**TRANSPORT PRO**

**TRANSPORT PRO**

# Set Up Chart of Accounts: Enterprise

# Table of Contents

**TRANSPORT PRO**

## Set Up Chart of Accounts

Transport Pro's Chart of Accounts section is designed to keep revenue, liability, expense, asset, and equity accounts organized. Transport Pro offers a default Chart of Accounts to make adding and organizing accounts simple. If you prefer to use your own Chart of Accounts, a Transport Pro administrator will help you organize your accounts and enter them into the system as part of the set up process. Below is a step-by-step guide that shows you how the Chart of Accounts section works as well as how to add a new Chart of Accounts.

1. Follow the path in the menu Accounting>Chart Of Accounts>Search Chart of Accounts.
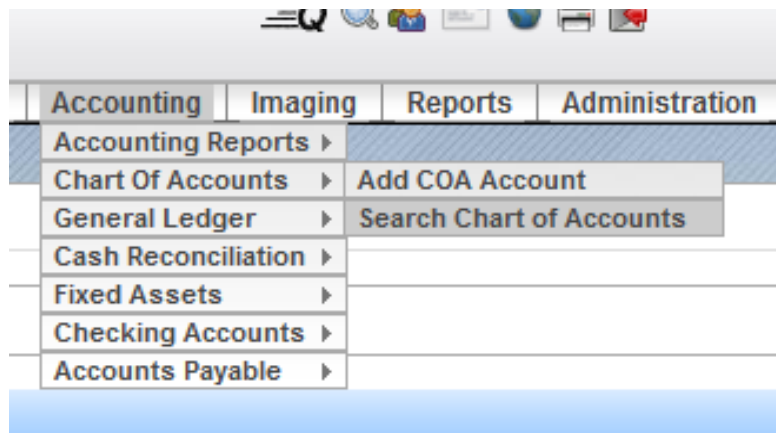


2. A window opens that allows you to search for a chart of accounts. Either enter the preferred information in the appropriate fields and then click Search, or just simply click Search.

3. When you click Search, a list of all the existing accounts appears. These accounts include the transactions that occurred from load sales and settlements, and are the accounts that appear on the general ledger.

**Search Results**

| Account Number | Account Description |
|---|---|
| 10 | Cash |
| 10-0 | AP/Main |
| 10-0-2500 | Cash - Main |
| 10-1 | Settlements |
| 10-1-2600 | Cash - Settlement |
| 10-1-3000 | Comcheck |

| Account Number | Account Description |
|---|---|
| 11 | Notes Receivable |
| 11-0 | Shareholder |
| 11-0-0001 | Shareholders |

| Account Number | Account Description |
|---|---|
| 12 | Accounts Receivable |
| 12-0 | Trade |
| 12-0-0 | Trade |
| 12-0-0-000 | A/R - Trade |
| 12-0-1 | Allowance for Doubtful Accounts |

4. By default, Transport Pro breaks up the chart because the system requires account numbers. Transport Pro uses a chronological nesting system to categorize the types of accounts. For example, if your Cash account number is 10, other items that fall under the Cash account umbrella can be sub-categorized within the nesting number system.

| Account Number | Account Description |
|---|---|
| 10 | Cash |
| 10-0 | AP/Main |
| 10-0-2500 | Cash - Main |
| 10-1 | Settlements |
| 10-1-2600 | Cash - Settlement |
| 10-1-3000 | Comcheck |

| Account Number | Account Description |
|---|---|
| 11 | Notes Receivable |
| 11-0 | Shareholder |
| 11-0-0001 | Shareholders |

5. Transport Pro also organizes the Chart of Accounts by chronologically grouping the types of accounts. For example, groups 10 through 19 could be all of your asset accounts. Groups 20 through 29 could be all of your liability accounts, etc.

| Account Number | Account Description | Type |
|---|---|---|
| 10 | Cash | Asset |
| 10-0 | AP/Main | Asset |
| 10-0-2500 | Cash - Main | Asset |
| 10-1 | Settlements | Asset |
| 10-1-2600 | Cash - Settlement | Asset |
| 10-1-3000 | Comcheck | Asset |

| Account Number | Account Description | Type |
|---|---|---|
| 11 | Notes Receivable | Asset |
| 11-0 | Shareholder | Asset |
| 11-0-0001 | Shareholders | Asset |

| Account Number | Account Description | Type |
|---|---|---|
| 12 | Accounts Receivable | Asset |
| 12-0 | Trade | Asset |
| 12-0-0 | Trade | Asset |
| 12-0-0-000 | A/R - Trade | Asset |
| 12-0-1 | Allowance for Doubtful Accounts | Asset |
| 12-0-1-000 | A/R - Trade - Allowance For Doubtful Accts | Asset |
| 12-0-2 | A/R Clearing | Asset |
| 12-0-2-000 | A/R - Trade - Clearing | Asset |

6. Transport Pro sets up the 30 series accounts to represent Freight Revenue. For example, every time a load is billed from the front end, these transactions are entered into the 30 series accounts section.

| Account Number | Account Description | Type |
|---|---|---|
| 30 | Freight Revenue O/O Trk | Revenue |
| 30-0 | Flat | Revenue |
| 30-0-0000 | FRT REV CO O/O TK - Flat - Line Haul | Revenue |
| 30-0-0300 | FRT REV CO O/O TK - Flat - Contra | Revenue |
| 30-0-0500 | FRT REV CO O/O TK - Flat - Other | Revenue |
| 30-0-1000 | FRT REV CO O/O TK - Flat - Fuel Surcharge | Revenue |
| 30-0-1505 | FRT REV CO O/O TK Flat Excess Length | Revenue |
| 30-0-1506 | FRT REV CO O/O TK Flat Excess Width | Revenue |

7. Transport Pro also designates the 40 series accounts for Expense accounts related to loads. Therefore, the system transfers any expense transactions related to loads to the general ledger.

   **NOTE:** With this designated set up, you have the ability to easily compare the items in the 30 series accounts against the items in the 40 series accounts, which shows you your load profits versus losses.

| Account Number | | | Account Description | Type |
|---|---|---|---|---|
| 40 | | | PT O/O Truck | Expense |
| | 40-0 | | Flat | Expense |
| | | 40-0-0000 | PT CO O/O TK - Flat - Line Haul | Expense |
| | | 40-0-0100 | PT CO O/O TK - Flat - Agent Commission | Expense |
| | | 40-0-0200 | PT CO O/O TK - Flat - Allowance To Shippers | Expense |
| | | 40-0-1000 | PT CO O/O TK Flat Fuel Surcharges | Expense |
| | 40-1 | | Van | Expense |
| | | 40-1-0000 | PT CO O/O TK - Van - Line Haul | Expense |
| | | 40-1-0100 | PT CO O/O TK - Van - Agent Commission | Expense |
| | | 40-1-1000 | PT CO O/O TK - Van - Fuel Surcharge | Expense |

8. Transport Pro automatically generates load sales transactions based on the type of carrier that is dispatched on the load. For example, the 30 series accounts represent Freight Revenue accounts for Owner Operators, so if an Owner Operator is dispatched, the transaction will automatically generate in the 30 series group.

## Add an Account

1. If you need to add a new account, click on the Add New Account link in the upper left-hand corner of the page.

**Search Chart Of Accounts**

[Add New Account]

| Search Chart Of Accounts | |
|---|---|
| Account | |
| Description | |
| | Search |

2. Enter a new account number. In the case that you want to enter a new Cash account, you would enter an account number that begins with 10, such as 10-0-3000. This is a required field.

**Edit Chart Of Accounts -**

| Account Number | 10-0-3000 |
|---|---|
| Description | |
| Account Status | Active |
| Category | Asset |

3. Enter the title of the account in the Description field.

**Edit Chart Of Accounts -**

| Account Number | 10-0-3000 |
| --- | --- |
| Description | Checking Account B |
| Account Status | Active |
| Category | Asset |

4. Determine whether the account needs to be active or inactive and then choose the appropriate option from the Account Status drop-down menu. The system does not allow you to delete accounts, but if you mark an account as inactive, it will block anyone in the system from accessing or editing the account.

**Edit Chart Of Accounts -**

| Account Number | 10-0-3000 |
| --- | --- |
| Description | Checking Account B |
| Account Status | Active |
| | Active |
| Category | Inactive |
| Parent Account | |

5. Select the correct account category from the Category drop-down menu.

**Edit Chart Of Accounts -**

| Account Number | 10-0-3000 |
| --- | --- |
| Description | Checking Account B |
| Account Status | Active |
| Category | Asset |
| Parent Account | Asset |
| | Liability |
| Contra Account | Equity |
| | Revenue      nts |
| | Expense |

# TRANSPORT PRO

6. Enter the correct parent account number in the Parent Account field. For example, the parent account number for the account 10-0-3000 is 10-0. As you type in this number, other account numbers under this parent account number will appear in the drop-down menu. If you do not enter a Parent Account number, the system will create a new top-level account. The account number will nest under the parent account number.

| Account Status | Active ▾ |
|---|---|
| Category | Liability ▾ |
| Parent Account | 10-0 |
| Contra Account | Cash - Main - 10-0-2500 ▲ ✕ |
| Security Groups | |

7. Choose the correct option from the Contra Account drop-down menu. Accountants should know which option accommodates the account.

| Parent Account | |
|---|---|
| Contra Account | False ▾ |
| | False |
| | True counts |
| Security Groups | ☐ Billing Accounts |
| | ☐ DRS Accounts |

8. Select the security groups you want the account to go to by checking the appropriate box. If you do not select a security group, the account information will not show up on any reports.

| Parent Account | |
|---|---|
| Contra Account | False ▾ |
| Security Groups | ☑ All Accounts |
| | ☐ Billing Accounts |
| | ☐ DRS Accounts |

9. Be sure to click on Save Record before exiting the window.

+ 83
+ 84

💾 Save Record    ⊖ Cancel