TRANSPORT PRO

Add and Post GL Adjustments/ Journal Entries

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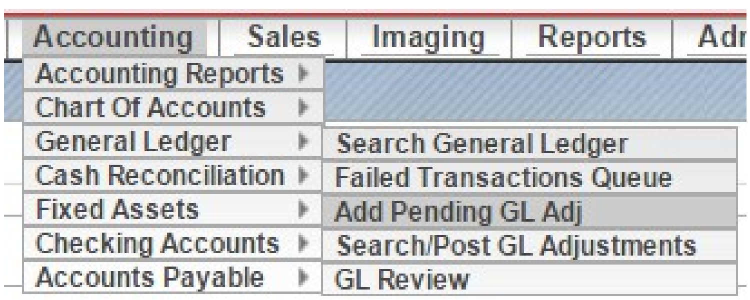
What is a Journal Entry?

A journal entry is a GL adjustment. From time to time, you may notice a discrepancy with your GL accounts, and therefore, need to create a transaction in the system to transfer money between accounts. In this scenario, you would create a journal entry in Transport Pro. Additionally, you may have a scenario where you notice a duplicate entry and need to rectify the situation. In this case, you would need to create a journal entry.

One other example of when you may need to enter a journal entry is when you want to enter a single credit card transaction. Please note that Transport Pro does offer a feature that will import your credit card transactions, but if for some reason you do not want to utilize this feature, you can enter a single transaction as a journal entry. This guide will show you how to create a journal entry in Transport Pro. If you are unsure of whether or not you need to create a journal entry, or aren't sure how your accounts need to be set up, we recommend consulting your accountant or certified CPA.

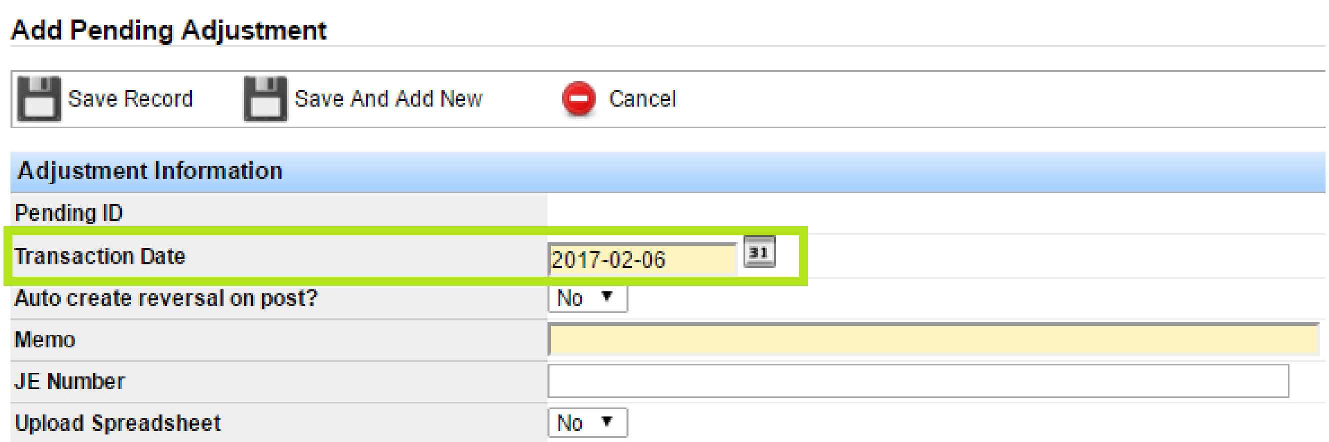
Add a GL Adjustment/Journal Entry

1. Follow the path in the menu Accounting>General Ledger>Add Pending GL Adjustment.

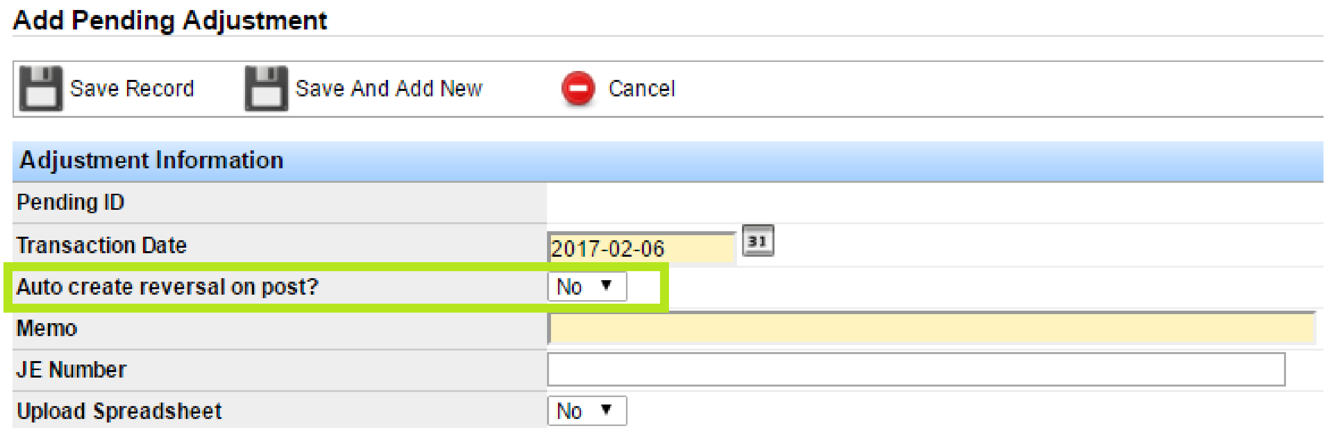


2. An Add Pending Adjustment window will open and prompt you to enter the applicable information. Enter the Transaction Date.

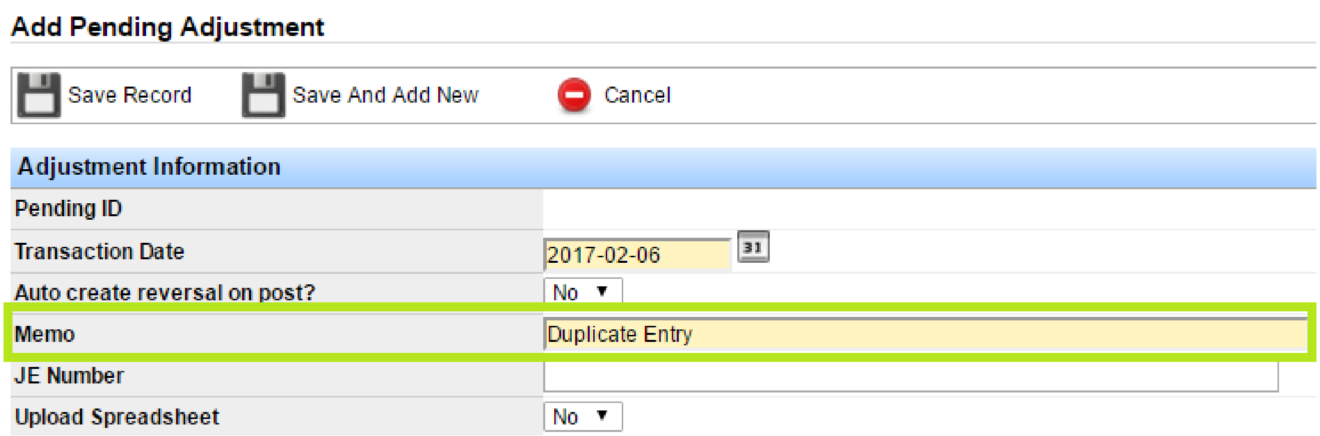
   NOTE: The system will automatically assign the pending ID upon saving.



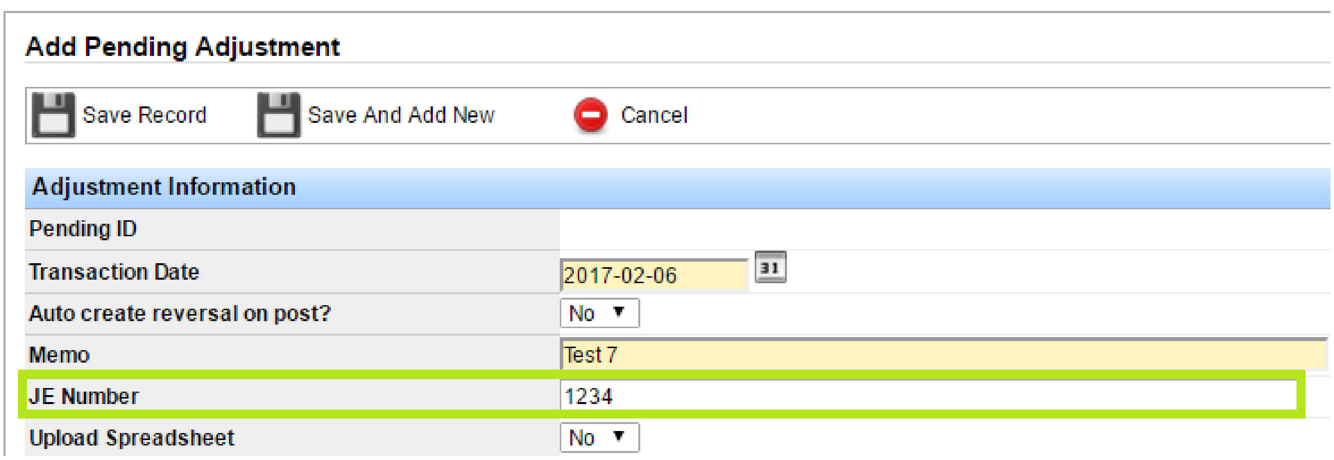
3. Determine whether you want the system to create a reversal on the GL upon posting this adjustment.



4. Enter a memo/description for this adjustment. This field is required.



5. Enter a number for this journal entry. Although this is not a required field, we highly recommend entering a number here for organizational purposes.



6. Determine if you want to upload a spreadsheet for this adjustment. You would upload a spreadsheet in lieu of entering the Adjustment Details below. If you select “Yes” from this drop-down, the system will explain how your spreadsheet should be set up as well as give you an example file. Click the “Choose File” button to upload your spreadsheet.

   NOTE: If you select “No” from this drop-down, you will need to enter the adjustment information below.

Upload Spreadsheet	Yes ▼
File	Choose File No file chosen
File Upload Tips	• In the Debit & Credit fields, only enter unformated/unsigned numbers (e.g. 1531.87) • For Account Numbers, each account must not have any children. • File must be in comma-separated format. • Click here for an example file.

7. In the Adjustment Details section, you need to enter the applicable GL accounts for which this adjustment applies.

   NOTE: When you begin typing in this field, a list of accounts will auto-populate. Click on the account to lock it in.

Upload Spreadsheet	No ▼

Adjustment Details

GL Account	Debit	Credit	Memo
12-0-0-000			

8. Enter the amounts that wish to debit and credit.

   NOTE: The system will not allow you to enter the debit and credit amounts on the same line. You will have to utilize two lines to enter each amount as seen below. The system will auto-insert the memo you have entered above.

Adjustment Details

GL Account	Debit	Credit	Memo
12-0-0-000	0.00	100	Test 7
12-0-1-000	100.00		Test 7
	100.00	**100.00**	

9. Enter the accounts for which the debit and credit amounts apply.

   NOTE: When you begin typing the account name or number, a list of accounts will auto-populate. Click on the correct account to lock it in.

Memo	Account
Test 7	1052
Test 7	1274

10. Enter the settlement and settlement entry that applies to this adjustment, if applicable. When you begin typing in the Settlement Entry field, a list of settlement entries will auto-populate. Click on the correct entry to lock it in.

Settlement	Settlement Entry
	1006
	1062

11. Enter the voucher that applies to this adjustment, if applicable. When you begin typing, a list of vouchers will auto-populate. Click on the correct voucher to lock it in.

Settlement Entry	Voucher
1006	1045
1062	

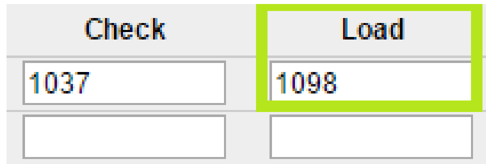
12. Enter any fixed assets associated with this adjustment, if applicable. When you begin typing, a list of fixed assets will auto-populate. Click on the asset to lock it in.

Voucher	Fixed Asset
1045	1000

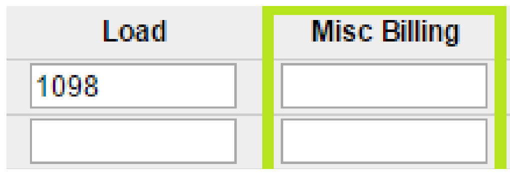
13. Enter the check number that this adjustment applies to, if applicable.

Fixed Asset	Check
1000	1037

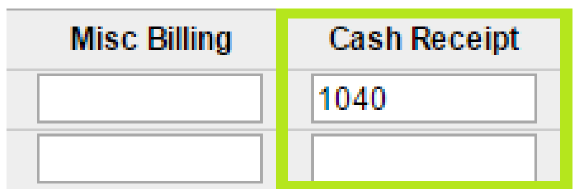
14. Enter the Load ID associated with this adjustment, if applicable. When you begin typing, a list of loads will auto-populate. Click on the correct one to lock it in.



15. Enter any miscellaneous billing associated with this adjustment, if applicable.

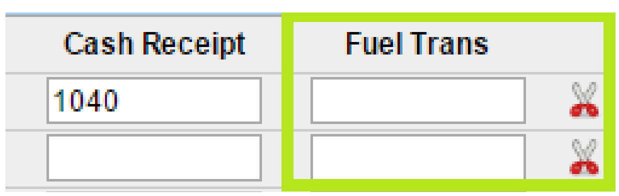


16. Enter the cash receipt ID associated with this adjustment, if applicable. When you begin typing in this field, a list of cash receipts will auto-populate. Click on the correct one to lock it in.



17. Enter any fuel transactions associated with this adjustment, if applicable.

    NOTE: If you wish to delete a row, use the scissor icon out to the right. You can also add more rows by clicking the “Add Additional Entry” link at the bottom of the screen.

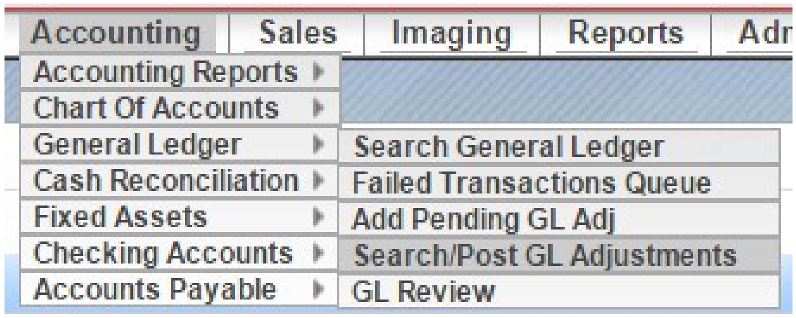


18. Once everything is entered, click “Save.”

Post Pending GL Adjustments/Journal Entries

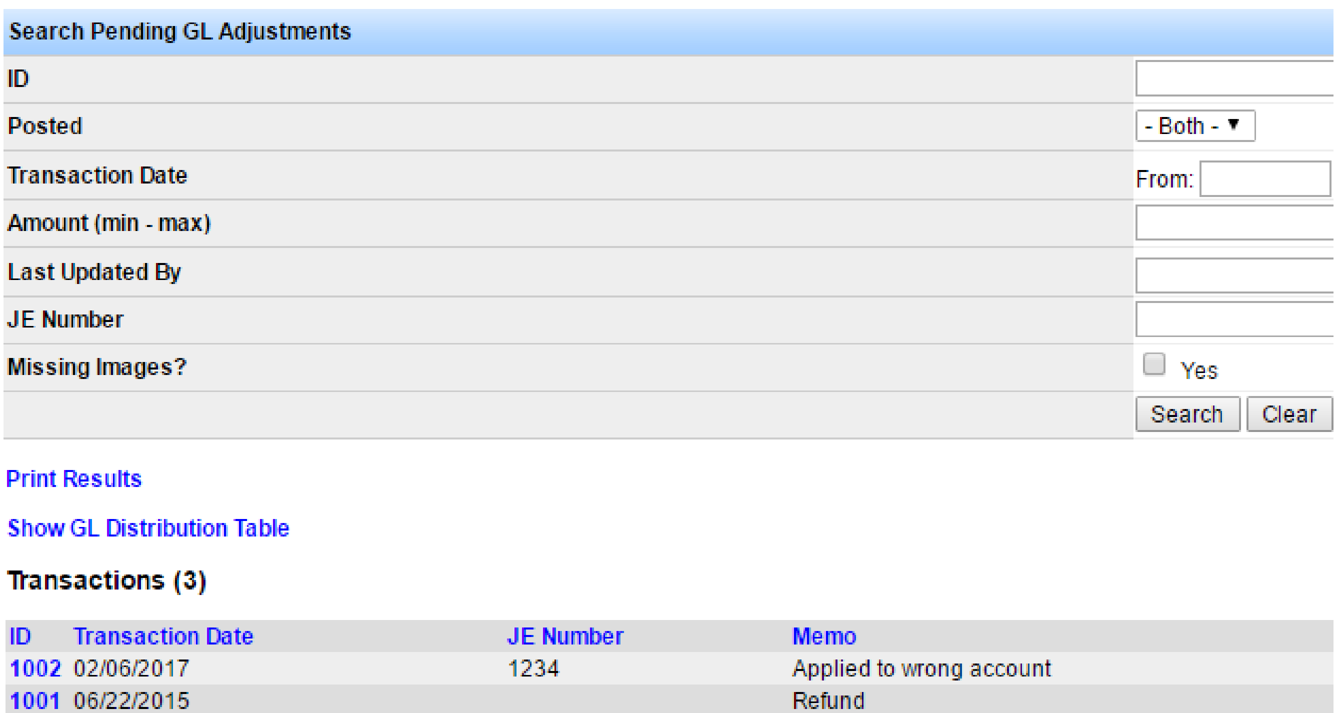
Once you add a GL adjustment to the system, it will sit in a pending status until you post it. Therefore, it will not hit the applicable GL accounts until you post the adjustment.

1. Follow the path in the menu Accounting>General Ledger>Search/Post GL Adjustments.



2. A search window will open. Here, you can search for pending adjustments by various criteria, such as the ID, transaction date, amount, and more. Once you have filtered any desired criteria, click "Search."

   NOTE: If you do not filter by any specific criteria, a list of all pending adjustments will generate in the results.



3. When the results populate, you can post the adjustment by clicking on the “post” link out to the right.

   NOTE: You also have the option to edit or delete the adjustment, but only if the adjustment has not yet been posted. If an adjustment has already been posted, you will only see the manage icon out to the right, and when you click on this icon, the adjustment details will open. However, you cannot edit it at this point.

Last Updated By	Last Updated	Manage
Kenneth Kloeppel	02/06/2017	Edit | Post | Delete
Kelly H	02/06/2017	
Kenneth Kloeppel	06/04/2014	

On this screen, you can click on the “Show GL Distribution Table” link in the upper left-hand corner to see the debits and credits that were applied.

Show GL Distribution Table

General Ledger Posting Distribution

Account	Description
10-0-2500	Cash - Main
11-0-1000	A/R-Trade Refund-Clearing
12-0-0-000	A/R - Trade
12-0-1-000	A/R - Trade - Allowance For Doubtful Accts