

TRANSPORT PRO

A/P Import Card Transactions: Enterprise

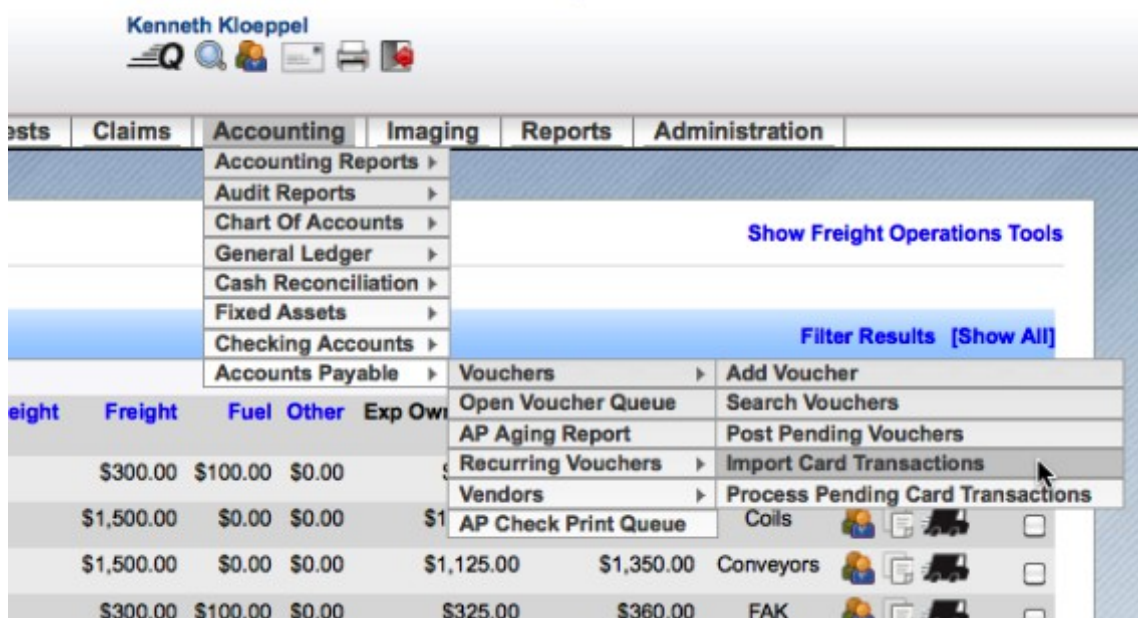
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Import A/P Card Transactions

Transport Pro offers a tool for companies that use debit or credit cards on a daily basis. The tool has the ability to upload tab-delimited files to facilitate in the creation of A/P Vouchers, post the vouchers and apply the payment to the voucher. These abilities allow users to quickly process card transactions in the A/P system and assign expenses to the appropriate vendor and subsequent GL account. Below is a detailed guide that shows you how to import card transactions.

Navigate to the Import Card Transactions page by following the path in the menu Accounting>Accounts Payable>Vouchers>Import Card Transactions. The Import Card Transactions page allows you to upload your transactions files.



Import A/P Card Transactions

Upload
 Cancel

File
 No file chosen

Checking Account

Data Instructions

- This system ONLY supports charges to a bank account or credit card.
- ALL posted amounts will be converted to a charge.
- DO NOT include credits or refunds to your account.

1. Download a template for the Application you will use:

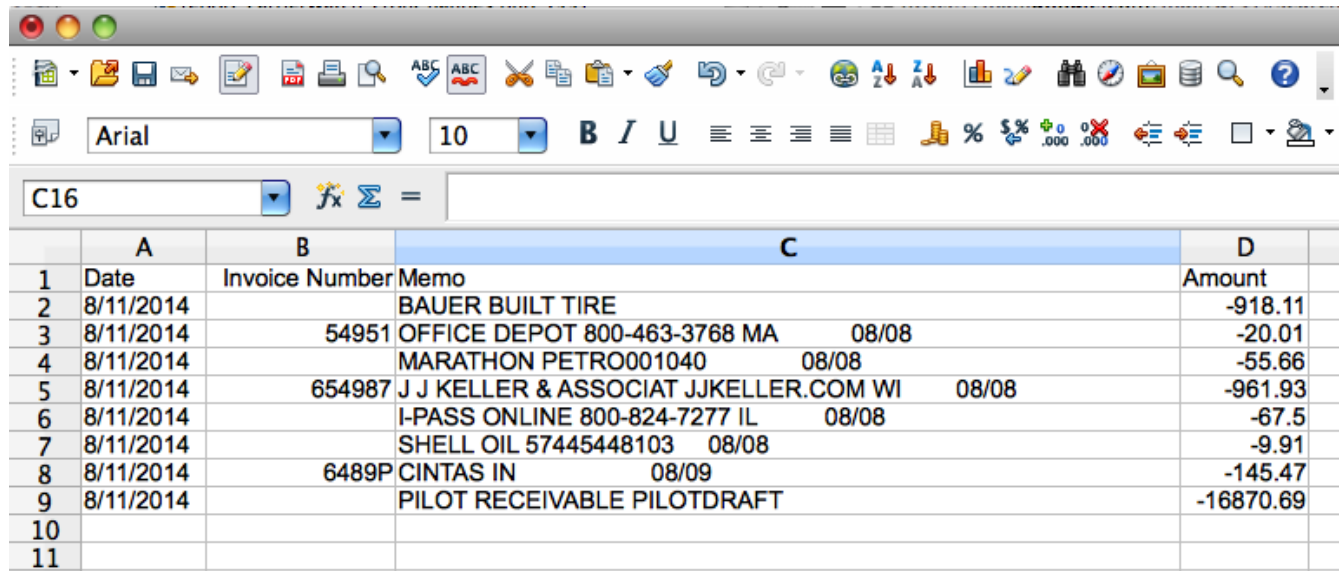
- [Microsoft Office](#)
- [Open Office](#)

Create Import File

Most banks and credit card companies have a download utility that allows you to download a CSV copy of your transactions. Download your transactions and open the file in Microsoft Excel, Open Office Calc, or other spreadsheet program. Transport Pro requires four columns in the following order: Date, Invoice Number, Memo, and Amount. The headers shown in the screen shot on the following page should be included in your final file. A template of the import file may be downloaded from the **Import Card Transactions** page.

NOTE: Some banks will show charges as negative amounts, where as credit card companies may show charge amounts as positive numbers. Transport Pro automatically adjusts **all** transactions to charge amounts. **DO NOT** include credit transactions in your uploaded file as they will be treated as a charge to your bank account. When saving your file, be sure to save the file as a **TAB-DELIMITED** file.

Sample spreadsheet





	A	B	C	D
1	Date	Invoice Number	Memo	Amount
2	8/11/2014		BAUER BUILT TIRE	-918.11
3	8/11/2014	54951	OFFICE DEPOT 800-463-3768 MA 08/08	-20.01
4	8/11/2014		MARATHON PETRO001040 08/08	-55.66
5	8/11/2014	654987	J J KELLER & ASSOCIAT JJKELLER.COM WI 08/08	-961.93
6	8/11/2014		I-PASS ONLINE 800-824-7277 IL 08/08	-67.5
7	8/11/2014		SHELL OIL 57445448103 08/08	-9.91
8	8/11/2014	6489P	CINTAS IN 08/09	-145.47
9	8/11/2014		PILOT RECEIVABLE PILOT DRAFT	-16870.69
10				
11				

Importing Transactions

Once you have your file ready, navigate to the **Import Card Transactions** page and browse for your transaction file on your local computer. Select the file, and then select which bank account the transactions apply to. Click the Upload Button. The system will display a success message, or alert you to any problems with the file once it has processed.

Import A/P Card Transactions

 Upload  Cancel	
File	<input type="button" value="Browse..."/> No file selected.
Checking Account	BOA - Main Checking ▼
Data Instructions	<ul style="list-style-type: none"> • This system ONLY supports charges to a bank account or credit card • ALL posted amounts will be converted to a charge. • DO NOT include credits or refunds to your account.
Upload Instructions	<ol style="list-style-type: none"> 1. Download a template for the Application you will use: <ul style="list-style-type: none"> ◦ Microsoft Office ◦ Open Office 2. The template is in tab-delimited format, and all columns headers must 3. Once you have prepared your spreadsheet, the file must be saved in 4. Click the Browse button on this page, and select the tab-delimited file 5. Click Upload 6. *The system will require all rows of the spreadsheet to pass validation

Processing Transactions

Once you have successfully uploaded the transaction file, the system places those transactions into a processing queue. To process the transactions, go to the **Process Pending Card Transactions** screen by following the path in the menu Accounting>Accounts Payable>Vouchers>Process Card Transactions.

Accounting	Imaging	Reports	Administration
Accounting Reports ▶			
Chart Of Accounts ▶			
General Ledger ▶			
Cash Reconciliation ▶			
Fixed Assets ▶			
Checking Accounts ▶			
Accounts Payable ▶	Vouchers ▶	Add Voucher	
	Open Voucher Queue	Search Vouchers	
	AP Aging Report	Post Pending Vouchers	
	Recurring Vouchers ▶	Import Card Transactions	
	Vendors ▶	Process Card Transactions	
	AP Check Print Queue		

Here you will find a list of all the transactions you have uploaded to the system. At this point, no vouchers, checks, or GL transactions have occurred.

Pending Card Transactions

Filter By Account:

Transaction Queue				
1				
Date Posted	Memo	Amount	Vendor	Distribution Acct
08/11/2014	J J KELLER & ASSOCIAT JJKELLER.COM WI 08/08	\$961.93	<input type="text"/>	<input type="text"/>
08/11/2014	I-PASS ONLINE 800-824-7277 IL 08/08	\$67.50	<input type="text"/>	<input type="text"/>
08/11/2014	SHELL OIL 57445448103 08/08	\$9.91	<input type="text"/>	<input type="text"/>
08/11/2014	CINTAS IN 08/09	\$145.47	<input type="text"/>	<input type="text"/>

Vendor Assignment

When the transactions are uploaded, Transport Pro will attempt to pre-assign the correct vendor to each transaction. The assignment is based solely on the Memo field provided in the uploaded file. The system compares the value of the memo against the names of the vendors in your Transport Pro installation. If there is a match, the vendor will be automatically assigned to the transaction.

Often times, the Memo field contains long values that include account numbers, dates and possibly transaction numbers. This will not match a vendor in *your* system. The first time you assign a transaction to a vendor, the value is stored in the Transport Pro system. The next time you upload a transaction file, Transport Pro will look for previously assigned vendors with close matches to these long Memo fields. If there is a match, the upload tool will automatically assign the last vendor used for that type of transaction.

If the system assigns a vendor to a specific transaction, but you want to assign the transaction to a different vendor, simply click the Lock icon under the Vendor field, and reassign the vendor by typing the name of the vendor, and clicking the appropriate value in the auto-suggest box. This action will reassign the Distribution Account and Accounts Payable account for the transaction.

Finalize Transaction

To finalize the processing of a transaction, the Vendor, Distribution Account, Accounts Payable, and Checking Account fields must be filled out before clicking the Add button. When you click the **Add** button, the following actions will occur:

- A/P Voucher is created
- A/P Voucher is posted
- A/P Manual check is created paying the account
- Cash Reconciliation charge entry is created against the selected checking account
- All GL transactions for each of these steps are applied appropriately

If you find a duplicate transaction in your list, or other transaction you do not want to process through this utility, simply click the **Delete** button on the row for the transaction.

Completed Posting

To view the voucher summary, follow the path in the menu Accounting>Accounts Payable>Vouchers>Search Vouchers. A window will open and allow you to search for specific vouchers. Click on the ID of the appropriate voucher. A Voucher Summary window will open.

Voucher Summary

Voucher Information - Change Log			
Voucher ID	1000	Approved By	kk
Category	Communications	Description	july se
Vendor Name	Orange Sphere, LLC	Status	Closed
Vendor Category	Communications	Invoice Amount	\$600.00
Payment Method		Total Amount Paid	\$600.00
Invoice Date	07/25/2013	Remaining Balance	\$0.00
Invoice Num	45698	Expense Debits	\$600.00
PO Number		Accounts Payable Credits	\$0.00
Due Date	08/09/2013		
Posting Date	07/25/2013		