Tabs3
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by profitsolv

Tabs3 Accounts Payable Guide

Tabs3 Billing

PracticeMaster

Trust Accounting

Accounts Payable

General Ledger

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 Tabs3 Accounts Payable, including creating vendors, entering invoices and manual checks, printing checks, and posting checks.

The ***Administrator Guide*** includes instructions on initial setup and configuration of Accounts Payable, including customization, bank accounts, where to purchase checks, and check printers.

The ***Integration Guide*** covers information related to integration between Tabs3 Software applications and provides initial configuration information. Additional information related to integration is available throughout the Tabs3 Software documentation, particularly the built-in help feature in the software itself.

All guides are available on our website at:

Tabs3.com/support/docs.html

Introduction

Tabs3 Accounts Payable (AP) 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*
Quick Launch: *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.

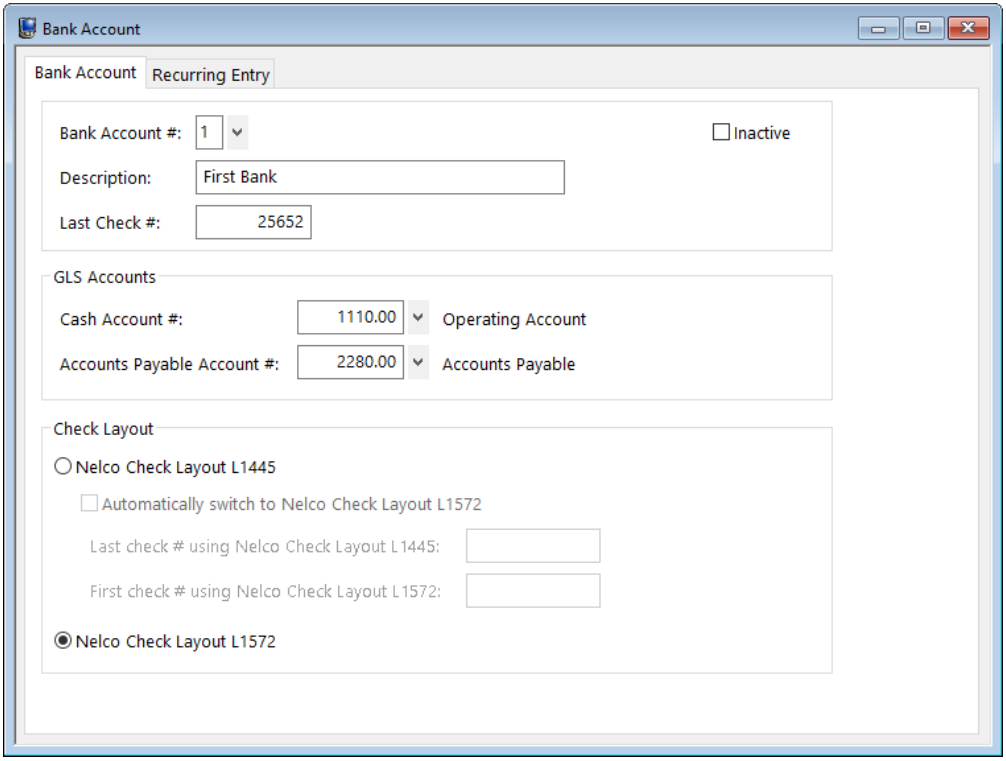


Figure 1, Bank Account window

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

Contacts

Menu: ***File | Open | Contacts***
Home: ***All Actions | Vendor | Contact Information***
Quick Launch: ***Contact Information***

Contacts are the people or organizations you interact with in the process of doing business on behalf of the firm or your clients. The Contact file is used to store information such as name, phone number, address, and email address. Contacts are shared between all Tabs3 Software applications.

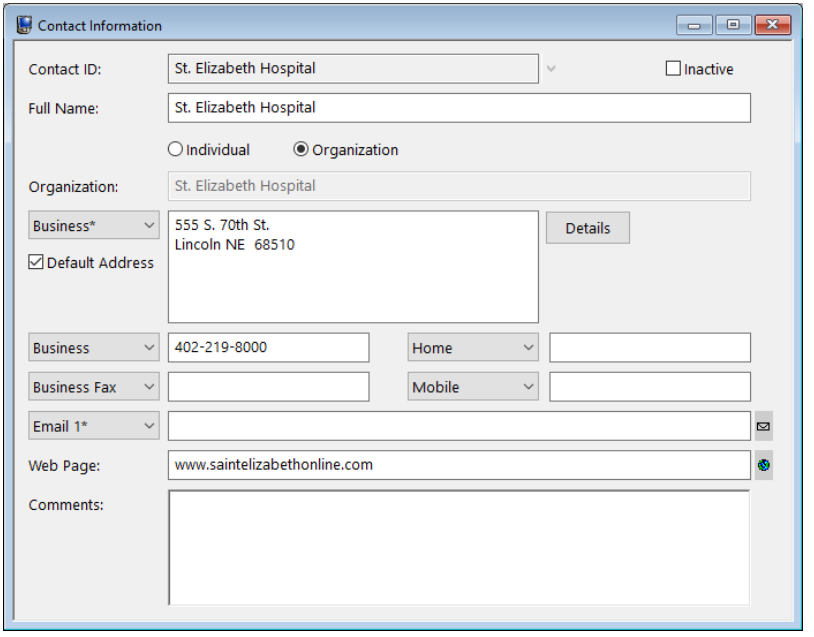


Figure 2, Contact Information

More Info: A detailed explanation of contacts, including instructions on how to add, change, and delete contacts, can be found in the AP Help or in the ***Clients & Contacts Guide***.

Vendors

Menu: ***File | Open | Vendor***
Home: ***All Actions | Vendor | Vendor Information***
Quick Launch: ***Vendor Information***

Vendors are contacts 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 Accounts Payable.

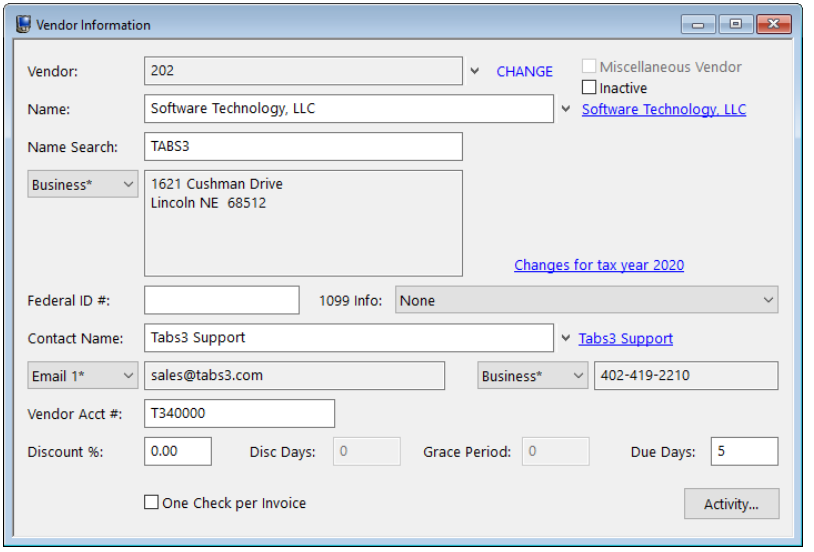


Figure 3, Vendor Information

Many of the fields in the Vendor file are self-explanatory. Those fields that require additional explanation are listed below.

Vendor

The **Vendor** field is used to store a unique identifying number for each vendor.

Name Search

The **Name Search** field allows you to run searches by vendor name rather than vendor number. It is also used to print reports in alphabetical order.

1099 Info

The **1099 Info** drop-down box determines whether or not a 1099-MISC form will print for this vendor and the box in which information will print on the 1099-MISC form.

Discount %	The **Discount %** is used to enter a discount of up to 99.99% granted by vendors for early payment.
Disc Days	The **Disc Days** field is used to enter the number of days the vendor allows a discount to be taken for early payment.
Grace Period	The **Grace Period** allows you to enter a number of days beyond the **Discount Date** that you want to take a discount.
Due Days	The **Due Days** field is used to enter the number of days you have to pay an invoice.
Miscellaneous Vendor	The **Miscellaneous Vendor** field is used to designate a vendor or multiple vendors as a "miscellaneous" vendor to be used for one-time vendor records. This helps to keep the number of vendors in the vendor file at a manageable level. Typically only a single miscellaneous vendor is defined.
One Check per Invoice	The **One Check per Invoice** check box determines whether or not multiple invoices can be printed on the same check for the same vendor. If this option is selected, a single invoice will print on a single check.

More Info: Complete definitions of all fields in the Vendor file can be found in AP Help.

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

▸ To add a new vendor

1. In the Quick Launch, search for and select "Vendor Information."
2. Click to assign a new vendor number.
3. Enter the **Name** using a "Last/First" format for individuals or a "First Last" format for organizations and press the *Tab* key.
    a. In the Contact Information window, enter the information for the vendor.
    b. Click to save the new contact.
4. Enter the remaining information for the vendor.
5. 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***
Quick Launch:	***Invoice/Manual Check Entry***

Invoice vs. Manual Check vs. EFT

An *invoice* is a bill received for goods received or services rendered. AP 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.

A *manual check* is a check written or generated by means other than Accounts Payable. Typically, manual checks are handwritten by someone at the firm prior to being entered into AP. 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.

Data Entry

Invoices, manual checks, and EFTs are entered via the Invoice/Manual Checks program. From the Quick Launch, search for and select "Invoice/Manual Check Entry."

- 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.

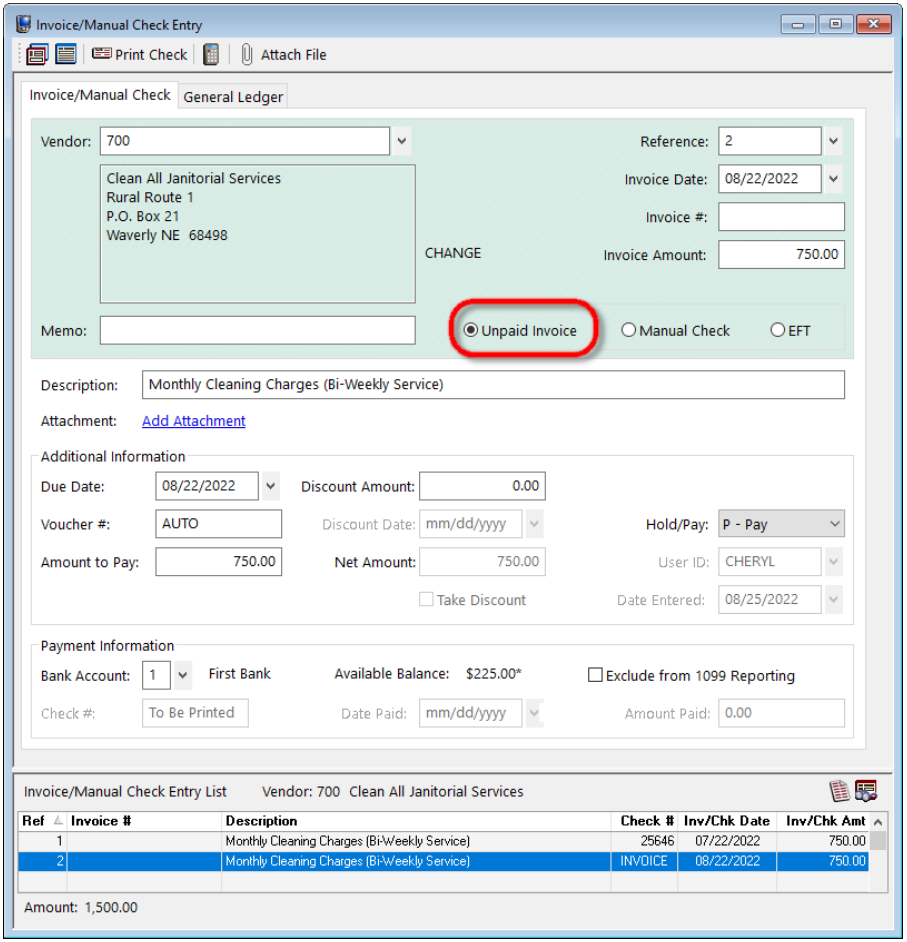


Figure 4, Example of an Invoice

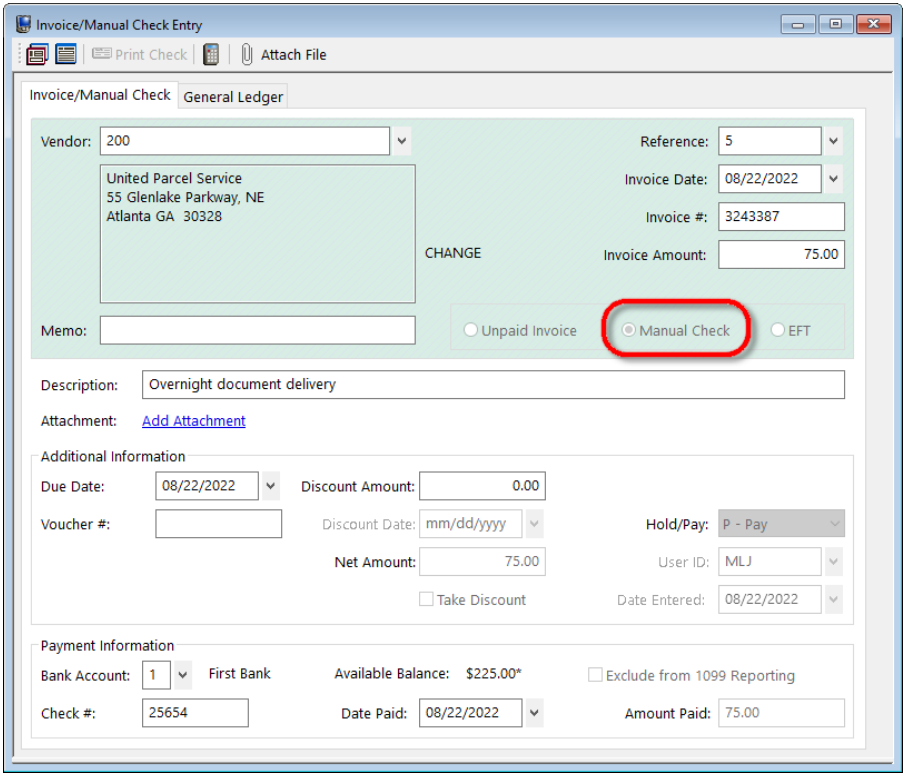


Figure 5, Example of a Manual Check

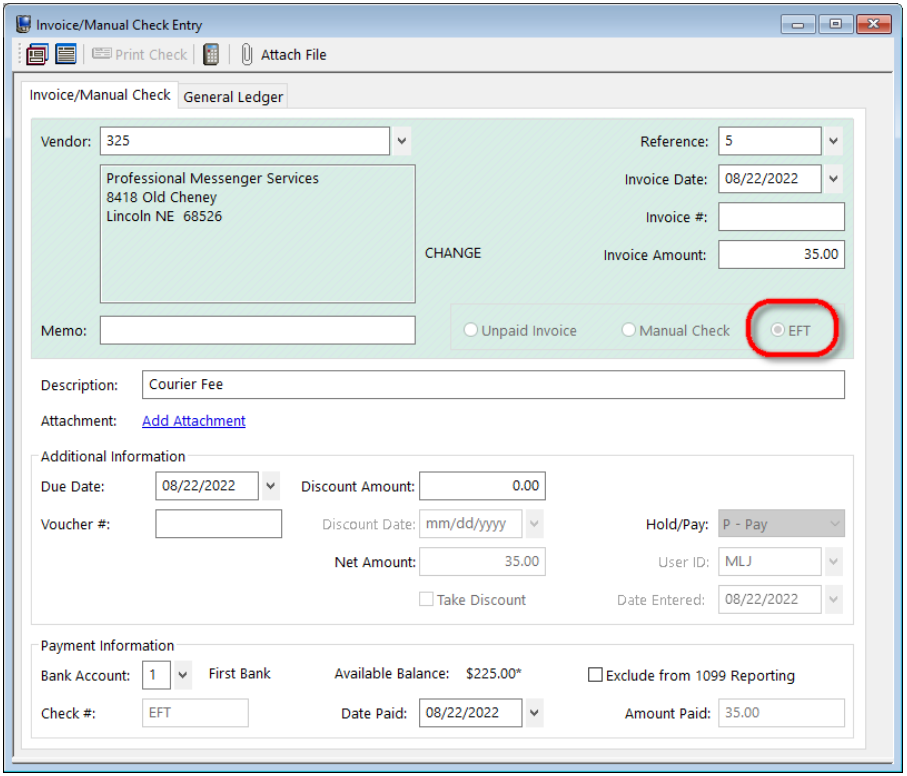


Figure 6, Example of an EFT

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.

Attachment	The **Attachment** field, or **Attach File** button, links an electronic copy of an invoice or receipt to an invoice, allowing it to easily be stored and accessed.
Hold/Pay	The **Hold/Pay** field determines the payment status of the invoice. Manual checks cannot be placed on Hold.
Amount to Pay	The **Amount to Pay** field is used when you are paying a partial amount of an invoice instead of the full amount. The **Amount to Pay** field is only available for an unpaid invoice.
Available Balance	The **Available Balance** field displays the current balance of the GL Cash Account linked to the selected AP Bank Account. An asterisk after the balance indicates that unposted transactions are included in the balance. This field is not shown when GL integration is disabled.
Check #	Enter the **Check #** used for the manual check. The **Check #** field cannot be edited for unpaid invoices. Instead, it is automatically populated when checks are printed. The **Check #** field is not available for EFTs.
Date Paid	Enter the **Date Paid** for the manual check or EFT. For unpaid invoices, the **Date Paid** field cannot be edited. Instead, it is automatically populated when checks are printed.

▸ To add a new invoice

1. In the Quick Launch, search for and select "Invoice/Manual Check Entry."
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. In the Quick Launch, search for and select "Invoice/Manual Check Entry."
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. In the Quick Launch, search for and select "Invoice/Manual Check Entry."
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 Billing and Tabs3 General Ledger

If you are integrating with Tabs3 Billing and/or Tabs3 General Ledger (GL), you will see additional data entry windows for entering GL journal entries and Tabs3 Billing cost entries when you enter the invoice, similar to the following figures *(Figure 7 and Figure 8)*.

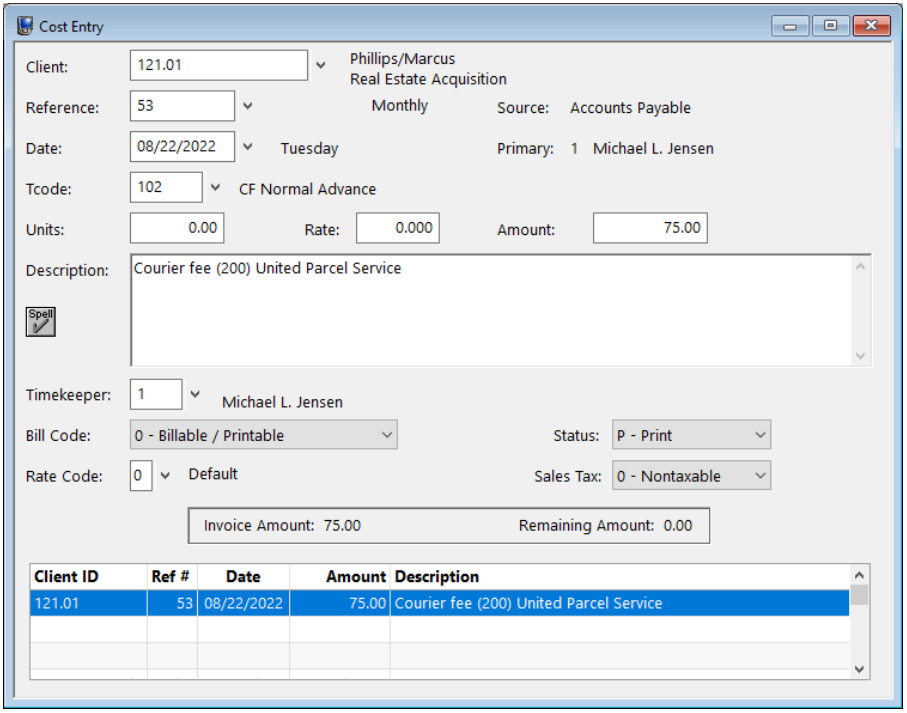


Figure 7, Tabs3 Billing Cost Entry window

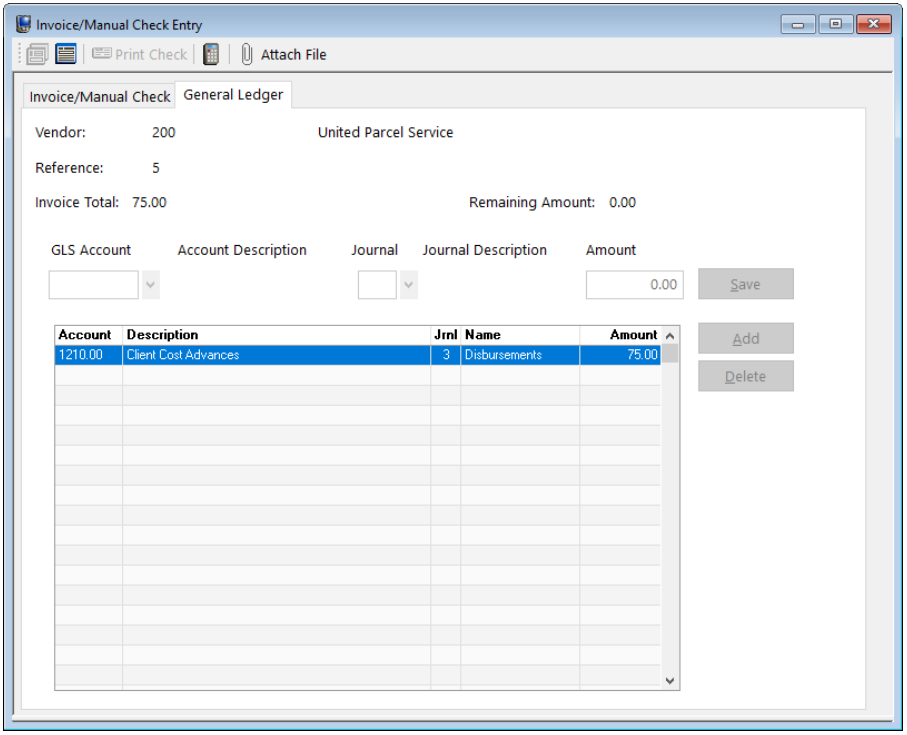


Figure 8, General Ledger (GL) Journal Entry tab

Advances Note: The Cost Entry window can be configured to only be displayed when GL journal entries have been made to an Advanced Client Costs account. This setting can be found in AP Customization. When using the Advanced Client Cost Report in GL, all advances should be made in AP so that there are no discrepancies in the report between Tabs3 Billing, AP, and GL totals.

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

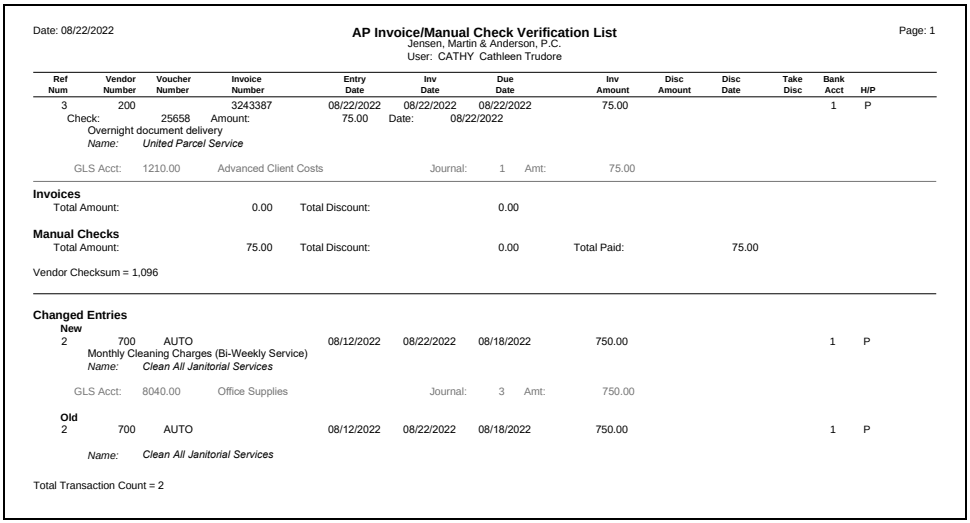
Training Videos

You can view the following training video for more information. Clicking the link will open the training video in your browser. All training videos are also accessible in the software via the ***Help | Training Videos*** menu and at **Tabs3.com/video**.

Accounts Payable Invoice Attachments Video

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.



Date: 08/22/2022

AP Invoice/Manual Check Verification List
Jensen, Martin & Anderson, P.C.
User: CATHY Cathleen Trudore

Page: 1

Ref Num	Vendor Number	Voucher Number	Invoice Number	Entry Date	Inv Date	Due Date	Inv Amount	Disc Amount	Disc Date	Take Disc	Bank Acct	H/P
3	200		3243387	08/22/2022	08/22/2022	08/22/2022	75.00				1	P

Check: 25658 Amount: 75.00 Date: 08/22/2022
Overnight document delivery
Name: United Parcel Service

GLS Acct: 1210.00 Advanced Client Costs Journal: 1 Amt: 75.00

Invoices
Total Amount: 0.00 Total Discount: 0.00

Manual Checks
Total Amount: 75.00 Total Discount: 0.00 Total Paid: 75.00

Vendor Checksum = 1,096

Changed Entries

New

2	700	AUTO		08/12/2022	08/22/2022	08/18/2022	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

Old

2	700	AUTO		08/12/2022	08/22/2022	08/18/2022	750.00				1	P

Name: Clean All Janitorial Services

Total Transaction Count = 2

Figure 9, Invoice/Manual Check Verification List

Printing Checks

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

Printing from the Invoice/Manual Checks Program

Menu: ***File*** | ***Open*** | ***Invoice/Manual Checks*** | ***Print Check***
Home: ***All Actions*** | ***Invoices*** | ***Invoice/Manual Check Entry*** | ***Print Check***
Quick Launch: ***Invoice/Manual Check Entry*** | ***Print Check***

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

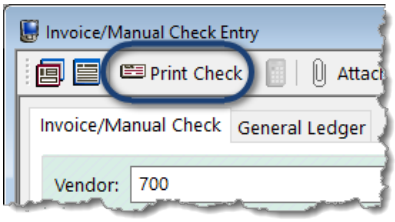


Figure 10, Invoice/Manual Checks Print Check

Printing from the Dashboard

Menu: ***File*** | ***Home Page*** | **Dashboard tab**
Home: **Dashboard tab**
Quick Launch: ***Home*** | **Dashboard tab**

The Unpaid Invoices widget on the **Dashboard** tab of the Home Page shows a list of all unpaid invoices. Click the ***Print Check*** link to print a check for the associated invoice.

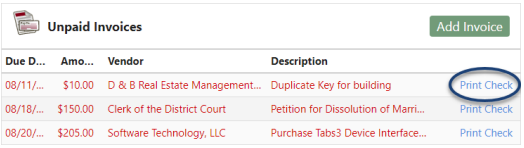


Figure 11, Dashboard Print Check

Printing from the Print Checks Program

Menu: ***Checks | Print Checks***
Home: ***All Actions | Checks | Print Checks***
Quick Launch: ***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.

Tip: You can use the Positive Pay Export utility ***(Checks | Positive Pay Export)*** to generate a list of valid checks for your bank's fraud prevention program after you print checks. See Knowledge Base Article **R11833**, "Exporting Checks Using Positive Pay," for more information.

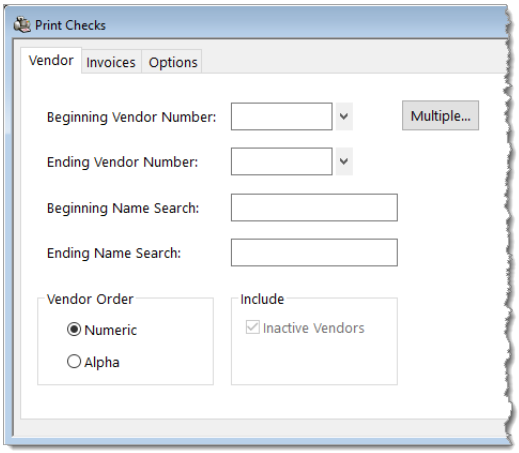


*Figure 12, Print Checks - **Vendor** tab*

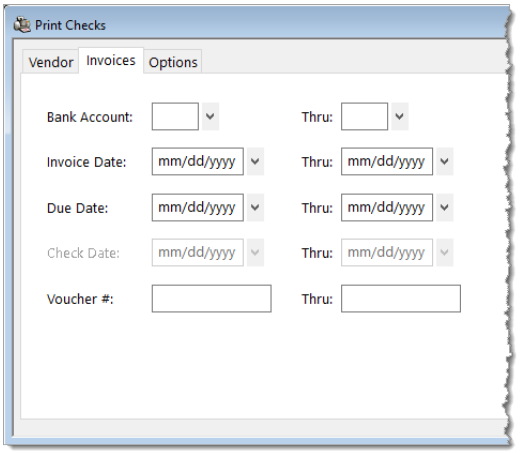


*Figure 13, Print Checks - **Invoices** tab*

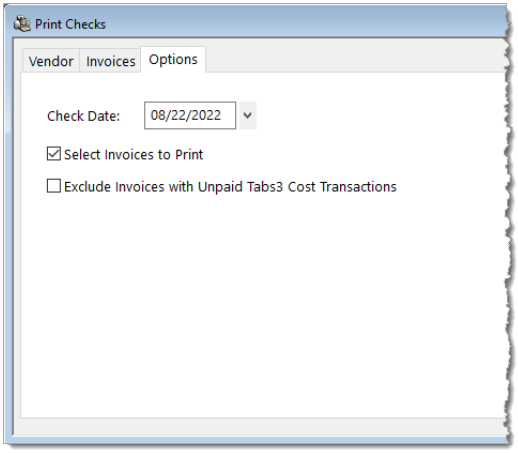


*Figure 14, Print Checks - **Options** tab*

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 GL journal entry date if integrating with GL.

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 15)*. 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. Additionally, you can view the available GL bank account balance and easily determine if printing checks for the selected invoices could cause an overdraft.

Note: GL integration must be enabled in order to view the GL bank account balance.

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 Billing 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.

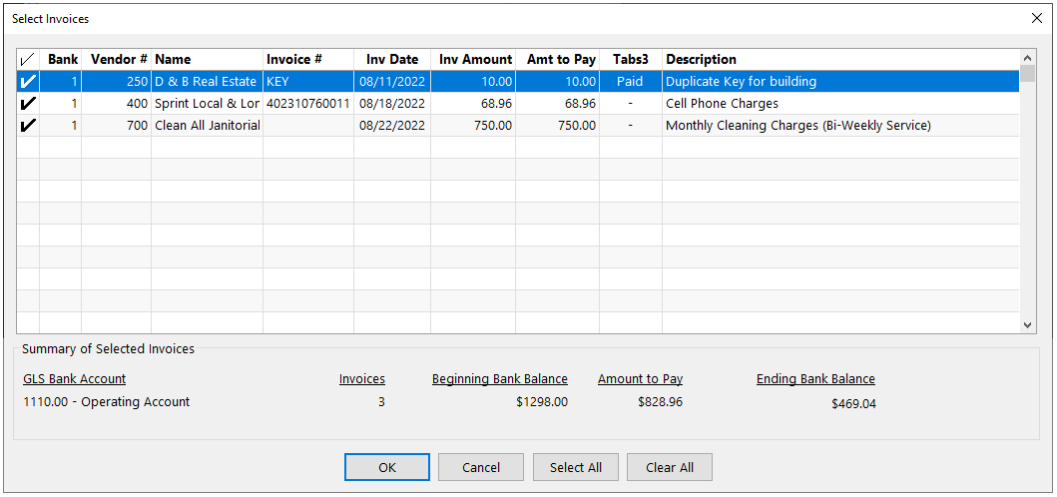


*Figure 15, Print Checks - **Select Invoices to Print** window*

Posting Checks and EFTs

Menu: *Checks | Post Invoices/Checks | Post Checks/EFTs*
Home: *All Actions | Checks | Post Checks/EFTs*
Quick Launch: *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 GL. The Post Checks/EFTs program can be run as often as needed, but is typically run once a month.

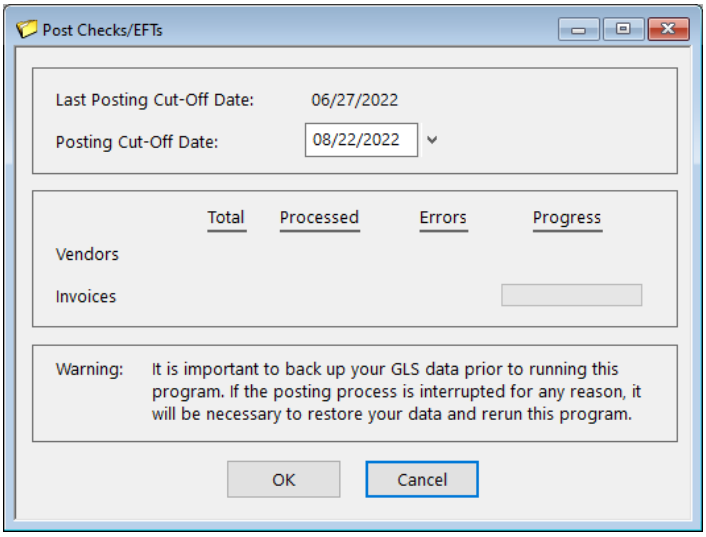


Figure 16, Post Checks/EFTs window

▸ To post checks and EFTs

1. In the Quick Launch, search for and select "Post Checks/EFTs."
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/Reprint Unposted Checks*
Quick Launch: *Void/Reprint Unposted Checks*

The **Void/Reprint Unposted Checks** program allows you to void unposted checks or reprint unposted checks that have already been printed or were interrupted during the printing process. Invoices and manual checks can be voided. This program does not allow you to void or reprint checks that have already been posted.

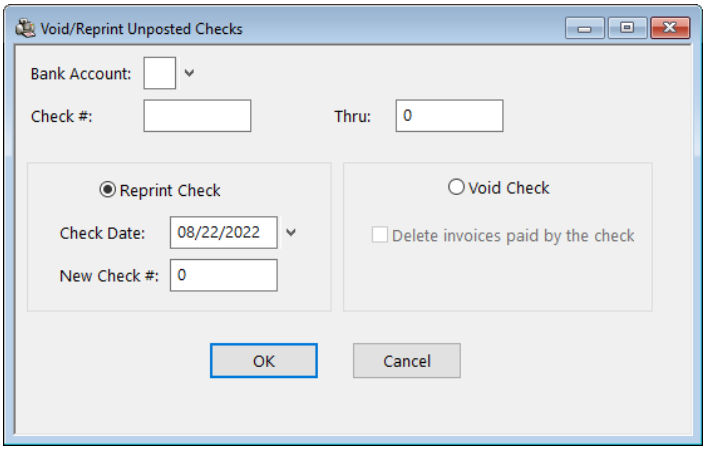


Figure 17, Void/Reprint Unposted Checks

Void Posted Checks and EFTs

Menu: *Checks | Void Checks | Void Posted Checks/EFTs*
Home: *All Actions | Checks | Void Posted Checks/EFTs*
Quick Launch: *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 GL, reversing General Ledger journal entries are automatically created and posted to GL.

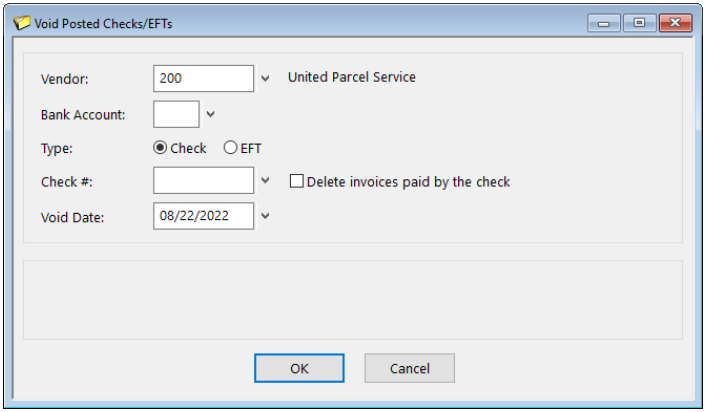


Figure 18, Void Posted Checks

Check Requests

Menu: *Checks | Check Requestss*
Home: *All Actions | Checks | Check Requests*
Quick Launch: *Check Requests*

Check Requests

Check requests are a feature of the Platinum edition of Tabs3 Software that allows adding and reviewing of requests for reimbursement using PracticeMaster, and then the creation of invoices based on those requests in Tabs3 Accounts Payable (or trust transactions in Tabs3 Trust Accounting). From the Quick Launch, search for and select "Check Requests." The Check Requests window has three page views:

- A list of check requests without an associated invoice are shown on the **Inbox** page view.

  Hover over a check request and click the icon to start a new invoice.
- Check requests with an associated invoice that has not yet been paid are shown on the **Unpaid** page view.
- Check requests with an associated invoice that has been paid are shown on the **Completed** page view.

Click on a row to review the check request, or click the icon to open the attachment.

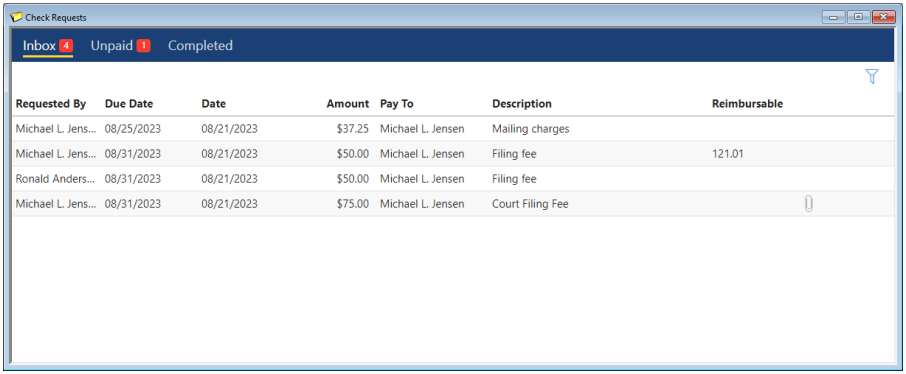


Figure 19, Inbox page view of the Check Requests window

Figure 20, Unpaid page view of the Check Requests window

Figure 21, Completed page view of the Check Requests window

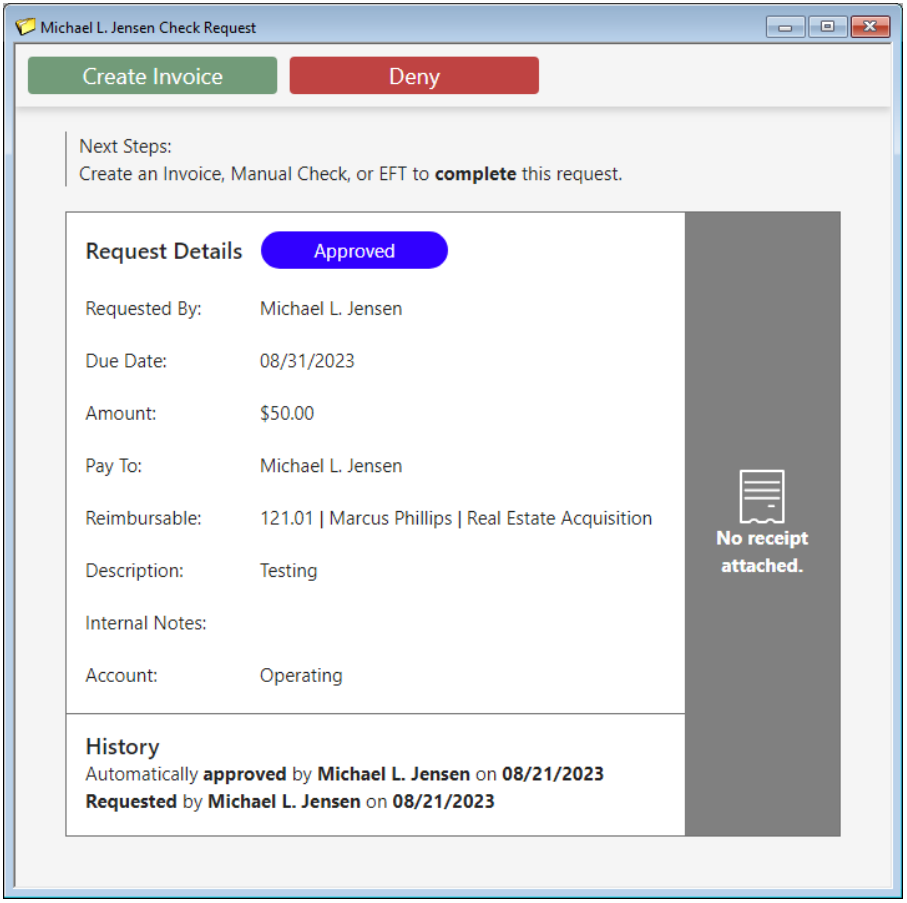


Figure 22, Check Request details

The fields for a check request that are not self-explanatory are explained below.

Requested By

The **Requested By** field shows the user who created the check request.

Pay To

The **Pay To** field shows a contact to which a check should be sent. This contact may not always be a vendor in AP; if an invoice is created for this check request, a vendor must be selected or created.

Reimbursable	The **Reimbursable** field shows what client matter in Tabs3 Billing should be billed for this check. If an invoice is created for this check request, an associated cost transaction will be defaulted for this amount in Tabs3 Billing.
Attachment	The **Attachment** icon links an electronic copy of an invoice or receipt to an invoice, allowing it to easily be stored and accessed.

To create a new invoice for a check request

1. In the Quick Launch, search for and select "Check Requests."
2. On the **Inbox** page view, locate the check request.
3. Hover over the check request and click to start a new invoice.
4. Enter the desired information for the invoice.
5. Click to save the new invoice.

Note: Creating and reviewing check requests is performed in PracticeMaster. Additional information regarding integration can be found in AP Help and the ***Integration Guide***.

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 (AP) Frequently Asked Questions" contains answers to commonly asked questions regarding Tabs3 Accounts Payable.

All Knowledge Base articles are available on our website at:

support.Tabs3.com

Training Videos

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

Tabs3.com/videos

Report Pack

The Accounts Payable Report Pack provides detailed descriptions, definitions, and examples of reports provided with the Accounts Payable. 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 website at:

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**.

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