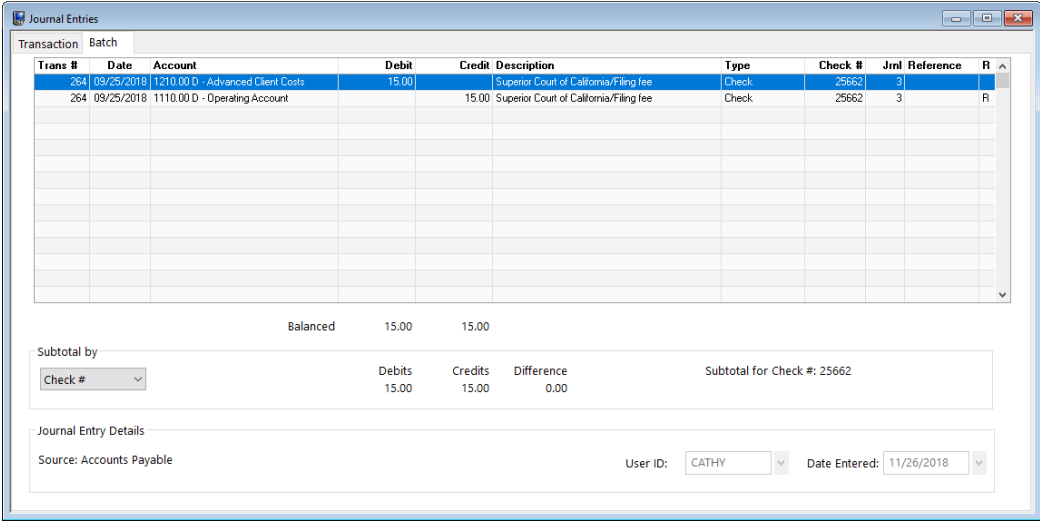
Source

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

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 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.



Trans #	Date	Account	Debit	Credit	Description	Type	Check #	Jnl. Reference	R
264	09/25/2018	1210.00 D - Advanced Client Costs	15.00		Superior Court of California/Filing fee	Check	25662	3	
264	09/25/2018	1110.00 D - Operating Account		15.00	Superior Court of California/Filing fee	Check	25662	3	R

Balanced 15.00 15.00

Subtotal by:
 Check #
 Debits: 15.00 Credits: 15.00 Difference: 0.00 Subtotal for Check #: 25662

Journal Entry Details
 Source: Accounts Payable User ID: CATHY Date Entered: 11/26/2018

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.

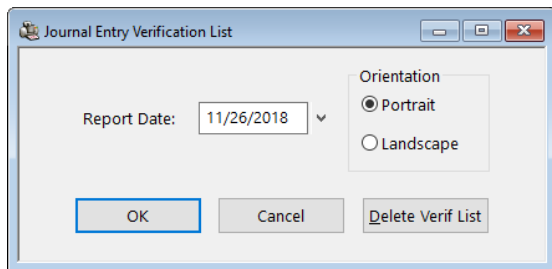


Figure 5, Journal Entry Verification List Dialog

Date: 11/26/2018

GLS Journal Entry Verification List

Jensen, Martin & Anderson

User: CATHY Cathleen Trudore

Page: 1

Account	Account Name	Jm	Date	Date Entered	Reference	Check #	Amount	D/C	Src	Status	Trans #	Description
1110.00	Operating Account	1	11/19/2018	11/19/2018			18.64	C	M	O	285	Misc. office supplies
8040.00	Office Supplies	1	11/19/2018	11/19/2018			18.64	D	M	O	285	Misc. office supplies
							Debits:					
							Credits:					
							18.64					
							18.64					

Account Checksum = 915,000

Changed Entries

New

1110.00

Operating Account

1

11/19/2018

11/20/2018

18.64

C

M

O

285

Misc. office supplies

Old

1110.00

Operating Account

1

11/19/2018

11/20/2018

17.64

C

M

O

285

Misc. office supplies

New

8040.00

Office Supplies

1

11/19/2018

11/20/2018

18.64

D

M

O

285

Misc. office supplies

Old

8040.00

Office Supplies

1

11/19/2018

11/20/2018

17.64

D

M

O

285

Misc. office supplies

Total Transaction Count = 4

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](#)

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.

Account Information

Balances Budgets Journal Entries

Account #: 1110.00 Operating Account
Bank Account - Debit Account Setup


Period Selection

Column 1: 2018
Column 2: 2017
Column 3: Difference

Monthly Balances

	2018	2017	Difference
January	286,821.52	0.00	286,821.52
February	287,115.70	0.00	287,115.70
March	319,468.43	0.00	319,468.43
April	258,207.17	0.00	258,207.17
May	196,053.72	0.00	196,053.72
June	208,379.22	0.00	208,379.22
July	216,795.49	0.00	216,795.49
August	211,946.01	0.00	211,946.01
September	205,999.18	163,202.50	42,796.68
October	234,425.33	287,122.75	-52,697.42
November	258,657.07	287,122.75	-28,465.68
December		297,430.75	

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

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**.

Date: 11/26/2018

Account Information Balances Report
Jensen, Martin & Anderson

Page: 1

Account #: 1110.00 - Operating Account

Monthly Balances	2018	2017	Difference
January	286,821.52	0.00	286,821.52
February	287,115.70	0.00	287,115.70
March	319,468.43	0.00	319,468.43
April	258,207.17	0.00	258,207.17
May	196,053.72	0.00	196,053.72
June	208,379.22	0.00	208,379.22
July	216,795.49	0.00	216,795.49
August	211,946.01	0.00	211,946.01
September	205,999.18	163,202.50	42,796.68
October	234,425.33	287,122.75	-52,697.42
November	258,657.07	287,122.75	-28,465.68
December		297,430.75	



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.

Budget Information			
	2018 Actual	2018 Budget	Difference
January	6,500.00	7,500.00	-1,000.00
February	6,500.00	7,500.00	-1,000.00
March	6,500.00	7,500.00	-1,000.00
April	6,500.00	7,500.00	-1,000.00
May	6,500.00	7,500.00	-1,000.00
June	6,500.00	7,500.00	-1,000.00
July	6,500.00	7,500.00	-1,000.00
August	6,500.00	7,500.00	-1,000.00
September	6,500.00	7,500.00	-1,000.00
October	6,500.00	7,500.00	-1,000.00
November	6,500.00	7,500.00	-1,000.00
December	6,500.00	7,500.00	-1,000.00
Total:	71,500.00	90,000.00	-11,000.00

Figure 9, Account Information - **Budgets** tab

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.

Date: 11/26/2018

Account Information Budgets Report

Jensen, Martin & Anderson

Page: 1

Account #: 8010.00 - Office Rent

Budget Information	2018 Actual	2018 Budget	Difference
January	6,500.00	7,500.00	-1,000.00
February	6,500.00	7,500.00	-1,000.00
March	6,500.00	7,500.00	-1,000.00
April	6,500.00	7,500.00	-1,000.00
May	6,500.00	7,500.00	-1,000.00
June	6,500.00	7,500.00	-1,000.00
July	6,500.00	7,500.00	-1,000.00
August	6,500.00	7,500.00	-1,000.00
September	6,500.00	7,500.00	-1,000.00
October	6,500.00	7,500.00	-1,000.00
November	6,500.00	7,500.00	-1,000.00
December		7,500.00	
Total:	71,500.00	90,000.00	-11,000.00

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*).

Account Information

Balances Budgets **Journal Entries**

Account #: 8010.00 Office Rent
Expense - Debit

Account Setup

Period Selection

Date: All

From: mm/dd/yyyy To: mm/dd/yyyy

Date	Description	Debit	Credit
11/15/2018	D & B Real Estate - Monthly Rent	6,500.00	
10/22/2018	D & B Real Estate - Monthly Rent	6,500.00	
09/13/2018	D & B Real Estate - Monthly Rent	6,500.00	
08/13/2018	D & B Real Estate - Monthly Rent	6,500.00	
07/20/2018	D & B Real Estate - Monthly Rent	6,500.00	
06/13/2018	D & B Real Estate - Monthly Rent	6,500.00	
05/14/2018	D & B Real Estate - Monthly Rent	6,500.00	
04/20/2018	D & B Real Estate - Monthly Rent	6,500.00	
03/14/2018	D & B Real Estate - Monthly Rent	6,500.00	
02/14/2018	D & B Real Estate - Monthly Rent	6,500.00	
01/22/2018	D & B Real Estate - Monthly Rent	6,500.00	
Totals		71,500.00	0.00

Figure 11, Period Selection, **Date** options

Figure 12, Account Information - **Journal Entries** tab

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**.

Date: 11/26/2018

Journal

Jensen, Martin & Anderson

Page: 1

From mm/dd/yyyy Thru mm/dd/yyyy

Department: All Departments

Trans #	Account #	Date	Src	Reference	Check #	DP	JR	Debit	Credit	Description
10	8010.00	01/22/2018	A		25645	0	3	6,500.00		D & B Real Estate - Monthly Rent
24	8010.00	02/14/2018	A		25649	0	3	6,500.00		D & B Real Estate - Monthly Rent
35	8010.00	03/14/2018	M			0	3	6,500.00		D & B Real Estate - Monthly Rent
52	8010.00	04/20/2018	M			0	3	6,500.00		D & B Real Estate - Monthly Rent
62	8010.00	05/14/2018	M			0	3	6,500.00		D & B Real Estate - Monthly Rent
75	8010.00	06/13/2018	M			0	3	6,500.00		D & B Real Estate - Monthly Rent
88	8010.00	07/20/2018	M			0	3	6,500.00		D & B Real Estate - Monthly Rent
103	8010.00	08/13/2018	M			0	3	6,500.00		D & B Real Estate - Monthly Rent
114	8010.00	09/13/2018	M			0	3	6,500.00		D & B Real Estate - Monthly Rent
130	8010.00	10/22/2018	M		25840	0	3	6,500.00		D & B Real Estate - Monthly Rent
144	8010.00	11/15/2018	M			0	3	6,500.00		D & B Real Estate - Monthly Rent
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.

Deposit #: 15 New

Deposit Date: 11/26/2018 Monday

Deposit ID: 20181126

GLS Account #: 1110.00 Operating Account

Deposit Total: 30,105.75 Status: Outstanding

Select Receipts... Print Deposit

Selected Receipts:

✓	Check #	Jrnl	Date	Reference	Description	Amount
✓	18542	1	11/26/2018		Referral Fee	25000.00
✓	CASH	2	11/26/2018	101.00	Payment	723.40
✓	3245	2	11/26/2018	121.01	Payment	1382.35
✓	CASH	2	11/26/2018		Rent Received - Sublease	3000.00

Figure 14, Deposit Slips window

Select Receipts to Deposit

☒ Cash and Checks ☐ Credit Card ☐ Other

✓	Check #	Jrnl	Date	Reference	Description	Amount
✓	18542	1	11/26/2018		Referral Fee	25000.00
✓	CASH	2	11/26/2018	101.00	Payment	723.40
✓	3245	2	11/26/2018	121.01	Payment	1382.35
✓	CASH	2	11/26/2018		Rent Received - Sublease	3000.00

OK Cancel Help

Figure 15, Select Receipts to Deposit window

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).

Date: 11/26/2018		GLS Deposit Summary Jensen, Martin & Anderson		Page: 1	
Deposit To:	First Bank	Deposit Date:	11/26/2018		
Account Name:	Operating Account	Deposit ID:	20181126		
Account #:	9874-342-22352				
Chk #	Date	Rcpt Type	Reference	Description	Amount
	11/26/2018	Cash	101.00	Payment	723.40
	11/26/2018	Cash		Rent Received - Sublease	3,000.00
				Total Cash	3,723.40
18542	11/26/2018	Check		Referral Fee	25,000.00
3245	11/26/2018	Check	121.01	Payment	1,382.35
				Total Checks (2 Items)	26,382.35
				Deposit Total (2 Items)	30,105.75
Depositor's Signature: _____					

Figure 16, GLS Deposit Summary

► 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 ) 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.

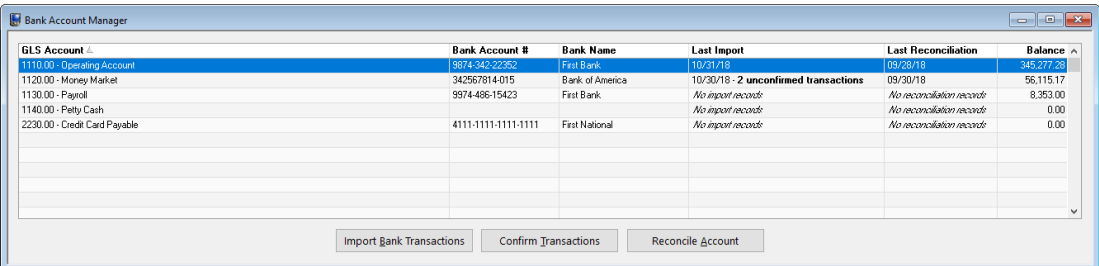
5. After specifying the **GLS Account #**, the **Select Receipts to Deposit** window will be displayed allowing you to select which receipts will be included in the deposit. Once the desired receipts have been selected and a check mark is displayed for those receipts, click **OK** to close the Select 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.

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.



The screenshot shows the 'Bank Account Manager' window with a table of accounts. The table has columns for GLS Account, Bank Account #, Bank Name, Last Import, Last Reconciliation, and Balance. The first row is highlighted in blue. Below the table are three buttons: 'Import Bank Transactions', 'Confirm Transactions', and 'Reconcile Account'.

GLS Account	Bank Account #	Bank Name	Last Import	Last Reconciliation	Balance
1110.00 - Operating Account	30918-1822-23	Bank of America	10/20/18	09/30/18	315,277.23
1130.00 - Money Market	342867814-015	Bank of America	10/20/18 - 2 unconfirmed transactions	09/30/18	56,115.17
1130.00 - Payroll	9974-486-15423	First Bank	No import records	No reconciliation records	8,353.00
1140.00 - Petty Cash			No import records	No reconciliation records	0.00
2230.00 - Credit Card Payable	4111-1111-1111-1111	First National	No import records	No reconciliation records	0.00

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.

Description	Date	Debit	Credit	Type	Check #	Reference
TELELINC	11/27/2018		756.55	Check	25864	99016378
ALL MAKES EQUIPMENT CO	11/27/2018		110.00	Check	25866	9901235
ABC OFFICE SUPPLY	11/27/2018		152.36	Check	25865	9901236
ACH DEPOSIT TO SBA 20181128	11/28/2018	1,451.00		Direct Deposit		980311111

Figure 18, Confirm Bank Transactions **Unmatched** tab

Source	Description	Date	Debit	Credit	Type	Check #	Jnl	Reference
Bank 148	LES Lincoln Electric Systems	11/17/2018 11/20/2018		125.89 125.89	Check	25859 25859	3	980738001
Bank 151	CANONSYSYSTEMS Equipment Lease	11/19/2018 11/22/2018		600.00 600.00	Check	25860 25860	3	980910001
Bank 152	WATER AND WASTE Lincoln Water & Waste	11/20/2018 11/23/2018		150.00 150.00	Check	25861 25861	3	980130001
Bank 153	CAPITAL PRINTING Business Cards - KIM JIM JIAN	11/24/2018 11/27/2018		270.00 270.00	Check	25862 25862	3	99042619

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

The screenshot shows the 'Reconciliation Settings' window with the following fields and values:

- GLS Account #:** 1110.00 (dropdown menu shows 'Operating Account')
- Statement Information:**
 - Statement Date:** 10/31/2018 (dropdown menu)
 - Beginning Balance:** 205,999.18
 - Ending Balance:** 237,003.75
- Adjustments:**
 - Interest:** 3,438.27 (dropdown menu shows 'Account #:' 4700.00, 'Interest Income')
 - Interest Date:** 10/31/2018 (dropdown menu) **Journal:** 1 (dropdown menu shows 'General')
 - Service Charge:** 0.00 (dropdown menu shows 'Account #:')
 - Service Charge Date:** mm/dd/yyyy (dropdown menu) **Journal:** (dropdown menu)

At the bottom are 'OK' and 'Cancel' buttons.

Figure 20, Reconciliation Settings window

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.

Reconciliation - 1110.00 Operating Account - 10/31/2018

Clr	Date	Check #	Amount	Ref	Description
✓	10/22/2018	25840	6,500.00		D & B Real Estate - Monthly Rent
✓	10/23/2018	25841	83.00		Global Personal Services
✓	10/26/2018	25846	750.00		Clean All Janitorial/Monthly Cleaning Ch
✓	10/26/2018	25863	82.50		Professional Messenger Services/Courier Fe
✓	10/26/2018	25843	98.25		Lincoln Electric Company
✓	10/29/2018	25668	4.00		Thomson Reuters Payment Center/Online Li
✓	10/29/2018	25844	186.25		ABC Office Supplies
✓	10/29/2018	25848	1,000.00		Payment on Bank Loan
✓	10/29/2018	25849	85.00		Payroll Service
✓	10/29/2018	25950	32,026.96		Payroll Deposit
✓	10/29/2018	25851	4,868.06		401(K) Contributions
✓	10/29/2018	25852	8,485.49		Payroll Taxes
✓	10/29/2018	25853	1,703.15		State Income Tax
✓	10/29/2018	25854	707.16		Workers' Comp./SUTA
✓	10/29/2018	25855	7,370.00		Employee Health Insurance
✓	10/30/2018		100.00		Payment in full
✓	10/30/2018	25647	75.00	3243387	United Parcel Service/Overnight document
✓	10/30/2018	25648	1,500.00		Jackson/Vjinda/Catering/Firm Retreat
✓	10/30/2018	25664	200.00		Thomson Reuters Payment Center/Online Li
✓	10/30/2018	25665	15.00		Media Perfect Digital Processing/Film Devel

Cleared Withdrawals

13 Checks	65,858.32
1 EFTs / Other Withdrawals	100.00
0 Service Charge	0.00
16 Total Withdrawals	65,958.32

Cleared Deposits

4 Receipts	93,556.62
0 Other Deposits	0.00
1 Interest	3,406.27
5 Total Deposits	96,962.89

Reconciliation Balances

Statement Beginning Balance:	205,999.18
Cleared Withdrawals:	-65,958.32
Cleared Deposits:	96,962.89
Cleared Balance:	237,003.75
Statement Ending Balance:	237,003.75
Difference:	0.00

Settings Pgspone Finalize

Figure 21, Reconciliation window

GLS also includes an Undo Reconciliation program, which allows you to reverse a reconciliation in order to make any necessary changes.

Undo Reconciliation

GLS Account #: 1110.00 Operating Account

Statement Date: 09/30/2018

Reconciliation Details

Bank Name:	First Bank
Statement Beginning Balance:	211,679.01
Cleared Total:	-5,679.83
Statement Ending Balance:	205,999.18

Undoing this reconciliation will delete the reconciliation record, and all journal entries included on the reconciliation will be available for reconciliation. Note that all cleared transactions will be retained. You will need to reconcile your previous statement again.

OK Cancel

Figure 22, Undo Reconciliation

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

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.

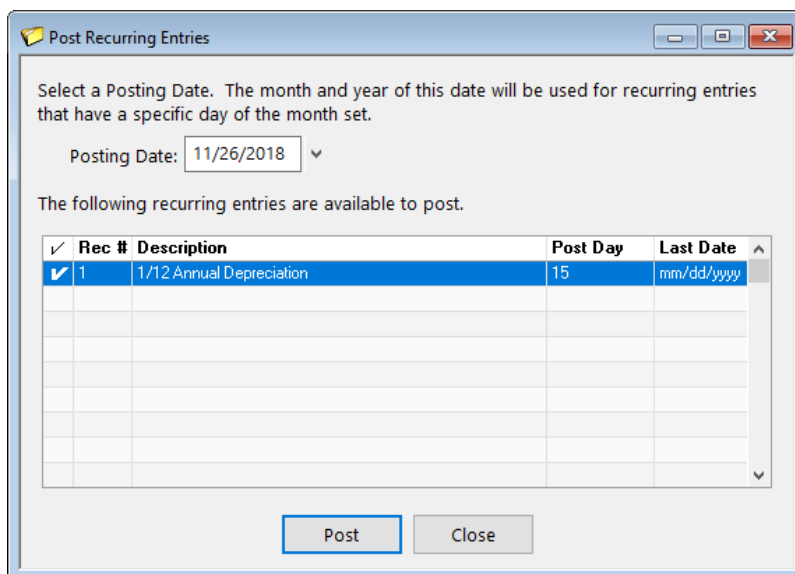


Figure 24, Post Recurring Entries window

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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