

TRANSPORT PRO

View, Void & Print Checks:
Enterprise

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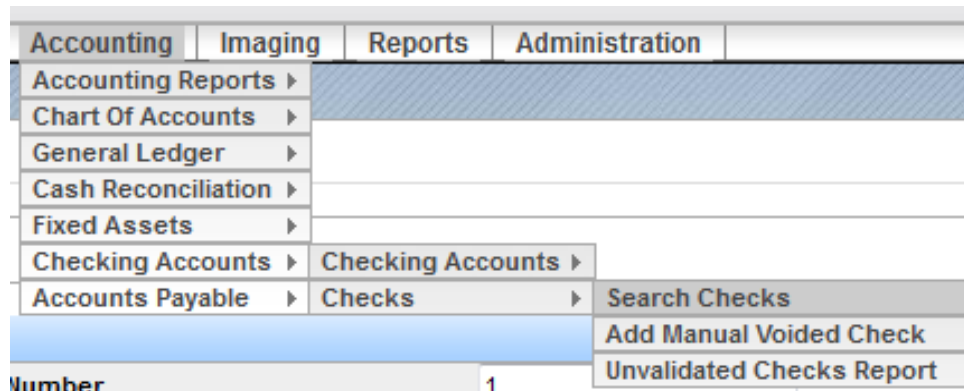
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View, Void & Print Checks

The system allows you to view, void and print checks, while keeping records organized. There are a few steps you need to take to ensure that you are inputting and printing the correct information. Below is a detailed guide that explains how to review check details, change check numbers, void checks, and print checks.

View Existing Check Details

1. Follow the path in the menu Accounting>Checking Accounts>Checks>Search Checks.



2. A window will open that allows you to search for checks. You can use the filters to search for checks. After you enter any desired information into the filters, click Search.

Search Checks

Search Checks	
Status	- Select -
Bank Account	- Select -
Pay To	
Check Number	
Check Amount	From: <input type="text"/> To: <input type="text"/>
Check Date	From: <input type="text"/> <input type="button" value="31"/> To: <input type="text"/> <input type="button" value="31"/>
Last Updated	From: <input type="text"/> <input type="button" value="31"/> To: <input type="text"/> <input type="button" value="31"/>
Check Description	<input type="text"/>
GL Account Number	<input type="text"/> <input type="button" value="Search"/>
Cleared	- Select -
<input type="button" value="Search"/> <input type="button" value="Clear"/>	

- After you click search, a list of checks will appear. The list provides general information, such as the amount of the check and the date it was written. If you need to view more details about the check, click on the check number.

Search Results (190)

[Print Results](#)

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | » [8]

Check Number	Pay Name	Amount	Date Written	Description
0	A-1 Towing	\$55.66	08/11/2014	MARATHON PETRO001040 08/08
0	Office Depot	\$20.01	08/11/2014	OFFICE DEPOT 800-463-3768 MA 08/08
0	Bauer Built Tire	\$918.11	08/11/2014	BAUER BUILT TIRE
0	Comdata	\$804.00	01/17/2015	weekly comcheck draft

- When you click on the check number, a Check Summary window will open. Here, you can review the check details.

NOTE: If you need to change the check number, click on the “Change Check Number” link. The field will become editable. After changing the check number, be sure to click the green icon next to the field to save the change.

Check Summary

Check Information - Change Log	
Check Status	Printed
Check Number	1 Change Check Number
Amount	\$804.00
Description	test
Date Written	01/17/2015
Date Cleared	-Not Reconciled Yet-
GL Account	10-0-2500 - Cash - Main
Bank Name	BOA
Bank Acct Number	*****8922



Items Paid With This Check	
Entry Id	Pays
1078	Voucher - 1017

Check Information - Change Log	
Check Status	Printed
Check Number	2 
Amount	\$1,000.00

Void a Check

1. If you need to void a check, click on the “Void This Check” link on the Check Summary screen. When you void a check, the system will reverse the accounting transactions and the “paid” status of the check. Therefore, the system puts a balance back on the items for which the check was used.

NOTE: You cannot void a check if it has already cleared with the bank. If a check is used on a settlement and has not cleared with the bank, an error message will pop up instructing you to void the settlement.

Check Type	Accounts Payable Check
Pay To	Comdata
Address	PO Box 23423
City, State Zip	Nashville, Tennessee 37207
Void Check	Void This Check -  

Manually Void a Check




You may need to manually void a check in the case that you misplace a check, but later find it and need to void it.

1. Follow the path in the menu Accounting>Checking Accounts>Checks>Add Manual Voided Check.

Accounting	Sales	Imaging	Reports	Administration	
Accounting Reports ▶					
Chart Of Accounts ▶					
General Ledger ▶					
Cash Reconciliation ▶					
Fixed Assets ▶					
Checking Accounts ▶	Checking Accounts ▶				
Accounts Payable ▶	Checks ▶			Search Checks	
				Add Manual Voided Check	
				Unvalidated Checks Report	

2. A window will open and prompt you to enter in the check information. The fields in yellow are required.

Add Voided Check

 Save Record  Save And Add New  Cancel	
Check Information	
Check Status	Voided
Check Type	- Select - ▼
Check Number	
Date Written	2016-04-18
Description	
Amount	
Manual Check	Yes, hand voided
Checking Account	Factoring Clear - Factoring Clear ▼
Checking GL to Credit	22-2-0000 - Factoring Funding

3. After entering the required information, be sure to click “Save Record.”

Print Checks

1. Follow the path in the menu Settlements>Print Queue>Settlement Checks.

NOTE: Your pop-up blocker needs to be turned off.

Settlements	A/R	C S Requests	Accounting	Sales
Settlements Dashboard				
Process Settlements ▶				
Recurring Settlements ▶				
Pay Adjustments ▶				
Print Queue ▶			Settlements	
Reports ▶			Approve Pending Settlement Checks	
Fuel Card Maintenance ▶			Settlement Checks	
Wire Check ▶				
Settlement Vendors ▶				
Settlement Messages				

2. A Settlement Check Print Queue window will open and display all of the checks that are ready to print. You can filter by checking account or account type.



Settlement Check Print Queue

Checking Account Filter	
Checking Account	- Select - ▼
Account Type	- Select - ▼
<input type="button" value="Search"/>	

1			
Bank	Payee	Amount	Memo
Settlement Checking	Adrian Peters	\$124.20	Account: Adrian Peters
Settlement Checking	Adrian Peters	\$1,626.06	Account: Adrian Peters
Settlement Checking	AGENT 102	\$27.41	Account: AGENT 102

3. Here, you can enter/edit the appropriate check number. Then, check the box next to each check that you need to print, and click the “Print” button at the bottom of the page.

NOTE: If you have a specific template that you need to use for your checks, please contact a Transport Pro administrator and let them know. An administrator can set up the required check template for you if you need to set up your check printing in Transport Pro.

Not Yet Printed	<input type="text" value="2424"/>	<input type="checkbox"/>	
Not Yet Printed	<input type="text" value="2425"/>	<input type="checkbox"/>	



4. After you click the “Print” button, the system creates a PDF of all the checks that you selected to print. You can either open or save the file, and print the check(s).

- You will be directed to a Check Confirmation page. This is not solely a confirmation page-you need to complete one of the two actions: 1) Click “Save Record” to confirm that the correct checks were printed. 2) Check the “Requeue/Cancel box to either requeue or cancel the printed checks. If you choose to requeue or cancel the checks, you need to click “Save Record” after you do so. An example of when you may need to requeue the checks is if they were printed incorrectly, upside-down, etc.

NOTE: When you requeue or cancel the checks, the system voids the check number and places it back in the print queue, so that you can print it again.

If you do not click “Save Record” to either confirm the printed checks, or if you fail to click “Save Record” after you requeue the checks, the checks will not make it to the Cash Reconciliation queue.

Check Confirmation

 Save Record
  Cancel

Confirm Printed Checks

Check Number	Bank
2425	Chase

Requeue / Cancel

☐

Unvalidated Checks Report

After you confirm that the correct checks have been printed (step 5 in the previous section), the checks transfer into the Cash Reconciliation module in Transport Pro. If you do not see these checks in the Cash Reconciliation module, you will need to check the Unvalidated Checks Report. This report shows you if the checks are pending, and gives you the option to print. You can also push printed checks into the Cash Reconciliation queue.

- Follow the path in the menu Accounting>Checking Accounts>Checks>Unvalidated Checks Report.

Accounting	Sales	Imaging	Reports	Administration	
Accounting Reports ▶					
Chart Of Accounts ▶					
General Ledger ▶					
Cash Reconciliation ▶					
Fixed Assets ▶					
Checking Accounts ▶		Checking Accounts ▶			
Accounts Payable ▶		Checks ▶			
					Search Checks
					Add Manual Voided Check
					Unvalidated Checks Report
Amount		Last Modified			

- An Unvalidated Checks Report window will open and display a list of checks. If you see "Pending" in the Check Number column, it means that check has not printed. Check the "Reprint" box next to the correct pending check and then click "Submit" at the bottom of the page. This action will place the check back in the print queue, so you can print the check.

NOTE: You will notice that if the check has not yet been printed, you will not have the option to check the "Has Printed" box. You will only be able to select the "Reprint" box.

Settlement Checking	Pending	Settlement Account	Settlement: Adrian Peters (Owner)
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Has Printed	Reprint
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>

- If you see the check number in the Check Number field, you may realize that you have in fact printed that check. When a check number is displayed here, you have the option to select the "Has Printed" button, meaning that you know you have already printed the check. When you select this option and click "Submit," the check is sent to the Cash Reconciliation module. You also have the option to reprint the check if necessary.

Checking Account	Check Number	Check Type	Payee
Settlement Checking	30	Settlement Account	Settlement: Ryan Klockner (Owner)
Settlement Checking	11646	Settlement Account	Settlement: Ryan Klockner (Owner)

Has Printed	Reprint
<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>