

OFFICIAL MODULE GUIDE

RankToUp ERP Accounting Module

Official user and administration manual for branch-level financial setup, controlled posting, banking, taxation, assets, reconciliation and reporting.

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Document: Accounting Module User Manual

Audience: Finance administrators, accountants, approvers and auditors

Classification: Operational reference

Document purpose and contents

This manual explains the approved operating sequence for the RankToUp ERP Accounting module. All examples assume that the correct active company and branch have already been selected.

**SETUP → OPENING BALANCES → DAILY DOCUMENTS → APPROVAL → POSTING → RECONCILIATION
→ REPORTING → PERIOD CLOSE**

Control rule: Never edit a posted financial result silently. Correct it using a reversal or approved adjustment voucher.

Contents

1. Accounting concepts and responsibilities
2. Initial configuration checklist
3. Chart of accounts
4. Business bank accounts and cheque control
5. Fiscal periods, opening balances and budgets
6. Voucher entry, approval, posting and reversal
7. Tax control
8. Fixed assets and depreciation
9. Recurring vouchers and exchange rates
10. Bank reconciliation and statement import
11. Financial reports and audit
12. Daily, monthly and year-end procedures
13. Troubleshooting and control checklist

1. Accounting concepts and responsibilities

Active context

Accounting records are scoped to the active company and branch. Confirm both before creating accounts, vouchers, bank records, opening balances or reports.

Role	Primary responsibility
Finance Administrator	Chart design, periods, tax rules, bank ledgers, workflows and access.
Accountant	Draft entry, supporting documents, reconciliation and reports.
Approver	Independent review of amount, date, accounts, evidence and business purpose.
Cash/Bank Officer	Receipts, payments, cheques and statement matching.
Auditor	Read-only review of ledgers, approvals, reversals and audit history.

Double-entry rule

Every voucher requires at least two lines and total debit must equal total credit. A draft has no ledger effect. Only a posted voucher changes financial balances.

Document states: Draft → Submitted → Approved or Rejected → Posted → Reversed when correction is required.

2. Initial configuration checklist

Complete configuration in this order:

1. Confirm company base currency, timezone and branch.
2. Create currencies and effective exchange rates when required.
3. Create the chart of accounts.
4. Link real business bank accounts to postable asset ledgers.
5. Create fiscal periods.
6. Enter, approve and post opening balances.
7. Create cost centers and budgets.
8. Configure taxes and their payable/receivable ledgers.
9. Configure amount-based approval rules.
10. Register fixed assets and recurring templates as applicable.
11. Test one balanced voucher through approval and posting.
12. Confirm Trial Balance debit equals credit.

Go-live condition: Do not start daily posting until opening balances, bank ledgers, tax accounts and the first fiscal period have been reviewed.

3. Chart of accounts

Accounts → Chart of Accounts

Type	Normal balance	Examples
Asset	Debit	Cash, bank, receivables, inventory, fixed assets.
Liability	Credit	Payables, tax payable, loans.
Equity	Credit	Capital, retained earnings.
Income	Credit	Sales, service income, other income.
Expense	Debit	Purchases, salaries, rent, depreciation.

Create an account

1. Enter a unique stable code and clear name.
2. Select type, subtype, currency and normal balance.
3. Select a parent group when the account belongs in a hierarchy.
4. Mark group accounts as non-postable; transactions use leaf accounts only.
5. Activate and save.

An account containing transactions cannot be deleted. Deactivate obsolete accounts while retaining their history.

Recommended controls

- ✓ One purpose per account.
- ✓ No duplicate bank or control ledgers.
- ✓ Use consistent account-code ranges.
- ✓ Restrict manual posting to system control accounts when appropriate.

4. Business banks and cheques

Accounts → Business Bank Accounts

Register a bank account

1. Select a postable asset ledger.
2. Choose company-wide or active-branch scope.
3. Enter bank name, account title, number, IBAN, currency and bank identifiers.
4. Enter opening balance only before transactions exist.
5. Save and verify the linked ledger.

After ledger transactions exist, change balances through vouchers—not by editing the bank opening balance.

Accounts → Bank Operations

Cheque register

Status	Meaning
Issued	Cheque given to a payee and awaiting bank clearance.
Received	Cheque received and awaiting deposit/clearance.
Cleared	Bank confirmed settlement; record clearance date.
Bounced	Bank rejected the cheque; investigate and adjust documents.
Cancelled	Cheque voided before settlement.

Clearing a cheque records its operational status; ensure the related receipt/payment voucher is also correctly posted.

5. Periods, opening balances and budgets

Fiscal periods

Accounts → Fiscal Periods

Create a year, quarter, month or special period with non-overlapping start and end dates. A closed period locks sales, purchases, inventory and payroll accounting activity. Draft vouchers must be resolved before closing.

Opening balances

Accounts → Opening Balances

ENTER → REVIEW → APPROVE → POST

1. Select account and fiscal period.
2. Enter either debit or credit.
3. Save as draft and compare with the signed opening trial balance.
4. Approve, then post.

An opening balance can be posted once per account and period. Use an adjustment voucher for later corrections.

Budgets

Accounts → Budgets

Create an account/period allocation, review it, approve it and close it when no longer active. Use threshold alerts and prevent-overflow controls according to company policy.

6. Voucher lifecycle

Accounts → Journal / Payment / Receipt / Contra / Credit Notes / Debit Notes

Voucher	Typical use
Journal	Accruals, depreciation and non-cash adjustments.
Payment	Cash or bank outflow.
Receipt	Cash or bank inflow.
Contra	Transfer between cash and bank accounts.
Credit Note	Reduce receivable/revenue or recognize a credit.
Debit Note	Reduce payable/cost or recognize a debit.

Create and post

1. Choose voucher date inside an open fiscal period.
2. Enter reference and meaningful description.
3. Add postable account lines, party and cost center where applicable.
4. Confirm debit equals credit and save draft.
5. Select **Submit**. A configured amount rule sends it to the assigned approver.
6. The approver selects Approve or Reject. Rejected documents are corrected and resubmitted.
7. Select **Post** only after approval.

Reverse a posting

Open a posted voucher, select Reverse and enter a precise reason. The system creates and posts an equal opposite voucher while retaining the original document.

Posting is permanent by design. Never use reversal merely to hide an error; enter a traceable reason and retain evidence.

7. Tax control

Accounts → Tax Control

Configure a tax

- 1. Enter unique code, name and type: sales, purchase, withholding, VAT, GST or service.
- 2. Enter rate and tax authority.
- 3. Select payable and receivable control accounts.
- 4. Set effective-from and effective-to dates.
- 5. Activate after finance review.

Tax reconciliation

Use the tax summary to compare taxable base and tax amount by type. Reconcile sales/purchase source documents, tax lines, control ledgers and statutory returns for the same reporting period.

Check	Expected result
Sales tax output	Source invoices agree with tax payable activity.
Purchase tax input	Eligible source invoices agree with recoverable tax.
Withholding	Certificates and party balances agree with control accounts.
Effective dates	No document uses an expired or future rate.

Government portal submission remains an external statutory process unless a country-specific integration is enabled.

8. Fixed assets and depreciation

Accounts → Fixed Assets

Register an asset

- 1. Enter unique asset code, name and purchase date.
- 2. Select fixed-asset cost account.
- 3. Select accumulated depreciation and depreciation expense accounts.
- 4. Enter purchase cost, salvage value and useful life in months.
- 5. Select straight-line, reducing-balance or no depreciation.

Run depreciation

Select Depreciate. The system calculates the permitted amount, updates accumulated depreciation and book value, and creates a balanced draft journal:

Line	Debit	Credit
Depreciation expense	Depreciation amount	—
Accumulated depreciation	—	Depreciation amount

The journal must follow normal approval and posting. Review book value, last depreciation date and fully-depreciated status monthly.

Do not run duplicate depreciation for the same accounting period. Review the last depreciation date and draft voucher register first.

9. Recurring vouchers and currencies

Recurring templates

Accounts → Recurring Vouchers

1. Enter template name, description and voucher type.
2. Select daily, weekly, monthly, quarterly or yearly frequency.
3. Set the next run date.
4. Enter balanced debit and credit lines.
5. Save and choose Run Now when due.

Running a template creates a draft voucher and advances the next date. Review and approve every generated voucher before posting.

Exchange rates

Accounts → Exchange Rates

Select base and target currencies, enter a positive rate, effective date and authoritative source. Keep dated history instead of overwriting old rates.

- ✓ Use the company-approved rate source.
- ✓ Verify base/target direction.
- ✓ Review realized and unrealized differences during period close.
- ✓ Post approved gain/loss adjustments through journals.

10. Bank reconciliation

Accounts → Bank Operations

Balance reconciliation

- 1. Select the business bank account and statement date.
- 2. Enter statement closing balance, cleared deposits and cleared payments.
- 3. Save the comparison.
- 4. Zero difference completes reconciliation; a difference is flagged for investigation.

Accounts → Bank Statement Import

CSV import and matching

Use a UTF-8 CSV with headers:

date	amount	direction	reference	description
2026-07-31	12500.00	deposit	DEP-104	Customer receipt

Select a bank, upload the file and review imported lines. Auto-match searches for an unused ledger transaction with the exact bank account, date, direction and amount.

Do not force a false match. Investigate date differences, bank charges, unpresented cheques, deposits in transit and missing vouchers.

11. Reports and audit

Report	Purpose
General Ledger	Detailed movement by account.
Party Ledger	Customer/supplier movements and balances.
Trial Balance	Debit/credit totals and closing control.
Profit & Loss	Income and expenses for a period.
Balance Sheet	Assets, liabilities and equity.
Cash Book	Cash account movement.
Bank Book	Bank ledger movement.
Bank Reconciliation	Bank-related ledger detail and reconciliation support.

Accounting audit

Accounts → Accounting Audit

Configure amount-based approval rules by voucher type and assigned approver. The audit register records accounting actions with user, company, branch, source record and timestamp.

Report review

- ✓ Use consistent from/to dates.
- ✓ Confirm active branch.
- ✓ Trial Balance debit equals credit.
- ✓ Profit & Loss closing result agrees with equity treatment.
- ✓ Bank Book agrees with completed reconciliations.
- ✓ Investigate reversals and late postings.

12. Daily, monthly and year-end procedures

Daily opening

- ✓ Confirm active company, branch and open fiscal period.
- ✓ Review pending approvals and rejected vouchers.
- ✓ Review uncleared cheques and unmatched statement lines.

Daily closing

- ✓ Resolve unbalanced or incomplete drafts.
- ✓ Post approved vouchers.
- ✓ Reconcile cash collections and bank deposits.
- ✓ Review high-value and reversed entries.

Month-end

1. Complete operational purchase, sales, payroll and inventory posting.
2. Post accruals, prepayments and depreciation.
3. Reconcile banks, parties, taxes and control accounts.
4. Review budgets and foreign-currency adjustments.
5. Run Trial Balance, Profit & Loss and Balance Sheet.
6. Resolve all drafts, obtain approval and close the period.

Year-end

Complete statutory reconciliations, asset review, inventory valuation, tax schedules and external audit adjustments. Archive final reports and close the year only after authorization.

13. Troubleshooting and final controls

Issue	Correction
Voucher will not save	Ensure at least two lines, positive total and equal debit/credit.
Voucher date rejected	Create or reopen the authorized fiscal period; never bypass the lock.
Voucher will not post	Submit and obtain required approval first.
Opening balance will not post	Approve it first and confirm it has not already been posted.
Bank difference remains	Review outstanding items, charges, date cut-off and missing vouchers.
Statement line will not match	Confirm exact date, amount, direction and linked bank ledger.
Depreciation unavailable	Confirm active asset, method, remaining depreciable value and accounts.
Wrong branch results	Switch active context and rerun; do not duplicate transactions.

Final posting checklist

- ✓ Business purpose and evidence are present.
- ✓ Date and fiscal period are correct.
- ✓ Accounts, party, cost center and currency are correct.
- ✓ Debit equals credit.
- ✓ Tax treatment is correct.
- ✓ Independent approval is recorded when required.
- ✓ Posting or reversal reason is traceable.

Official operating principle: Accurate setup, independent approval, immutable posting, documented reversal, regular reconciliation and timely period closure form the accounting control framework.

14. Company-wide chart and branch consolidation

The Chart of Accounts is maintained once per legal company. Transactions retain their branch dimension. Authorized company administrators and all-branch users can run accounting and stock reports for one branch or all branches consolidated. Ordinary staff remain restricted to their assigned branch.

- Accounting reports provide an authorized branch selector and an All branches consolidated option.
- Stock Ledger provides the same branch scope and includes the branch in consolidated CSV exports.
- Products, SKUs, and accounts are company master data; vouchers, ledger entries, stock movements, warehouses, and locations preserve operational scope.
- Legacy duplicate account codes remain branch-scoped so posted history is never rewritten unsafely.

Control principle: consolidated values are calculated from auditable branch transactions rather than stored as duplicate company totals.