



# **AP Vendors & Vouchers**



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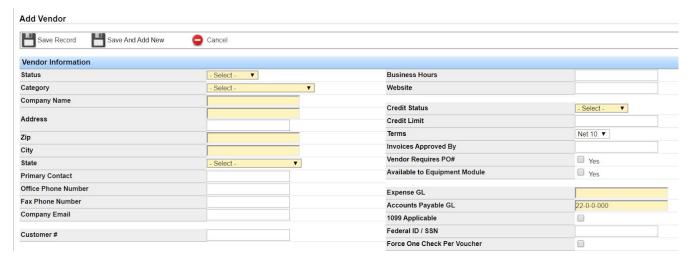
#### Introduction

Transport Pro has a module dedicated to managing and paying your accounts payable (AP) vendors. This guide walks you through the process of adding your AP vendors in the system as well as creating vouchers to pay your vendors. This guide will also show you how to cut a physical check for your vendors and how to record an ACH payment. If you have any questions about this module or process, please reach out to our technical support team at <a href="mailto:support@transportpro.net">support@transportpro.net</a>.

#### Add a Vendor

To add a new AP vendor to the system, go to Accounting>Accounts Payable>Vendors>Add Vendor. Below is a screenshot of the vendor entry screen as well as an explanation of each field.

**NOTE**: Your AP vendors are for things like your rent, water, electric bills, etc. The AP system is **NOT** connected to the settlements system in any way, so this is separate from paying your carriers or drivers.



## **Explanation of Fields:**

\*Yellow fields are required.\*

**Status**: Select "Active" or "Inactive." The vendor must be active in order to pay. You can inactivate the vendor if you don't need to use this vendor any longer, but the system keeps any history.

Category: Select the type of vendor this is (i.e. utilities, insurance, etc).

**Company Name**: Type the vendor's company name here (i.e. State Farm, Gary's Garage, etc).



**Address/Zip/City/State**: Enter the vendor's full address. *Helpful tip*: If you type the zip code first, the city and state will auto-populate for you.

**Primary Contact**: If you have a specific contact/rep that you work with, enter the name of that contact.

Office/Fax Number: Enter the applicable phone numbers for this vendor.

**Company Email**: Enter the email for this vendor.

**Customer #**: If you need to pay out a customer that you have in the system for some reason, you would set them up as a vendor, and you can reference the Transport Pro customer ID here if you'd like. This does not drive anything; It simply lives here on the vendor record for your reference.

**Business Hours**: Enter the vendor's business hours if you have them.

Website: Enter the vendor's website if you have it.

**Credit Status**: This may not be a requirement for your vendors, so if it's not applicable just select "none." Otherwise, you can mark the status as "pending" or "complete." This does not drive anything; It simply lives here for your reference.

**Terms**: Select the terms for this vendor. By default, we provide a few standard options here. If you don't see the value you need, please email <a href="mailto:support@transportpro.net">support@transportpro.net</a> and let them know you need another option available in the dropdown.

**Invoices Approved By**: If you have a person internally in your organization that is responsible for approving vouchers to pay your AP vendors, you can tag that here by entering that person's name or initials. It's not required here, but if you enter a value, it will auto-populate for you on the voucher (which you'll see in the next section, and will later become required to post the voucher).

**Vendor Requires PO#**: If this vendor requires a PO# check "Yes." This will turn the PO# field yellow/required whenever you add a voucher for this vendor. It's a way to help remind you that this value is required for this vendor.



**Available to Equipment Module**: If you are an asset-based company using the equipment maintenance module to manage repair and work orders for your equipment, then you may have some "equipment" vendors that you need to manage and tag over in the equipment maintenance module. In this case, you can check "Yes" here. Otherwise, leave it unchecked.

**Expense & Accounts Payable GL**: Enter the desired expense and accounts payable GL accounts. Your accountant will need to decide which GL accounts to hit.

By default the Accounts Payable GL will be set to 20-0-000, which is the A/P - Trade account in the system's default chart of accounts. The GL accounts you set here will auto-populate for you when you add a voucher for this vendor (shown in the next section).

It is helpful to understand at this point that the voucher establishes the expense and liability to pay the vendor. And later, when you go to write/print the check to the vendor, it clears the liability via cash.

If you are unsure of which GL accounts to enter, please consult your accountant. You and your accountant can always review the chart of accounts in a separate tab for reference by going to Accounting>Chart of Accounts>Search Chart of Accounts and then clicking "Search" to review the chart, or make any desired edits to the chart.

If you're using QuickBooks, or some other accounting package besides Transport Pro, then the GL accounts you select here won't matter so much, and that would be managed in your other accounting system. But, a value is still required here in order to save the record.

1099 Applicable: If you need 1099 information for this vendor check this box.

**Federal ID/SSN**: This field will only become a requirement if you check the 1099 box.

**Force One Check Per Voucher**: This option is here in the case that you may have multiple vouchers/items to pay out for this vendor at once. In this scenario, by default, the system will put all of those items on one check, which may be fine. However, if the vendor requires a separate check for each item/voucher, then you can check this box and the system will later print the checks separately if this option is checked.

Once all of the information for the vendor has been added, be sure to click "Save Record."

When you click to save the record, you will be redirected to the Vendor Summary screen, where you'll see an overview of the information you just added. If you scroll down a bit, you will also notice several blue sections, where you have the ability to manage any additional contacts, general notes, and any documentation for the vendor that you wish to upload and have on file. This is also where you will add the vouchers for this vendor, which will be shown in the next section.

As you begin adding and posting vouchers to pay your vendors, the system will keep track of anything you have pending or completed, and automatically display that information for you here as well.



#### Search Vendors

If you need to pull up a vendor record for review, or would like to make an edit to a vendor record, go to Accounting>Accounts Payable>Vendors>Search Vendors. You have several filter options, or you can simply click "Search" to bring up the list of all vendors you have in the system.





Click on the desired ID to open a specific vendor record.



You will be redirected to the Vendor Summary screen. If you need to make an edit, click "Edit Information" in the upper right-hand corner, and click "save" when done making changes.



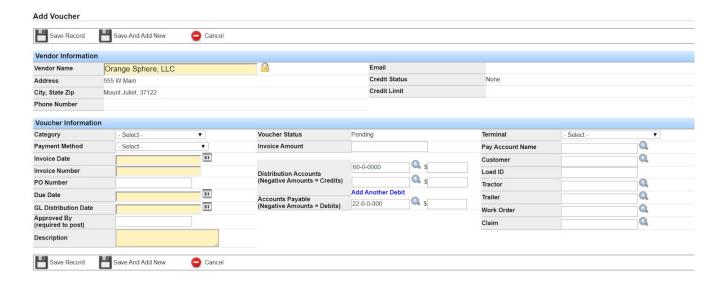
#### Add a Voucher

If you want to pay out an AP vendor, you **MUST** first add a voucher in order to do so. While you can go through the menu Accounting>Accounts Payable>Vouchers>Add Voucher, it's much easier to add your vouchers from the **Vendor Summary** screen. This is because the system will automatically carry over the basic vendor information onto the voucher when you do it this way. Click "+Add Voucher."



When you click on "Add Voucher" you will be redirected to the voucher entry screen. You will see the general vendor information carry over in the top half of the screen, and you will be prompted to fill out the bottom half of the voucher form. Below is a screenshot of this entry screen as well as an explanation of fields.





### **Explanation of Fields:**

\*Yellow fields are required.\*

**Category**: This is not required, but if you wish to tag the category this voucher falls under, you can make the desired selection (i.e. utilities, communication, etc.)

**Payment Method**: You can select which bank account you are paying this vendor from. This drop-down list will show you any checking accounts you have added to the system.

You may realize that you don't see what you need here, and you can quickly add your AP checking account(s). To do so, go to Accounting>Checking Accounts>Checking Accounts>Add Checking Account. Once added, you will find it in this drop-down to select.

**NOTE**: We do not offer direct bank integration. This is simply a tag on the record for your reference.

**Invoice Date**: Enter the invoice date/the date the vendor invoiced you. Once you enter this value, you will see the "due date" and "GL distribution date" fields auto-populate with dates. This is based on the terms that you set on the vendor record. You can edit these dates in real-time if needed.

**Invoice Number**: Enter the invoice number from the vendor.

**PO Number**: If a PO number is applicable enter it here. Recall, if you checked this as a vendor requirement when you were setting this vendor up, then this would show as a yellow field here.



**Due Date**: Enter the date that the payment is due to the vendor.

**GL Distribution Date**: Typically, this is the same as the due date.

**Approved By**: Enter the name or the initials of the person approving this voucher internally. While this is not a yellow field, in order to post this voucher in the next step, a value will be required. So, you can add it now, or come back and add it later, but you will need a value here eventually to pay this voucher. If you set this on the vendor record, it will auto-populate.

**Description**: Enter a description for this voucher (i.e. water bill, renter's insurance, etc.)

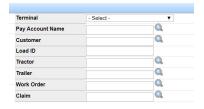
**Invoice Amount**: Enter the invoice amount/what you owe the vendor for this item.

**Distribution & Accounts Payable GL Accounts**: Recall, when you set up the vendor record, you are required to enter these values, and they will auto-populate for you here, saving you from entering this information every time you add a voucher for the vendor.

If you don't want to use the account for that particular voucher, you can change the distribution account on the voucher in real-time. You can also add multiple distribution accounts if need be.

Lastly, you will notice the third column in the "Voucher Information" section allows you to tag any existing records in the system whether it be a customer record, load ID, tractor, etc. Note that anything you tag here just lives on the voucher here for your reference. This voucher will **NOT** talk to any other records in the system, nor will it talk to the settlements system, or automatically create any settlements.

The only tag that does anything is the "Terminal." If you tag the terminal, it is tagged on the GL transaction.



Be sure to click "Save Record" when done entering the information.

Recall that the voucher establishes the expense and liability to pay the vendor. And later, when you go to write/print the check to the vendor, it clears the liability via cash.

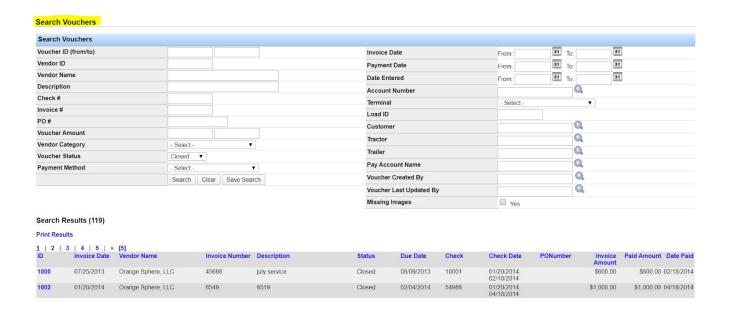
When you click to save the voucher information, you will be redirected to the Voucher Summary screen, where you will see the general vendor/voucher information at the top, and also several blue sections, where you can manage contacts and notes, upload files, and quickly add a settlement item if applicable.

As you begin to pay out for the voucher via a check or ACH (shown in the next steps), the system will auto-populate the voucher payments for you, so you can view the activity and history on this record.



#### **Search Vouchers**

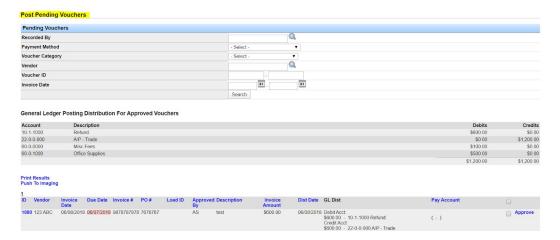
You have the ability to search for vouchers in the system by going to Accounting>Accounts Payable>Vouchers>Search Vouchers. You can use the filters as desired to pull up specific vouchers. Otherwise, click "Search" to bring up all of the vouchers in the system. If you wish to review a voucher in more detail, or make an edit, click on the ID.





### **Post Pending Vouchers**

For every voucher you add, you have to post. So, after you add the voucher, you will need to post it by going to Accounting>Accounts Payable>Vouchers>Post Pending Vouchers. You can use the filters on this screen to search for specific vouchers you would like to post. Otherwise, the system will show you all of the pending vouchers you currently have in the system that need to be posted.



You may notice when looking at your list of pending vouchers that some give you the option to check a box to approve/post the voucher, while others do not. If you are missing this checkbox it means that you have forgotten to enter the name or initials of the person approving vouchers in the "Approved By" field on the voucher, and you will need to add that before you can post it here.

Check the vouchers you would like to post, and then click "Approve" at the bottom of the screen.



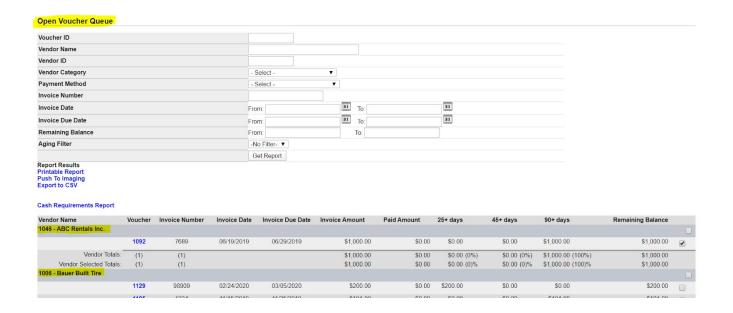
Once you click "Approve" you will receive a message that the voucher(s) were successfully posted.



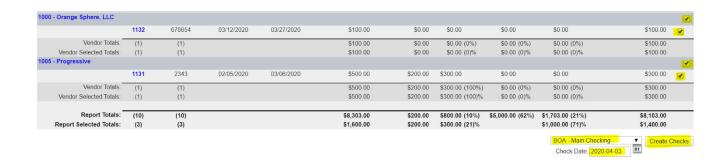
### **Select Posted Vouchers for Check Printing**

Once you post your vouchers, the system sends them to the open voucher queue, where you will select the items/vouchers you would like to print checks for. Go to Accounting>Accounts Payable>Open Voucher Queue. Here you will find your list of posted vouchers, which are broken out by vendor.

You do have filter options if you would only like to view certain vouchers. Otherwise, the system will show you all posted vouchers here.



Select all of the vouchers you would like to print checks for. Then, at the bottom of the screen, select the appropriate AP checking account, and make sure the check date is correct (it will default to the current date). Then click "Create Checks."



#### **Print AP Checks**

Once you select the vouchers in the open voucher queue, the system sends the checks to the AP Check Print Queue to be printed. Go to Accounting>Accounts Payable>AP Check Print Queue. This queue looks just like the check print queue that you're used to seeing in settlements.

From here, you can edit the check numbers if needed. Select all of the checks that you'd like to print, and then click "print."

**NOTE**: Just as we need to test the check alignment with your settlement checks, we need to do the same for your AP checks; your AP checks may or may not be different than your settlement checks, as this is solely based on how you have your checking accounts for these items set up.

Please send a VOID AP check to <a href="mailto:support@transportpro.net">support@transportpro.net</a> and they will work with you to get the check alignment correct before you begin printing.



After you click "print" you will be redirected to a Check Confirmation screen. If for some reason the check did not print correctly (i.e. check was upside down, alignment not correct, etc.), click the "Requeue/Cancel" box for that check and then click "Save Record.". This will place the check back into the check print queue to be printed again.

**NOTE**: If you check to requeue/cancel the check, the check number will be **VOIDED**, and you will **NOT** be able to reuse that check number. This is because if you re-queue the check, the system assumes that the check was printed incorrectly, and therefore destroyed.

If the check(s) did print correctly, be sure to click "Save Record" on this screen to confirm the check(s) did print. Confirming that the check(s) did print is what sends the check(s) to the cash reconciliation module.





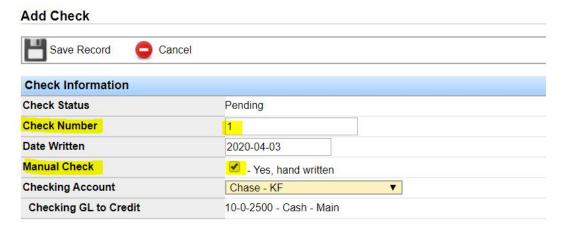
### **Record ACH Payments**

To record your vendor payments as ACH payments versus cutting a physical check, you will follow the same steps of the workflow **EXCEPT** for selecting the vouchers in the Open Voucher Queue and printing the check. So you will follow the steps below:

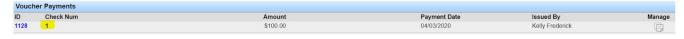
- 1) Add the voucher.
- 2) Post the voucher.
- 3) Navigate to the Voucher Summary screen by going to Accounting>Accounts Payable>Vouchers>Search Vouchers. Find the desired voucher you would like to record the ACH payment for and click on the ID.
- 4) Scroll down to the "Voucher Payment" section and click "+Add Payment."



5) On the next screen, check the box that says "Yes, hand written" then enter the check number as "1" and click "Save Record."



You will be redirected to the Voucher Summary screen, where you will now see the recorded payment with the check number "1." This way, you will know when you pull your records in Transport Pro that all the payments recorded with a check number of "1" are your ACH payments.



If you have any questions regarding the AP module of Transport Pro, please reach out to our technical support team at <a href="mailto:support@transportpro.net">support@transportpro.net</a>.