



BOOKS

# Books — Getting Started

Step-by-step from a new Books account to your first balanced books. Settings, bank accounts, chart of accounts, opening balances.

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UrTravelPro Books is a bookkeeping platform built for travel agencies. It handles transactions, banking, reconciliation, reports, and multi-company accounting. This guide walks you from a new account to your first balanced books.

## Signing In

Books uses Single Sign-On (SSO) through UrTravelPro Core. You use the same UrTravelPro account you have for Marketing, Compass, and any other UrTravelPro apps. No separate password.

## First-Time Setup

1. **Set your company information** — go to **Settings** and fill in your business name, address, tax ID, and fiscal year start. This appears on reports and invoices.
2. **Add your bank accounts** — go to **Banking** and click **Add Bank Account** to enter accounts manually, or **Add Bank Feed** to connect via Plaid (see the **Bank Feeds** guide for details).
3. **Review your Chart of Accounts** — Books pre-loads a travel-agency-tailored chart. Customize the accounts to match how you want to categorize transactions.
4. **Import historical transactions** — either via CSV upload or via bank feeds (which can pull up to 24 months of history on first connect).
5. **Enter opening balances** — set the starting balance for each bank account at the date you want to start tracking. Books pre-fills these when you connect a bank feed.

### ADVISOR TIP

The dashboard shows a Getting Started checklist that tracks your progress through these setup steps. You can dismiss it once you're fully set up.

# Core Concepts

## Transactions

Every dollar in and out is a transaction — an expense, income, transfer, or deposit. Transactions have an amount, date, payee, account (which bank account it touched), and category (which chart-of-account it's classified as).

## Bank Accounts vs. Book Accounts

- **Bank Account** — a real account at a real institution (Chase Checking, Capital One Credit Card)
- **Book Account** (chart of account) — a category in your books (Software Subscriptions, Office Rent, Commissions Earned)

Every transaction touches one bank account (where the money moved) and is categorized into one or more book accounts (what it was for).

## The Banking Lifecycle

1. Transaction lands in your bank account (synced via Plaid or imported via CSV)
2. Books matches it against existing entries you've already typed (e.g. you booked an expense, and now the bank feed pulls in the actual debit)
3. You **review** the transaction — confirm or change the payee and category
4. Once reviewed, the transaction is **approved** and counts toward your reports
5. When you reconcile, you match the **In Books** balance to your **At Bank** balance for that month

## Where to Go Next

- Connect your first bank account via **Bank Feeds** for automatic transaction sync
- Set up **Payees** for recurring vendors you'll see often
- Customize your **Chart of Accounts** to match your travel-agency categories
- Run your first month and try a **Reconciliation**