How to Add & Edit Checking Accounts

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Introduction

Transport Pro allows you to add your checking accounts to the system, so that when it comes time to perform certain tasks, such as process settlements, or record your cash receipts, you are able to tag the appropriate bank account information. Having your checking accounts set up in the system also becomes required if you plan to use the cash reconciliation module.

NOTE: Transport Pro does **NOT** support or offer direct bank integration. The checking account information that lives in Transport Pro is solely for informational and reporting purposes.
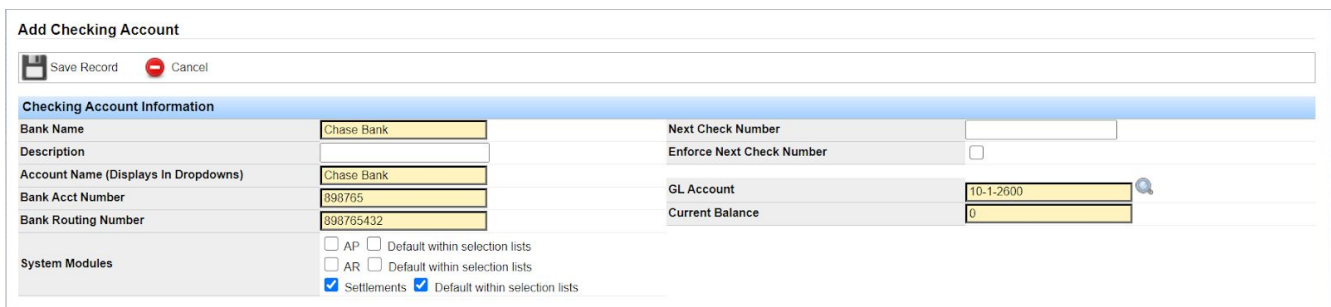
If you have any questions about adding or editing checking accounts in Transport Pro, please contact our support team at support@transportpro.net.

Add a Checking Account

You'll notice when you get started with Transport Pro that we have set up one checking account for you by default called "Main Checking." You can always edit this default checking account and overwrite it with your information if you'd like. Then, you can always add additional checking accounts as needed.

To add a new checking account to the system go to Accounting>Checking Accounts>Checking Accounts>Add Checking Account.

Below is a screenshot of the checking account entry screen followed by an explanation of fields.

Explanation of Fields:

Yellow fields are required.

Bank Name: Enter the name of your bank (i.e. Chase Bank, Bank of America, etc.)

Description: This is not a required field, but you can enter a description for this bank account if you'd like. It will only live here on the checking account record for informational purposes.

Account Name: Typically, this is the same as the bank name. However, you can enter whatever you want here. This will be the name that displays in the checking account dropdown menus throughout the system.

Bank Acct Number: Enter your bank account number. The system does not integrate with your bank. This information simply lives on this record for informational purposes.

Bank Routing Number: Enter your bank routing number. The system does not integrate with your bank. This information simply lives on this record for informational purposes.

System Modules: You'll see three different options here: Accounts Payable (AP), Accounts Receivable (AR), and Settlements. These are the three areas or modules within the system where you would tag this checking account. For example, when you go to process a settlement in the system, you want to make sure the appropriate checking account is tagged so you know which account you paid from. You may have a separate checking account that you receive money into, and therefore, would want to tag when recording a cash receipt, or in other words the AR module.

Tell the system which type of checking account this is, and if you would like this checking account to be the default checking account shown in the dropdown menus in a particular area of the system by checking the appropriate boxes.

Next Check Number: This is not a required field. If you want the system to have a specific next check number inserted for you when you go to print a check from the system using this checking account, you can enter that desired check number here.

Enforce Next Check Number: If you have entered the "next check number" and you want the system to enforce the check numbers (i.e. a user can't edit the check number when they go to print a check using this checking account), then check this box. This is not required.

GL Account: Tag the desired general ledger (GL) account for this checking account. If you are unsure of which GL account to tag here, please consult with your accountant. Recall, the GL accounts point to the system's chart of accounts, which can be reviewed by going to Accounting>Chart of Accounts>Search Chart of Accounts.

Current Balance: Enter the current balance of this checking account if you'd like. This field does not drive or affect anything and lives solely on this record for your information. If you do not want to enter the balance, you can enter "0."

Once all of the information is entered, click "Save Record."

Search Checking Accounts

To search for a checking account you have set up in the system, go to Accounting>Checking Accounts>Checking Accounts>Search Checking Accounts.

A list of all the checking accounts you have in the system will show.

Search Checking Accounts

ID	Bank Name	Account Name	Description	Account Number	Routing Number	GL Account	Next Check Number
21	BOA	Main Checking	Main Checking	*******8922	*******6549	10-0-2500 - Cash - Main	2300
22	Chase	Settlement Checking	Settlement Checking	*******1324	*******7489	10-1-2600 - Cash - Settlement	2445
23	Factoring Clear	Factoring Clear	Factoring Clear	*******4124	*******4121	22-2-0000 - Factoring Funding	1
24	Comcheck	Comcheck	Comcheck	*******2345	*******2345	10-1-3000 - Comcheck	11
25	Chase	KF	payment for load 123	*******9765	*******2432	10-0-2500 - Cash - Main	2024
26	TEST	TEST	TEST	*******TEST	*******TEST	1001 - CASH	1256
27	Comdata	Website Pay	Website Pay	*******1234	*******2354	22-1-0-000 - A/P - Comdata	1

To review the checking account information in more detail, or to make an edit, click on the ID.

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