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 support@transportpro.net.

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 support@transportpro.net 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.

Contacts   ✚ Add Contact
No contacts were found for this vendor.

Notes   ✚ Add Note
No notes were found for this vendor.

Pending Vouchers   ✚ Add Voucher
1

ID	Invoice Date	Invoice Number	Due Date	Approved By	Description	Status	Invoice Amount	Amount Paid	Remaining Balance
1133	03/17/2020	456654	04/01/2020	KF	water bill	Pending	$100.00	$0.00	$100.00

Open Vouchers
1

ID	Invoice Date	Invoice Number	Due Date	Approved By	Description	Status	Invoice Amount	Amount Paid	Remaining Balance
1132	03/12/2020	678654	03/27/2020	KF	water bill	Open	$100.00	$0.00	$100.00

Closed Vouchers
1 | 2 | » [2]

ID	Invoice Date	Invoice Number	Due Date	Approved By	Description	Status	Invoice Amount	Amount Paid	Remaining Balance
1000	07/25/2013	45698	08/09/2013	kk	july service	Closed	$600.00	$600.00	$0.00
1001	01/20/2014	456	02/04/2014	55	6561	Closed	$-500.00	$0.00	$-500.00
1002	01/20/2014	6549	02/04/2014	55	6519	Closed	$1,000.00	$1,000.00	$0.00
1008	04/18/2014	5654	05/03/2014	ap	test	Closed	$-2,500.00	$-2,500.00	$0.00
1009	04/18/2014	6549	05/03/2014	a	test	Closed	$2,000.00	$2,000.00	$0.00
1010	07/30/2014	1111111	08/14/2014	Matt Wallace	sasldkfjasdf	Closed	$10,000.00	$10,000.00	$0.00
1011	07/31/2014	555555555	08/15/2014	Matt	asdfasdfsad	Closed	$1,000.00	$1,000.00	$0.00
1012	08/11/2014	12345	08/26/2014	Tim Barrett	Marketing	Closed	$1,000.00	$1,000.00	$0.00
1015	10/22/2014	234234	11/06/2014	kjk	monthly service	Closed	$1,000.00	$1,000.00	$0.00
1054	05/04/2016	34	05/18/2016	kf	overpayment	Closed	$1,200.00	$1,200.00	$0.00

File History   ▼ Filter ✚ Add File
No files were found for this record

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.

Search Vendors

Search Vendors

Vendor ID		Customer #	
Company Name		Approved By	
Expense GL	🔍	Address	
Category	- Select - ▼	City	
Status	Any Status ▼	State	- Select - ▼
Tax Number		Zip	
	Search Clear Save Search	Needs 1099	☐

Search Results (59)

Print Results

1 | 2 | 3 | » [3]

ID	Vendor	Category	Address	City	State	Zip	Office Phone Number	Office Fax Number	Email	Voucher MTD	Voucher YTD	Voucher Historic
1000	Orange Sphere, LLC	Communications	555 W Main	Mount Juliet	TN	37122				0.00	300.00	18,100.00
1001	A-1 Towing	Equipment	555 W Main	Mount Juliet	TN	37122	555-777-4444			0.00	0.00	17,618.93

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

ID	Vendor	Category	Address	City	State	Zip	Office Phone Number	Office Fax Number	Email	Voucher MTD	Voucher YTD	Voucher Historic
1000	Orange Sphere, LLC	Communications	555 W Main	Mount Juliet	TN	37122				0.00	300.00	18,100.00
1001	A-1 Towing	Equipment	555 W Main	Mount Juliet	TN	37122	555-777-4444			0.00	0.00	17,618.93
1002	Gary's Garage	Equipment	123 Main St	Long Grove	IL	60060				0.00	5,300.00	7,700.00

Search Results (59)
Print Results

1 | 2 | 3 | » [3]

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.

Vendor Summary

Vendor Information - Change Log   Edit Information

Vendor ID	1000	Business Hours	
Status	Active	Website	
Category	Communications	Credit Status	None
Company Name	Orange Sphere, LLC	Credit Limit	
Address	555 W Main	Credit Terms	Net 15
City, State Zip	Mount Juliet, TN 37122		

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."

Contacts   Add Contact
No contacts were found for this vendor.

Notes   Add Note
No notes were found for this vendor.

Pending Vouchers   Add Voucher

ID	Invoice Date	Invoice Number	Due Date	Approved By	Description	Status	Invoice Amount	Amount Paid	Remaining Balance
1133	03/17/2020	456654	04/01/2020	KF	water bill	Pending	$100.00	$0.00	$100.00

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.

Terminal	- Select - ▼
Pay Account Name	
Customer	
Load ID	
Tractor	
Trailer	
Work Order	
Claim	

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.

Notes   ✚ Add Note
No notes were found for this voucher.

Voucher Payments

ID	Check Num	Amount	Payment Date	Issued By	Manage
1004	10002	$2,500.00	04/10/2014	Kenneth Kloeppel	

Accounting Transactions
1

Date	Transaction ID	GL Account	GL Description	Amount	Description
04/10/2014	1125	22-0-0-000	A/P - Trade	$2,500.00	Record Transactions For Voucher Payment ID:1004
04/10/2014	1124	22-0-0-000	A/P - Trade	$-2,500.00	Vendor Voucher For Progressive - Inv:6549849549
04/10/2014	1124	60-0-0000	Misc Fees	$2,500.00	Vendor Voucher For Progressive - Inv:6549849549
04/10/2014	1125	10-0-2500	Cash - Main	$-2,500.00	Record Transactions For Voucher Payment ID:1004

Settlement Activity   ✚ Settlement Entry ✚ Recurring Settlement
No settlement activity was found.

File History   ▼ Filter ✚ Add File

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.

Search Vouchers

Search Vouchers			
Voucher ID (from/to)		Invoice Date	From: To:
Vendor ID		Payment Date	From: To:
Vendor Name		Date Entered	From: To:
Description		Account Number	
Check #		Terminal	- Select -
Invoice #		Load ID	
PO #		Customer	
Voucher Amount		Tractor	
Vendor Category	- Select -	Trailer	
Voucher Status	Closed	Pay Account Name	
Payment Method	- Select -	Voucher Created By	
	Search Clear Save Search	Voucher Last Updated By	
		Missing Images	☐ Yes

Search Results (119)

Print Results

1 | 2 | 3 | 4 | 5 | » [5]

ID	Invoice Date	Vendor Name	Invoice Number	Description	Status	Due Date	Check	Check Date	PONumber	Invoice Amount	Paid Amount	Date Paid
1000	07/25/2013	Orange Sphere, LLC	45698	july service	Closed	08/09/2013	10001	01/20/2014, 02/18/2014		$600.00	$600.00	02/18/2014
1002	01/20/2014	Orange Sphere, LLC	6549	6519	Closed	02/04/2014	54988	01/20/2014, 04/18/2014		$1,000.00	$1,000.00	04/18/2014

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 support@transportpro.net 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."

Notes	Add Note
No notes were found for this voucher.	
Voucher Payments	Add Payment
No payments were found for this voucher	
Accounting Transactions	

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

Add Check

Save Record	Cancel

Check Information

Check Status	Pending
Check Number	1
Date Written	2020-04-03
Manual Check	☑ - Yes, hand written
Checking Account	Chase - KF
Checking GL to Credit	10-0-2500 - Cash - Main

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.

Voucher Payments

ID	Check Num	Amount	Payment Date	Issued By	Manage
1128	1	$100.00	04/03/2020	Kelly Frederick	

If you have any questions regarding the AP module of Transport Pro, please reach out to our technical support team at support@transportpro.net.