DATA ENTRY TRAINING

Arch Travel CRM

Module 10 — Accounts & Finance

Chart of accounts, opening balances, quick and full vouchers, ledgers, statements and SAR rates.

TRAINING GUIDE · SIMPLE ENGLISH

CHART OF ACCOUNTS | OPENINGS | QUICK VOUCHER | NEW VOUCHER | LEDGERS | SAR RATES | ERRORS | CHECKLIST

For trained staff and customers

Contents

How to use this guide 3
1 Module introduction and menu path 4
2 Prerequisites: set up these first 5
3 Step-by-step data entry 6
Part A Add an account to the Chart of Accounts 6
Part B Enter opening balances 7
Part C Quick Voucher (receive or make a payment) 8
Part D New Voucher by type (BP, BR, CP, CR, JV, RP) 8
Part E Ledgers, statements and reconciliation 10
Part F SAR Rates (Admin Backend) 10
4 Field tables for every screen 12
5 After you save: find, edit, print 15
6 Common errors and how to fix them 16
7 Quick checklist 18

START HERE

How to use this guide

This guide teaches you to enter data in the **Accounts & Finance** module of Arch Travel CRM. Follow the parts in order the first time. Later, use Section 4 (field tables) and Section 7 (checklist) as a quick reference.

Field names

Names written like **Customer:** are shown exactly as they appear on the screen.

Buttons and menus

Names written like **Save** are buttons or menu items you click.

Required

In the field tables: **Yes** you must fill it **No** optional **Auto** the system fills it.

Messages

Text in *italics* is a message the system shows. ... stands for a name or number.

TIP
Practise with demo data first. Use the checklist in Section 7 before you finalise anything.

WARNING
Never share your password. Sign out when you leave your desk.

NOTE
Your menu shows only the screens your administrator has given you. If a menu item is missing, ask your administrator.

SECTION 1

1 Module introduction and menu path

Accounts & Finance holds your chart of accounts and every money entry. Bookings, tickets and services post to the ledger automatically when they are approved. You enter receipts, payments and journal entries yourself with **Quick Voucher** or **New Voucher**, then check them in the ledgers and statements.

MENU PATH

Accounts top menu → **Financial Vouchers** menu group → **Quick Voucher** or New Voucher by Type

You will use these menu items in this guide:

MENU GROUP	ITEMS USED IN THIS GUIDE
Accounts Setup	**Chart of Accounts** **Opening List**
Financial Vouchers	**Quick Voucher** **Accounts Voucher List**
New Voucher by Type	**Bank Payment (BP)** **Bank Receipt (BR)** **Cash Payment (CP)** **Cash Receipt (CR)** **Journal Voucher (JV)** **Receipt/Payment (RP)**
Ledgers & Statements	**General Ledger / Account** **Customer Ledger** **Supplier / Vendor Statement** **Unreconciled Entries**
Financial Statements	**Trial Balance** **Profit & Loss** **Balance Sheet** **Day Book**
Admin → System Functions	**Account Posting** (re-post bookings)
Admin Backend → Accounts → Setup	**SAR Rates** **Financial Settings**

HOW THE WORK FLOWS

Chart of Accounts Accounts exist → **Opening balances** Start figures → **Vouchers** Receipts, payments, journals → **Ledgers** Check and reconcile → **Statements** Trial Balance, P&L, Balance Sheet

NOTE
Only **Final** vouchers affect balances. A **Draft** voucher is saved but not posted.

SECTION 2

2 Prerequisites: set up these first

Make sure the items below exist before you start. Ask your administrator if one is missing.

SET UP THIS FIRST	WHERE	WHY IT IS NEEDED
Chart of Accounts	Accounts → Accounts Setup → Chart of Accounts	Every voucher line needs an account. Only accounts at level **4 - Detail** take transactions.
Branches	Admin Backend → System → Branch	Every voucher needs a **Branch:**.
Departments	Admin Backend → System → Departments	Optional **Department:** on New Voucher.
Categories	Admin Backend → Accounts → Setup → Categories	Optional **Category:** on voucher lines and ledger filter.
SAR Rates	Admin Backend → Accounts → Setup → SAR Rates	Exchange rate between PKR and SAR used by bookings and vouchers.
Financial Settings	Admin Backend → Accounts → Setup → Financial Settings	Default sale, cost, cash and bank accounts used by automatic posting.
Your rights	Admin → Roles & Permissions; employee record	Cash/bank vouchers, back-dated vouchers, posting as Final and other branches need rights.

SECTION 3

3 Step-by-step data entry

Follow the parts in order. Each part matches one screen or task.

Part A — Add an account to the Chart of Accounts

Open **Accounts → Accounts Setup → Chart of Accounts**. The tree shows levels 1 Header, 2 Master, 3 Control and 4 Detail.

Chart of Accounts — Add Account

1 Find the parent
Use `Search code / name`, `Nature` and `Show levels up to` to find the parent account. `Expand all` opens the whole tree.

2 Click Add Account
Click `Add Account`. A form opens.

3 Parent Account
Choose the `Parent Account *`. **Required.** The new account is created under it.

4 Account Code
Type the `Account Code` (for example 101010). It must be unique.

> TIP
> Follow the numbering of the other accounts under the same parent.

5 Account Description
Type the account name in `Account Description *`. **Required.**

6 Nature, Type and Transaction Type
Choose `Account Nature` (Assets, Equity, Expenses, Liabilities, Revenue), `Account Type` and `Transaction Type` (Credit or Debit).

7 Transaction Allowed and Branch
Set `Transaction Allowed` to **Yes** for an account that takes entries. Choose the `Branch` if the account belongs to one branch.

8 Save
Click `Save`. The message starts with *Saved account ....*

Part B — Enter opening balances

Open **Accounts → Accounts Setup → Opening List**.

Opening List — Add New

1 Search first
Choose `Account:` or `Branch:` and click `Search` to see existing openings.

2 Add New
Click `Add New`.

3 Account and Branch
Choose `Account:` (**required**) and `Branch:`.

4 Currency and Exchange Rate
Choose `Currency:` PKR or SAR and enter `Exchange Rate:`. Both are required.

5 Debit or Credit
Type the amount in `Debit:` **or** `Credit:`, not both.

> ⚠ **WARNING**
> *Enter either Debit or Credit, not both.*

6 Add
Click `Add`. To change a row, open it and click `Update`.

Part C — Quick Voucher (receive or make a payment)

Open **Accounts → Financial Vouchers → Quick Voucher**. Use it for a simple receipt or payment with one cash/bank account and one party account.

Quick Voucher

1 Voucher Type
Choose `Receive Payment` or `Make Payment` under `Voucher Type:`.

2 Date, Status and Branch
Set `Voucher Date:` (dd/MM/yyyy), `Status:` **Final** or **Draft**, and `Branch:`.

3 Invoice/Ref and Cash Flow
Type an optional `Invoice/Ref:`. Choose `Cash Flow:` (for example Receipts or Payments).

4 Cash/Bank
Choose the `Cash/Bank:` account the money goes into or out of. **Required.**

5 Account
Choose the party in `Account:` (customer, supplier or other ledger). **Required.**

6 Against Invoice
Pick an invoice in `Against Invoice:`, or keep -- *Direct Payment / No Invoice* --. To split one amount over many invoices click `Auto Allocate Amount` or fill `Paying Amount` in **Adjust Multiple / Partial Invoices**, then `Apply & Close`.

7 Currency, Amount and Ex.Rate
Choose `Currency:`, type `Amount:` (more than zero) and `Ex.Rate:`. The SAR value is shown.

8 Description and Save
Write the `Description:` and click `Save`. Use `Print Voucher` to print it. `Reset` clears the form.

Part D — New Voucher by type (BP, BR, CP, CR, JV, RP)

Open **Accounts → New Voucher by Type** and choose the type. Use it for vouchers with many lines, such as a Journal Voucher.

New Voucher — Voucher Details

1 Header
`Voucher No:` is generated. Check `Voucher Type:`, set `Voucher Date:`, `Branch:` (**required**), `Department:` and `Currency:` (PKR, SAR, USD or AED).

2 **Description and Status**

Write **Voucher Description:**. Choose **Voucher Status:** **Final** or **Draft**. Link a **Booking:** only if the voucher belongs to one.

3 **Add a line**

Click **Add Transaction**. Choose **Account:**, optional **Category:** and **Cash Flow:**, type **Particulars:** and **Inv/Ref No:**.

4 **Debit or Credit**

Type the amount in **Debit:** or **Credit:** and the **Exchange Rate:**. Click **Add**. Use **Update** after editing a line.

5 **Balance the voucher**

Add lines until total debit equals total credit.

6 **Save and print**

Click **Save**. Click **Print Voucher** to print.

⚠ **WARNING**

A Final voucher must balance: *Voucher is out of balance. Total Debit (...) must equal Total Credit (...) to post as Final.*

Part E — Ledgers, statements and reconciliation

Ledgers and statements

1 Account Ledger

Accounts → General Ledger / Account. Choose **Account**, **Period**, **Branch**, **Currency** and click **Apply**. Print with **Print**, **Excel** or **CSV**.

2 Customer Ledger

Customer Ledger: choose **Customer:**, **Start Date:**, **End Date:**, **Currency:** and click **Show**.

3 Supplier Statement

Supplier / Vendor Statement: choose **Supplier / Vendor Account**, **From Date**, **To Date** and click **Generate**.

4 Trial Balance

Trial Balance: choose **Branch**, **Currency**, **Period** and **Account levels**, then **Apply**.

5 Unreconciled Entries

Lists postings that do not match their source document. Filter by **Period**, **Party (customer)**, **Module / type**, **Issue type** and click **Apply**. Users with the right can use **Sync / Fix Posting** or **Post reversal**.

6 Account Posting

Admin → Account Posting re-posts old documents. Set **Customer:**, **Booking/Voucher Number:**, dates and **Password:**, then click **Post Bookings**, **Post Star** or **Post Group Reservations**.

> ⚠ **WARNING**
> Use Account Posting only when your accountant asks.

Part F — SAR Rates (Admin Backend)

Open the Admin Backend, menu **Accounts → Setup → SAR Rates**, and click **New**.

SAR Rates

1 Currency and Rate

Enter **Currency** (for example PKR) and **Rate** (how many units equal 1 SAR).

2 Dates

Enter **Effective Date** and, if the rate ends, **Cease Date**.

3 **Limit the rate (optional)**

Fill **Customer Type**, **Customer**, **Service Provider**, **IATA** or **Hotel** only if this rate is for them.

4 **Is Active and save**

Tick **Is Active** and click **Save**.

NOTE

If no SAR rate matches, bookings use rate 1. Keep one active general rate.

SECTION 4

4 Field tables for every screen

Field names are written exactly as on screen.

Chart of Accounts — Add Account

FIELD (AS ON SCREEN)	WHAT TO ENTER	REQUIRE
Parent Account *	The account above this one.	Yes
Account Code	Unique code, e.g. 101010.	Yes
Account Description *	Account name.	Yes
Account Nature	Assets, Equity, Expenses, Liabilities or Revenue.	No
Account Type	Type from the list.	No
Transaction Type	Credit or Debit.	No
Transaction Allowed	Yes for accounts that take entries.	No
Branch	Branch of the account.	No

Opening List

FIELD (AS ON SCREEN)	WHAT TO ENTER	REQUIRE
Account:	Detail account.	Yes
Branch:	Branch.	No
Currency:	PKR or SAR.	Yes
Debit: / Credit:	One amount, not both. Not negative.	Yes
Exchange Rate:	Rate for the currency.	Yes

Quick Voucher

FIELD (AS ON SCREEN)	WHAT TO ENTER	REQUIRE
Voucher Type:	Receive Payment or Make Payment.	Yes
Voucher Date:	dd/MM/yyyy.	Yes
Status:	Final or Draft.	Yes

FIELD (AS ON SCREEN)	WHAT TO ENTER	REQUIRE
Branch:	Branch.	Yes
Invoice/Ref:	Optional reference.	No
Cash Flow:	Cash flow head.	No
Cash/Bank:	Cash or bank account.	Yes
Account:	Party / ledger account.	Yes
Against Invoice:	Invoice or Direct Payment.	No
Currency: / Amount: / Ex.Rate:	Amount above zero and a valid rate.	Yes
Description:	Narration.	No

New Voucher

FIELD (AS ON SCREEN)	WHAT TO ENTER	REQUIRE
Voucher No:	Auto Generated.	Auto
Voucher Type:	JV, BP, BR, CP, CR.	Yes
Voucher Date:	Date. Back dates need a right.	Yes
Branch:	Your branch.	Yes
Department:	Optional.	No
Currency:	PKR, SAR, USD or AED.	Yes
Voucher Description:	Remarks.	No
Voucher Status:	Final or Draft.	Yes
Booking:	Linked booking or Direct.	No
Account: (line)	Chart of account for the line.	Yes
Category: / Cash Flow: / Particulars: / Inv/Ref No:	Line details.	No
Debit: / Credit: (line)	One amount above zero.	Yes
Exchange Rate: (line)	Rate.	Yes

SAR Rates (Admin Backend)

FIELD (AS ON SCREEN)	WHAT TO ENTER	REQUIRE
Currency	e.g. PKR.	Yes

FIELD (AS ON SCREEN)	WHAT TO ENTER	REQUIRE
Rate	Units per 1 SAR.	Yes
Effective Date / Cease Date	Start and end.	No
Customer Type / Customer / Service Provider / IATA / Hotel	Limit the rate.	No
Is Active	Tick to use.	No

SECTION 5

5 After you save: find, edit, print

TASK	HOW
Find a voucher	**Accounts → Accounts Voucher List**. Filter by Voucher No:, Voucher Description:, Voucher Type:, Branch:, Date From:, Date To:, Booking Status: (Posted / Draft) and click Search.
Edit or print	Use the Action button on the row to open, print or see attached documents.
Check balances	Use Account Ledger, Customer Ledger, Supplier Statement and Trial Balance (Part E).
Export	Ledgers and Trial Balance have Print, Excel and CSV.

TIP
Posted automatic vouchers (bookings, tickets, services) are changed from their own module, not from New Voucher.

SECTION 6

6 Common errors and how to fix them

The messages below are the real messages the system shows. ... stands for a name or number.

Chart of Accounts and Opening

MESSAGE ON SCREEN	WHAT IT MEANS AND HOW TO FIX IT
Account Code is required.	Type an **Account Code**.
Account Description / Title is required.	Type the **Account Description ***.
Please select Account to continue!	Choose **Account:**.
Please enter Currency to continue!	Choose **Currency:**.
Please enter Exchange Rate to continue!	Type the rate.
Please enter Debit or Credit to continue!	Type one amount.
Enter either Debit or Credit, not both.	Clear one of the two boxes.
Debit and Credit cannot be negative.	Use positive amounts.

Quick Voucher

MESSAGE ON SCREEN	WHAT IT MEANS AND HOW TO FIX IT
Please enter a valid Voucher Date.	Use dd/MM/yyyy.
Please select a Branch.	Choose **Branch:**.
Please select a Cash/Bank Account.	Choose **Cash/Bank:**.
Please select a Ledger / Party Account.	Choose **Account:**.
Please enter a valid Amount greater than zero.	Type an amount above 0.
Please enter a valid Exchange Rate.	Type the rate.
Both Cash/Bank account and Ledger account must be selected.	Fill both accounts.

New Voucher

MESSAGE ON SCREEN	WHAT IT MEANS AND HOW TO FIX IT
Please select an Account for this transaction line.	Choose the line **Account:**.

MESSAGE ON SCREEN	WHAT IT MEANS AND HOW TO FIX IT
Please enter either a Debit or Credit amount greater than zero.	Type one amount.
Please add at least one transaction line before saving.	Click **Add Transaction** first.
Voucher lines must contain debit and credit amounts greater than zero.	Remove empty lines.
Voucher is out of balance. Total Debit (...) must equal Total Credit (...) to post as Final.	Balance the voucher or save as Draft.
Cash / bank vouchers are not enabled for your account.	Ask for the right, or use JV.
You are not allowed to post ... vouchers as Final; save as Draft.	Save as Draft. A senior user posts it.
You are not allowed to save back-dated vouchers.	Use today's date or ask for the right.
You can only save vouchers for your own branch (...	Choose your own branch.

Ledgers

MESSAGE ON SCREEN	WHAT IT MEANS AND HOW TO FIX IT
Please select an account.	Choose **Account** then **Apply**.
Please select Start Date and End Date.	Fill the period.
Select a Customer then Show.	Choose **Customer:**.
Please select a supplier account.	Choose the supplier.
You do not have permission to run Sync / Fix Posting (...	Ask an accountant with the right.

SECTION 7

7 Quick checklist

Setup

- [ ] Chart of Accounts has the detail accounts
- [ ] SAR rate is active
- [ ] Opening balances entered once

Before Final

- [ ] Debit equals credit
- [ ] Linked invoice or booking correct
- [ ] Draft only when not sure

Every voucher

- [ ] Correct type and date
- [ ] Branch chosen
- [ ] Cash/Bank and party account correct
- [ ] Amount and exchange rate checked
- [ ] Description written

Month end

- [ ] Customer and supplier ledgers checked
- [ ] Unreconciled Entries reviewed
- [ ] Trial Balance printed

Trainee name _____ Date _____ Trainer _____