

TRANSPORT PRO

Cash Reconciliation: Enterprise

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Cash Reconciliation

The cash reconciliation system is based on cash accounts in the chart of accounts rather than the checking accounts. However, you must setup a checking account for each GL account you want to reconcile using the Cash Reconciliation module. If you set up multiple checking accounts that lead to the same GL account, all of the checks will be processed in the same place. Therefore, if you want to define individual checking accounts, you need to setup separate GL accounts for each checking account. Below is a step-by-step guide that shows you how to use the Cash Reconciliation tool.




Add Bank Account Adjustment


1. Follow the path in the menu Accounting>Cash Reconciliation>Bank Account Adjustments>Add Bank Adjustment.

Accounting	Sales	Imaging	Reports	Administration	
Accounting Reports ▶					
Chart Of Accounts ▶					
General Ledger ▶					
Cash Reconciliation ▶	Bank Account Adjustments ▶		Add Bank Adjustment		
Fixed Assets ▶	Cash Recon ▶		Search Bank Account Adjustments		
Checking Accounts ▶			Post Pending Bank Adjustments		
Accounts Payable ▶					

2. A window will appear that prompts you to fill out the bank account adjustment information. The fields in yellow are required.

Add Bank Account Adjustment

 Save Record
  Save And Add New
  Cancel

Adjustment Information	
GL Cash Account	<input type="text"/>
Adjustment Type	Charge ▼
Amount	<input type="text"/>
Description	<input type="text"/>
Adjustment Date	2015-07-06 

3. Click "Save Record."

Search Bank Account Adjustments


1. Follow the path in the menu Accounting>Cash Reconciliation>Bank Account Adjustments>Search Bank Account Adjustments.

Accounting	Sales	Imaging	Reports	Administration	
Accounting Reports ▶					
Chart Of Accounts ▶					
General Ledger ▶					
Cash Reconciliation ▶	Bank Account Adjustments ▶		Add Bank Adjustment		
Fixed Assets ▶	Cash Recon ▶		Search Bank Account Adjustments		
Checking Accounts ▶			Post Pending Bank Adjustments		
Accounts Payable ▶					

2. A Search Bank Account Adjustments window appears and allows you to search by specific criteria. Once you enter the preferred criteria, click "Search." A list of bank account adjustments will appear on the screen.

Search Bank Account Adjustments

Use form to search for bank account adjustments

Adjustment Id	<input type="text"/>	
GL Cash Account	<input type="text" value="12-3-0-000"/>	
Posted?	<input type="text" value="Yes"/>	
Adjustment Status	<input type="text" value="- All Types -"/>	
Adjustment Amount	From: <input type="text"/>	To: <input type="text"/>
Description	<input type="text"/>	
Adjustment Date	From: <input type="text" value="31"/>	To: <input type="text" value="31"/>
<input type="button" value="Search"/>		

Post Pending Bank Account Adjustments

1. Follow the path in the menu Accounting>Cash Reconciliation>Bank Account Adjustments>Post Pending Bank Adjustments.


Accounting	Sales	Imaging	Reports	Administration	
Accounting Reports ▸					
Chart Of Accounts ▸					
General Ledger ▸					
Cash Reconciliation ▸		Bank Account Adjustments ▸		Add Bank Adjustment	
Fixed Assets ▸		Cash Recon ▸		Search Bank Account Adjustments	
Checking Accounts ▸				Post Pending Bank Adjustments	
Accounts Payable ▸					

2. A Pending Bank Account Adjustments window will open and display any pending bank account adjustments. To view the bank account adjustment details, click on the adjustment ID. To post the adjustment, check the box to the right of the correct adjustment, and then click “Approve.”

Pending Bank Account Adjustments

Pending Bank Account Adjustments		
1		
ID	Description	Adjustment Date
1001	Test	10/12/2015
1002	test	03/09/2016

Yes	<input type="checkbox"/>
Yes	<input checked="" type="checkbox"/>
<input type="button" value="Approve"/>	



Process Cash Statements

1. Follow the path in the menu Accounting>Cash Reconciliation>Cash Recon>Process Cash Statement.

Accounting	Sales	Imaging	Reports	Administration	
Accounting Reports ▸					
Chart Of Accounts ▸					
General Ledger ▸					
Cash Reconciliation ▸		Bank Account Adjustments ▸			
Fixed Assets ▸		Cash Recon ▸		Search Cash Statements	
Checking Accounts ▸				Post Cash Statement	
Accounts Payable ▸				Process Cash Statement	



2. A Cash Reconciliation window appears and displays your GL and Bank Account information. Choose the statement you want to process by clicking the correct GL Account link.

Cash Reconciliation


GL Account	GL Description
10-1-3000	Comcheck
22-2-0000	Factoring Funding
10-1-2600	Cash - Settlement
10-0-2500	Cash - Main

3. A Process Bank Statement window appears. Review the information to ensure that it is correct, or edit the information. Be sure that the Statement Date is correct. On this page, you should be comparing your bank statement to the balances in Transport Pro.

Process Bank Statement

 Save Record
  Cancel

Process Bank Statement

GL Cash Acct	10-0-2500 - Cash - Main
Statement Date	2015-01-15 

	Before Posting	Cleared
Beginning Balance	55,100.00	
Minus Charges	0.00	
Plus Deposits	4,634.50	

- You can also view all outstanding cash receipts and checks (if applicable) on this page. To view all items, click on the “Click to Expand” links, available in the Bank Transactions section.

Bank Transactions

Cash Receipts - Deposit

[Click to expand](#)

Checks - Charge

[Click to expand](#)

- When you click on the “Click to Expand” link, a list of transactions will become available. Compare these transactions to your bank statement. If certain items have cleared the bank, you can mark each item as cleared inside of Transport Pro by checking the “Cleared” box next to the appropriate item. You can clear all items by checking the “Clear All” link.

Checks - Charge		Hide		Cleared: 14,267.55 Outstanding: 69,926.35	
Date	Type	Source	Source ID	Amount	<div style="display: flex; align-items: center;"> Clear All </div>
04/18/2014	Charge	Checks	54988	\$500.00	<input type="checkbox"/>
05/02/2014	Charge	Checks	54987	\$1,800.00	<input type="checkbox"/>

- After you have cleared the correct items, click “Save Record.” After you click save, the information will automatically be transferred to the Post Cash Statement queue.

NOTE: For new accounts, the statement date on the Process Cash Statement screen defaults to the date the statement is processed. Thereafter, the default setting reflects the first of the month. However, you can change the date as needed. When you change the date, the system will automatically unclear all entries for that cash account, effective after the entered date. Once you enter the preferred date, click “Save Record.” Once the page is refreshed, be sure to clear any items as needed.

Post Cash Statements

After you process your cash statements, you need to post your cash statements. Please note that the adjusted book balance on this page should match exactly what your bank statements read.

1. Follow the path in the menu Accounting>Cash Reconciliation>Cash Recon>Post Cash Statement.

Accounting	Sales	Imaging	Reports	Administration	
Accounting Reports ▶					
Chart Of Accounts ▶					
General Ledger ▶					
Cash Reconciliation ▶		Bank Account Adjustments ▶			
Fixed Assets ▶		Cash Recon ▶		Search Cash Statements	
Checking Accounts ▶				Post Cash Statement	
Accounts Payable ▶				Process Cash Statement	

2. A Cash Reconciliation window appears and displays a list of your GL Account information. Choose the statement you want to post by clicking on the correct GL Account link.



Cash Reconciliation

GL Account	GL Description
10-1-3000	Comcheck
22-2-0000	Factoring Funding
10-1-2600	Cash - Settlement
10-0-2500	Cash - Main



3. A Post Cash Statement window will open and display the cash statement information. Make sure that your bank statement matches what is posted in Transport Pro. The Adjusted Book Balance should match your bank balance. You will be required to enter this number in the "Entered Bank Balance From Statement" field. Once you enter this number, and ensure it is correct, click "Post Statement."

Post Cash Statement

 Post Statement	 Cancel
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Post Bank Statement	
GL Cash Acct	10-0-2500 - Cash - Main
Statement Date	01/16/2015
Book Balance (through statement date)	\$-24,459.40
Plus Outstanding Charges	\$0.00
Minus Outstanding Deposits	\$-990.00
Plus Outstanding Checks	\$69,926.35
Adjusted Book Balance	\$44,476.95
Entered Bank Balance From Statement	<input type="text" value="44476.95"/>
Difference	\$0.00

4. After you click save, you will be presented with a Cash Statement Summary.

Cash Statement Summary

Bank Statement Information - Change Log	
Statement Date	01/16/2015
Cash Account	10-0-2500 - Cash - Main
Reconciled	Yes
Adjusted Book Balance	43,486.95

NOTE: Once the first statement is posted, the subsequent statements will automatically load on the first day of the month.