

Tabs3 General Ledger Guide



Tabs3 Billing



PracticeMaster



Trust Accounting



Accounts Payable




General Ledger

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](#)
Quick Launch: [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 box and a "Show Inactive" checkbox. Below is a table with the following data:

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

- Menu:** [File](#) | [Open](#) | [Journal Entries](#)
- Home:** [All Actions](#) | [Journal Entries](#) | [Journal Entries](#)
- Quick Launch:** [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.

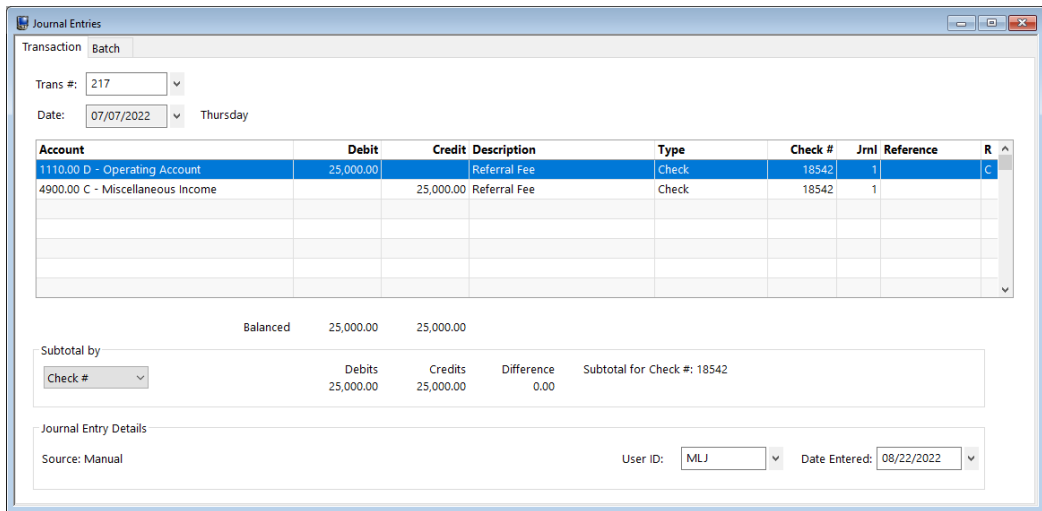


Figure 2, Journal Entries - Simple Transaction

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 various combinations of the two during everyday journal entry.

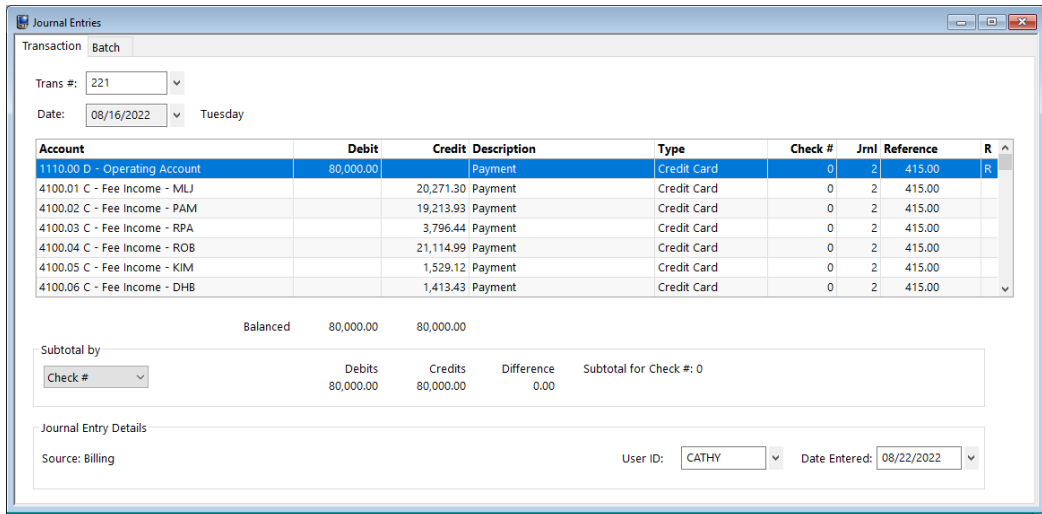


Figure 3, Journal Entries - Complex Transaction

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.

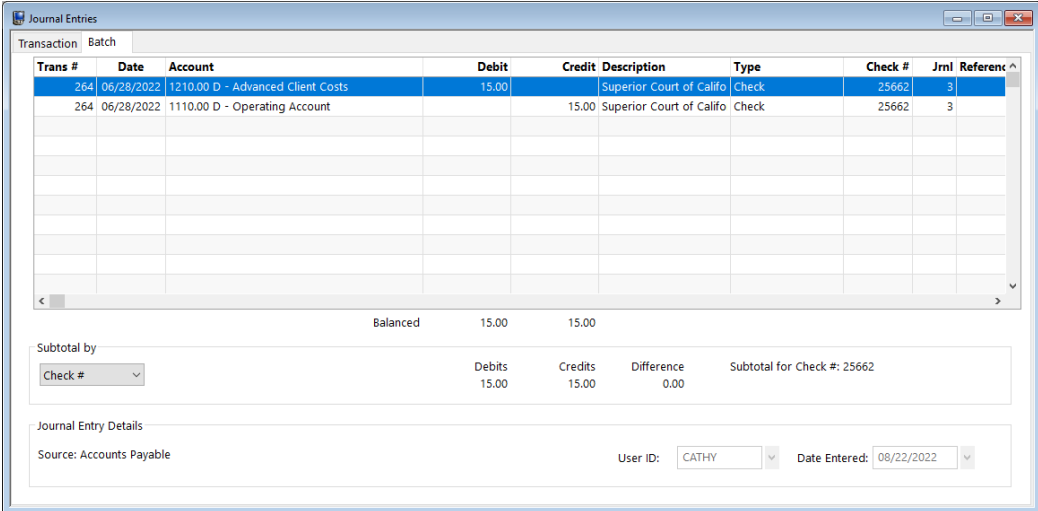
Source

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
264	06/28/2022	1210.00 D - Advanced Client Costs	15.00		Superior Court of Califo	Check	25662	3
264	06/28/2022	1110.00 D - Operating Account		15.00	Superior Court of Califo	Check	25662	3

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

Journal Entry Details
Source: Accounts Payable User ID: CATHY Date Entered: 08/22/2022

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.

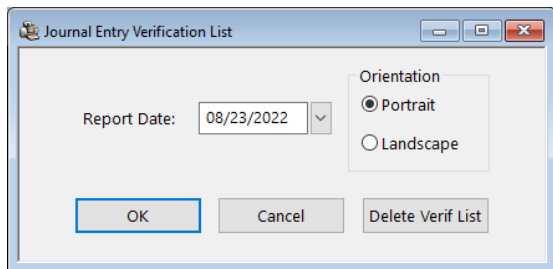


Figure 5, Journal Entry Verification List Dialog

Date: 08/23/2022		GL Journal Entry Verification List										Page: 1	
Jensen, Martin & Anderson User: CATHY Cathleen Trudore													
Account	Account Name	Jm	Date	Date Entered	Reference	Check #	Amount	D/C	Src	Status	Trans #	Description	
1110.00	Operating Account	1	08/17/2022	08/17/2022			18.64	C	M	O	285	Misc. office supplies	
8040.00	Office Supplies	1	08/17/2022	08/17/2022			18.64	D	M	O	285	Misc. office supplies	
							Debits:						18.64
							Credits:						18.64
Account Checksum = 915,000													
Changed Entries													
New	1110.00	Operating Account	1	08/17/2022	08/17/2022		18.64	C	M	O	285	Misc. office supplies	
Old	1110.00	Operating Account	1	08/17/2022	08/17/2022		17.64	C	M	O	285	Misc. office supplies	
New	8040.00	Office Supplies	1	08/17/2022	08/17/2022		18.64	D	M	O	285	Misc. office supplies	
Old	8040.00	Office Supplies	1	08/17/2022	08/17/2022		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](#)
- Quick Launch:** [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 #: 1110.00 Operating Account
Bank Account - Debit Account Setup

Period Selection
 Column 1: 2022
 Column 2: 2021
 Column 3: Difference

Monthly Balances	2022	2021	Difference
January	258,207.17	0.00	258,207.17
February	196,053.72	0.00	196,053.72
March	208,379.22	0.00	208,379.22
April	216,795.49	0.00	216,795.49
May	211,946.01	0.00	211,946.01
June	205,999.18	163,202.50	42,796.68
July	234,425.33	287,122.75	-52,697.42
August	258,675.71	287,122.75	-28,447.04
September		297,430.75	
October		286,821.52	
November		287,115.70	
December		319,468.43	

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: 08/23/2022	Account Information Balances Report			Page: 1
	Jensen, Martin & Anderson			
Account #: 1110.00 - Operating Account				
Monthly Balances	2022	2021	Difference	
January	258,207.17	0.00	258,207.17	
February	196,053.72	0.00	196,053.72	
March	208,379.22	0.00	208,379.22	
April	216,795.49	0.00	216,795.49	
May	211,946.01	0.00	211,946.01	
June	205,999.18	163,202.50	42,796.68	
July	234,425.33	287,122.75	-52,697.42	
August	258,675.71	287,122.75	-28,447.04	
September		297,430.75		
October		286,821.52		
November		287,115.70		
December		319,468.43		



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.

	2022 Actual	2022 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		7,500.00	
October		0.00	
November		0.00	
December		0.00	
Total:	52,000.00	67,500.00	-8,000.00

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: 08/23/2022	Account Information Budgets Report		Page: 1
	Jensen, Martin & Anderson		
Account #: 8010.00 - Office Rent			
Budget Information	2022 Actual	2022 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		7,500.00	
October		0.00	
November		0.00	
December		0.00	
Total:	52,000.00	67,500.00	-8,000.00

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).

The screenshot shows the 'Account Information' window with the 'Journal Entries' tab selected. The account is 'Office Rent' (Expense - Debit) with account number 8010.00. The 'Period Selection' dropdown is set to 'All'. Below, a table lists journal entries for monthly rent payments. A secondary dropdown menu is open, showing options for 'Date' selection.

Date	Description	Debit	Credit
08/11/2022	D & B Real Estate - Monthly Rent	6,500.00	
07/18/2022	D & B Real Estate - Monthly Rent	6,500.00	
06/16/2022	D & B Real Estate - Monthly Rent	6,500.00	
05/09/2022	D & B Real Estate - Monthly Rent	6,500.00	
04/15/2022	D & B Real Estate - Monthly Rent	6,500.00	
03/16/2022	D & B Real Estate - Monthly Rent	6,500.00	
02/08/2022	D & B Real Estate - Monthly Rent	6,500.00	
01/15/2022	D & B Real Estate - Monthly Rent	6,500.00	
12/16/2021	D & B Real Estate - Monthly Rent	6,500.00	
11/11/2021	D & B Real Estate - Monthly Rent	6,500.00	
10/19/2021	D & B Real Estate - Monthly Rent	6,500.00	
Totals		71,500.00	0.00

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: 08/23/2022		Journal Report				Page: 1			
Jensen, Martin & Anderson									
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	10/19/2021	A		25645	0	3	6,500.00	D & B Real Estate - Monthly Rent
24	8010.00	11/11/2021	A		25649	0	3	6,500.00	D & B Real Estate - Monthly Rent
35	8010.00	12/16/2021	M			0	3	6,500.00	D & B Real Estate - Monthly Rent
52	8010.00	01/15/2022	M			0	3	6,500.00	D & B Real Estate - Monthly Rent
62	8010.00	02/08/2022	M			0	3	6,500.00	D & B Real Estate - Monthly Rent
75	8010.00	03/16/2022	M			0	3	6,500.00	D & B Real Estate - Monthly Rent
88	8010.00	04/15/2022	M			0	3	6,500.00	D & B Real Estate - Monthly Rent
103	8010.00	05/09/2022	M			0	3	6,500.00	D & B Real Estate - Monthly Rent
114	8010.00	06/16/2022	M			0	3	6,500.00	D & B Real Estate - Monthly Rent
130	8010.00	07/18/2022	M		25840	0	3	6,500.00	D & B Real Estate - Monthly Rent
144	8010.00	08/11/2022	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](#)
Quick Launch: [Deposit Slips](#)

The Deposit Slips program is used to combine one or more receipt type transactions onto a single deposit slip for a bank account. Deposit slips are created after the journal entries have been made. Once created, you can print a **Deposit Summary** to take to the bank with the checks.

Creating a deposit slip with combined deposits makes it easy to reconcile deposits on your monthly bank account statement.

In the following figures, the firm has received four checks on the same day. Each check has been recorded in GLS (as part of a separate transaction). Once the journal entries have been posted, the **Select Receipts** button (Figure 14) is used to open the **Select Receipts to Deposit** window (Figure 15) allowing you to select which receipts are to be included in the deposit.

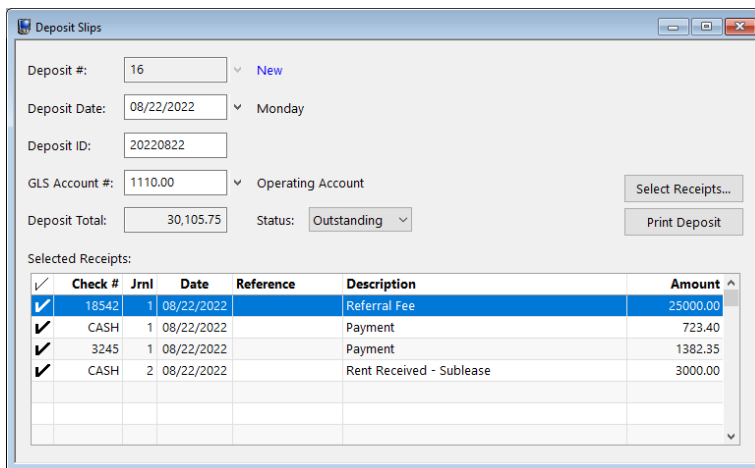


Figure 14, Deposit Slips window

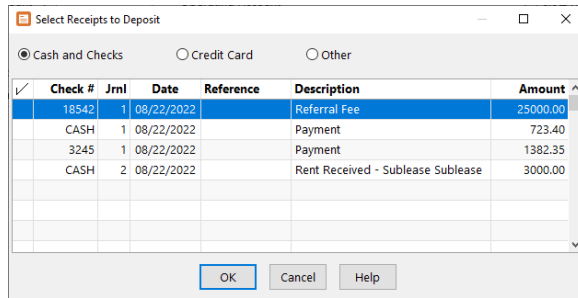


Figure 15, Select Receipts to Deposit window

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 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 14) can be used to print a **Deposit Summary** (Figure 16).

Date: 08/23/2022		Deposit Summary			Page: 1	
		Jensen, Martin & Anderson				
Deposit To:	First Bank	Deposit Date:	08/22/2022			
Account Name:	Operating Account	Deposit ID:	20220822			
Account #:	9874-342-22352					
Chk #	Date	Rcpt Type	Reference	Description	Amount	
	08/22/2022	Cash		Payment		3,723.40
				Total Cash		3,723.40
18542	08/22/2022	Check		Referral Fee		25,000.00
3245	08/22/2022	Check		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](#)
Quick Launch: [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.

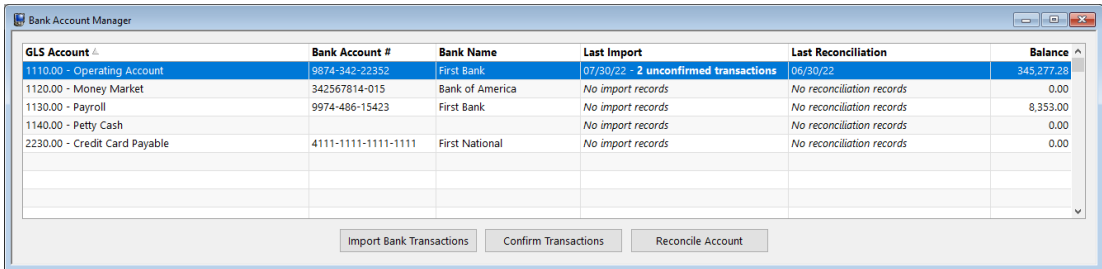


Figure 17, Bank Account Manager

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](#)

Quick Launch: [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
CHECK DEPOSIT TO SBA 20220702	07/02/2022	5,000.00		Direct Deposit		980315001
ACH DEPOSIT TO SBA 20220715	07/15/2022	80,125.00		Deposit		980406001
ACH DEPOSIT TO SBA 20220726	07/26/2022	1,451.00		Direct Deposit		980311111

Buttons: Create, Match

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

Source	Description	Date	Debit	Credit	Type	Check #	Jrnl	Reference
Bank 144	PARKING	07/10/2022		90.00	Check	25857		980310001
	City of Lincoln - Parking	08/11/2022		90.00		25857	3	
Bank 144	D&B Real Estate - Check 25856	07/10/2022		6,500.00	Check	25856		980309001
	D & B Real Estate - Monthly Rent	08/11/2022		6,500.00		25856	3	
Bank 144	ACH DEPOSIT TO SBA 20220715	07/15/2022	3,000.00		Deposit			980409601
	Rent Received - Sublease	08/11/2022	3,000.00		Check		2	
Bank 148	USPS	07/15/2022		250.00	Check	25858		980327001
	Postage	08/16/2022		250.00		25858	3	

Buttons: Edit, Unmatch, Confirm

Figure 19, Confirm Bank Transactions **Matched** tab

Reconciliation

Menu: [Maintenance | Reconciliation](#)
Home: [All Actions | Journal Entries | Reconciliation](#)
Quick Launch: [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

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.

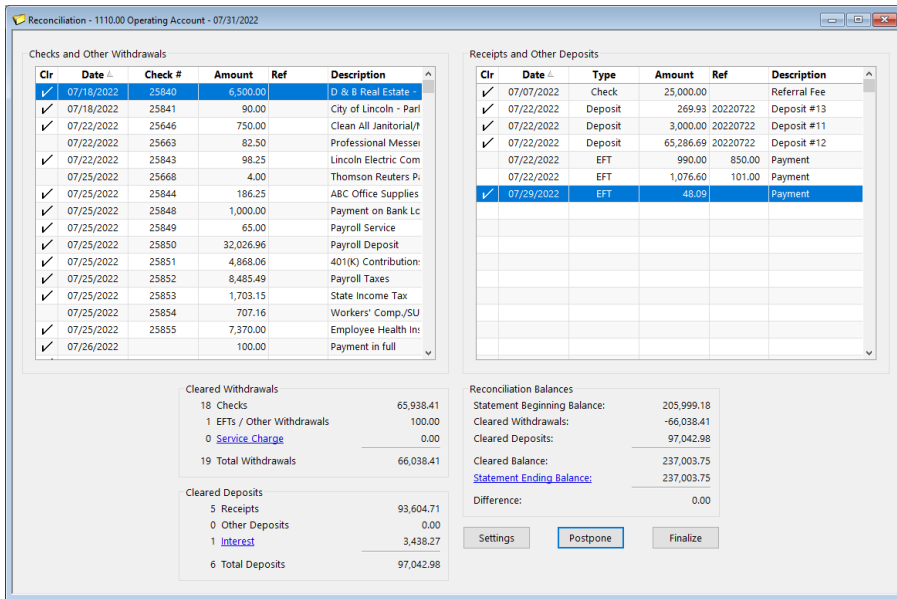


Figure 21, Reconciliation window

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

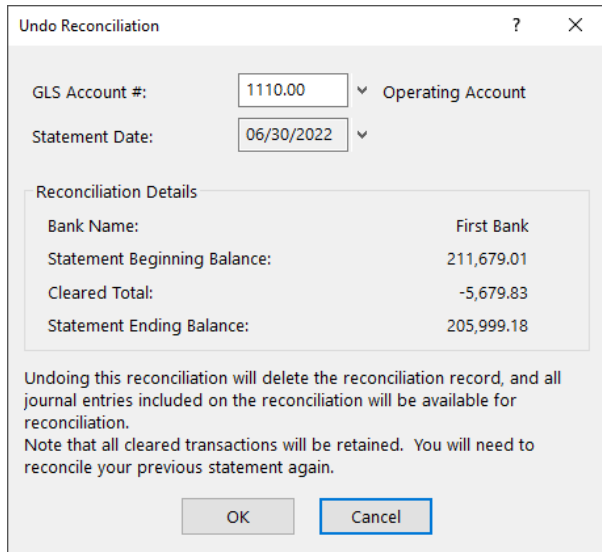


Figure 22, Undo Reconciliation

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

Recurring Entries

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

The Recurring Entries program is used to simplify the task of creating journal entries for items that occur on a regular basis. Examples of recurring entries include rent payments, depreciation, amortization, monthly lease payments, etc. You can select a specific day of the month to post entries or post them using the day on which the **Post Recurring Entries** program is run.

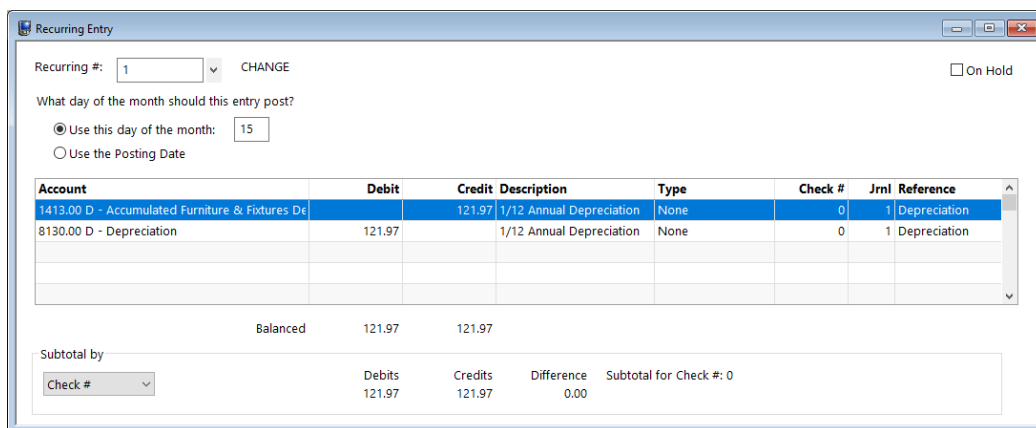




Figure 23, Recurring Entry window

► To add a new recurring entry

1. From the **File** menu, select **Open**, and then click **Recurring Entries**.
2. Click .
3. Enter the remaining information for the recurring entry.
4. Click  to save the new recurring entry.

Recurring entries are typically posted once a month using the **Post Recurring Entries** program. This program creates journal entries for each item selected to post.

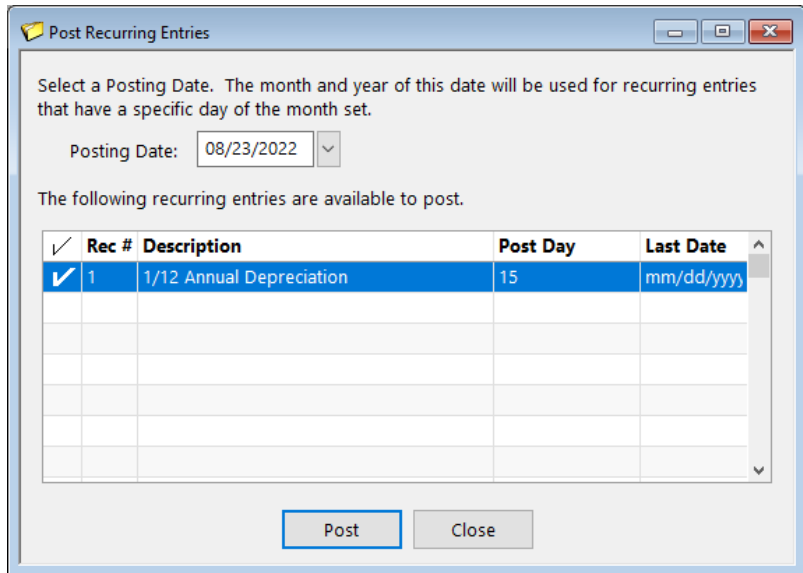


Figure 24, Post Recurring Entries window

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

Training Videos

Training videos are multimedia resources that walk you through General Ledger features. Select **Help** | **Training Videos** to access the training video libraries. The training videos can also be accessed at:

[Tabs3.com/videos](https://www.tabs3.com/videos)

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](https://www.tabs3.com/support/docs.html)

Tabs3 Support

Tabs3 Software provides some of the best support in the industry. Service to our customers is extremely important to us—so much so that our motto is:

Reliable software. Trusted service.

Support is provided at no charge with a maintenance plan and is available from 8:00 a.m. to 5:00 p.m. Central Time, Monday through Friday. If you have any questions, please feel free to call our Support staff at (402) 419-2210.

Email support is also available for all firms on maintenance. Our support team responds to emails during office hours. Our goal is to respond to your question within one business day. Please keep in mind that time-sensitive and complex issues are better handled over the phone. To request email support, visit **[Tabs3.com/support](https://www.tabs3.com/support)**.

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