Accounting & Financial Management

Complete user guide for Pindah Basa

Finance managers. Bookkeepers. Cashiers. Sales teams. Business owners.
Run the full financial lifecycle — chart of accounts, journals, cash and bank, invoices, POS, fiscal periods, VAT, and IFRS-ready statements — in one connected module of **Pindah Basa**.

Product	**Pindah Basa** — Accounting & Sales Module
Publisher	**Pindah Private Limited**
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Pindah Private Limited builds **Pindah Basa**, the operating platform for organisations that have outgrown fragmented systems. Finance, operations, manufacturing, healthcare, education, and logistics share one data layer — cloud, on-premise, or hybrid — with native multi-currency (USD + ZiG), IFRS compliance at transaction level, and immutable audit trails.

Learn more at pindah.org

When your operations outgrow the systems that built them.

Executive Summary

Accounting & Sales is the financial engine of **Pindah Basa**. Every monetary movement — money received from customers, money paid to suppliers and for expenses, invoices outstanding, quotations in progress, POS sales, and bank statement lines — posts as balanced double-entry journals into the general ledger.

The module is built around your **chart of accounts**. Day-to-day operators use **Point of Sale**, **Invoices**, and **Quotations**. Finance teams manage **Journals**, **Fiscal Periods**, **Trial Balance**, **Financial Statements**, **VAT Return**, and **Ledger Health**. Cash movements use **Receive Money**, **Spend Money**, and **Import Bank Statement**.

Accounting works hand in hand with **Inventory & Stock**: every POS sale and invoice line reduces stock; stock receipts update costs that feed valuation. Pharmacy dispenses can collect payment through the same sales flow. Supplier bills and supplier payments live under **Procurement**, but appear under Purchases and Payables in the Accounting menu for convenience.

For the full **quote** → **order** → **receive** → **bill** → **pay** → **reconcile** purchasing cycle — and for day-to-day cash expenses — see Purchasing and Accounting Workflow. That section maps common finance outcomes to the exact screens and journals in Pindah Basa.

Document numbers (**INV-**, **JE-**, **ORD-**, **S-**, **RX-**, **RFQ-**, **PO-**, and similar) are assigned at **create** time. Status (`Draft`, `Pending`, `Paid`, ...) is separate — numbers do not change when you verify or post.

Who This Is For

Role	How they use Accounting
Finance managers and accountants	Chart of accounts, journals, fiscal periods, statements, VAT, ledger health
Bookkeepers	Daily receive/spend money, invoice payments, bank import, trial balance
Cashiers and retail staff	Point of Sale, receipt printing, sales register
Sales teams	Quotations, invoices, customers, sales orders
Procurement	RFQs, purchase orders; supplier bills/payments; supplier statements
Business owners	Financial dashboard, statements, consolidation overview

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Key Capabilities

- Financial dashboard with KPIs, charts, aging, and quick actions
- Full chart of accounts (tree/flat), import/export, merge, activate/deactivate
- System account mappings that drive automatic posting
- Journals with draft → post → reverse → duplicate lifecycle
- General ledger, account activity, trial balance
- Layout-driven financial statements (income statement, balance sheet, cash flow, equity)
- Fiscal years and periods (open, soft-close, close, reopen, year close, FX revaluation)
- VAT return preview and filing
- Ledger health diagnostics with one-click Fix for common gaps

- Receive Money / Spend Money cash journals
- Bank statement import (standard and AI-assisted)
- Point of Sale with till, customer, barcode, tax codes
- Invoices with real `INV-` numbers at create, payments, credit notes, reverse, email, PDF
- Quotations, sales orders, sales register, purchase orders
- Purchase-to-pay path: RFQ → PO → GRN → supplier bill → pay → supplier statement
- Customers (clients), payment methods, banks, currencies (including RBZ rates)
- Tax codes (VAT, withholding, excise, fees)
- CoA templates and report layouts
- Consolidate — backfill missing journals from sales activity

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Important Concepts

Term	Meaning
Chart of accounts	Master list of accounts by type (Asset, Liability, Equity, Income, Expense)
System account	Named mapping (e.g. `CASH` → 1100) used by automatic posting
Journal entry	Balanced financial record — debits must equal credits to post
Draft / Posted / Reversed	Journal lifecycle statuses
General ledger	Every posted journal line across accounts
Trial balance	Account balances as of a date — verifies books balance
Fiscal period	Calendar window that controls whether posting is allowed
Soft close	Period restricted; only privileged users may post
Hard close	Period locked after close checklist passes
Consolidate	Creates missing journals from sales/invoices already in the system
Invoice	Customer bill — `INV-` number at create; GL posts when status leaves Draft
Quotation	Customer price offer (Sales) — no GL until invoiced
RFQ	Vendor request for quotation (Procurement) — competitive sourcing; no GL
Purchase order	Supplier commitment — no stock/GL until GRN / supplier invoice
GRN	Goods receipt note — stock increases; GL posts inventory vs GRNI
GRNI	Goods Received Not Invoiced — liability bridge until the supplier bill is approved
Supplier statement	Subledger view of what you owe each supplier (invoices − payments)
POS sale	Over-the-counter sale — stock + journals immediately
Settlement account	GL account a payment method posts into (Cash, Ecocash, Paynow, …)

Term	Meaning
Cash and Bank	Receive Money, Spend Money, bank import — day-to-day cash book equivalent
Ledger health	Diagnostics: unbalanced entries, unposted docs, AR/AP/inventory recon

Menu Map (sidebar)

Open **Accounting** in the left sidebar of **Pindah Basa**.

Section	Menu item	Route
Top	Dashboard	`/accounting/dashboard`
Top	Point of Sale	`/accounting/sales/create`
Top	Invoices	`/accounting/invoices`
Sales and Receivables	Customers	`/accounting/customers`
	Quotations	`/accounting/quotations`
	Sales Orders	`/accounting/orders`
	Sales Register	`/accounting/sales/list`
Purchases and Payables	Purchase Orders	`/accounting/purchase-orders`
	Supplier Bills	`/procurement/supplier-invoices`
	Pay Suppliers	`/procurement/payments`
	Supplier Statement	`/stock/suppliers/statement`
Cash and Bank	Receive Money	`/accounting/cash/receive-money`
	Spend Money	`/accounting/cash/spend-money`
	Import Bank Statement	`/accounting/cash/import-statement`
	Bank Accounts	`/accounting/banks`
	Payment Methods	`/accounting/payment-methods`
General Ledger	Chart of Accounts	`/accounting/charts-of-accounts/chart-of-accounts`
	Journals	`/accounting/charts-of-accounts/journals`
	New Journal	`/accounting/charts-of-accounts/journals/new`
	General Ledger	`/accounting/charts-of-accounts/general-ledger`

Section	Menu item	Route
	Account Activity	`/accounting/charts-of-accounts/account-activity`
	Fiscal Periods	`/accounting/charts-of-accounts/fiscal-periods`
Reports	Trial Balance	`/accounting/charts-of-accounts/trial-balance`
	Financial Statements	`/accounting/charts-of-accounts/financial-statements`
	VAT Return	`/accounting/charts-of-accounts/tax-return`
	Ledger Health	`/accounting/charts-of-accounts/ledger-health`
Settings	Currencies	`/accounting/currencies`
	Tax Codes	`/accounting/charts-of-accounts/tax-codes`
	System Accounts	`/accounting/charts-of-accounts/system-accounts`
	Account Types	`/accounting/charts-of-accounts/account-types`
	CoA Templates	`/accounting/charts-of-accounts/coa-templates`
	Report Layouts	`/accounting/charts-of-accounts/report-layouts`

Related screens outside the Accounting sidebar (same organisation):

Area	Menu item	Route	Role in the books
Procurement	RFQs	`/procurement/rfqs`	Vendor quotations — no GL
Stock	Goods Receipts / Receive Stock	`/stock/orders`, `/stock/orders/receive`	GRN — inventory + GRNI

Table of Contents

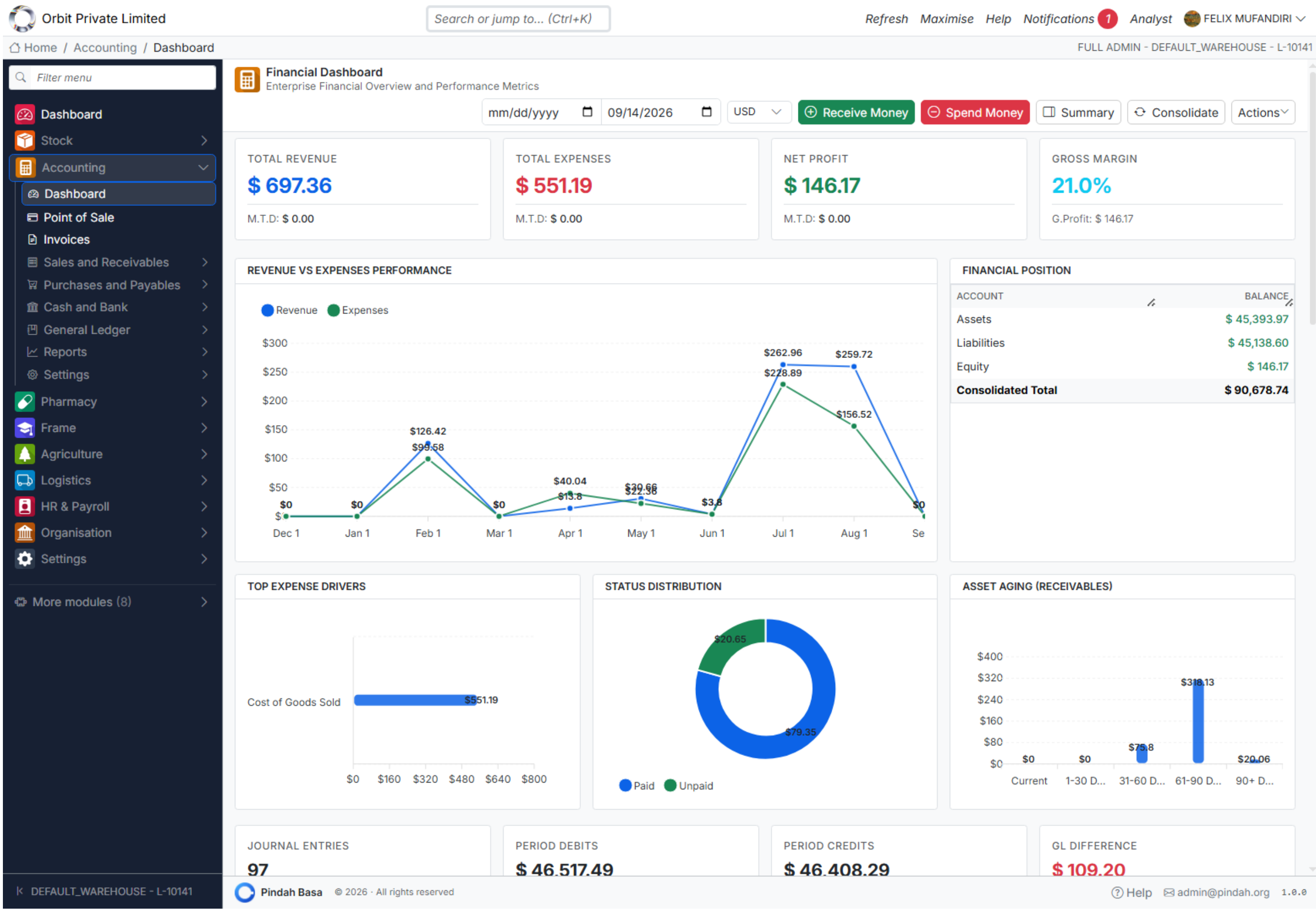
Getting Started

1. Sign in to **basa.pindah.org**.
2. Confirm your **location / till** in the top bar (e.g. `DEFAULT_WAREHOUSE - L-10141`).
3. Open **Accounting** in the sidebar.
4. Start on the **Dashboard**.
5. If this is a new organisation, complete Initial Accounting Setup before live transactions.

Tip: use **Ctrl+K** (global search) to jump to any Accounting screen by name.

Financial Dashboard

Path: Accounting → Dashboard
URL: `/accounting/dashboard`



What you see

For the selected date range and currency:

KPI	Meaning
Total Revenue	Income in the period
Total Expenses	Costs in the period
Net Profit	Revenue minus expenses
Gross Margin	Profitability after direct costs

Also typically shown:

- Revenue vs Expenses trend chart
- Financial position (Assets / Liabilities / Equity)
- Top expense drivers
- Invoice status distribution (paid vs unpaid)
- Receivables aging (current, 30, 60, 90+ days)
- Journal count, period debits/credits, GL difference warning when unbalanced

Controls

Control	Purpose

Control	Purpose
Date range	Filter KPIs and charts
Currency	Report currency (e.g. USD, ZWL)
Receive Money	Open cash receipt form
Spend Money	Open cash payment form
Summary	Condensed period summary
Consolidate	Backfill missing sales journals
Actions	Shortcuts (Import Bank Statement, statements, CoA, journals, invoices, customers, ...)

Initial Accounting Setup

Complete this sequence before going live.

Step 1 — Chart of accounts

Go to **Accounting** → **General Ledger** → **Chart of Accounts**.

- **Add account**, or **Import**, or **Initialise defaults**, or apply a **CoA Template**
- Ensure you have Cash, AR, AP, Inventory, Sales Revenue, COGS, VAT accounts as needed

Step 2 — System accounts

Go to **Settings** → **System Accounts** and map at least:

Key	Typical account
`CASH`	1100 — Cash
`AR_CONTROL`	1200 — Accounts Receivable
`AP_CONTROL`	2100 — Accounts Payable
`INVENTORY`	1300 — Inventory
`SALES_REVENUE`	4100 — Sales Revenue
`COGS`	5100 — Cost of Goods Sold
`VAT_OUTPUT` / `VAT_INPUT`	VAT control accounts
`FX_GAIN` / `FX_LOSS`	Required for FX revaluation

Without **Cash**, Receive Money, Spend Money, and bank import commit cannot post.

Step 3 — Fiscal year

Go to **Fiscal Periods** → **New fiscal year**. Set name, start date, period count, period length (Month / Quarter), and retained earnings account.

Step 4 — Supporting masters

1. **Currencies** — base currency + FX rates (optionally retrieve from RBZ)
2. **Payment Methods** — each method needs a **Settles Into** account
3. **Tax Codes** — VAT15, EXEMPT, IMTT, WHT, etc.
4. **Banks** — bank name, account number, branch, currency
5. **Customers** — client directory

Step 5 — Stock prerequisites

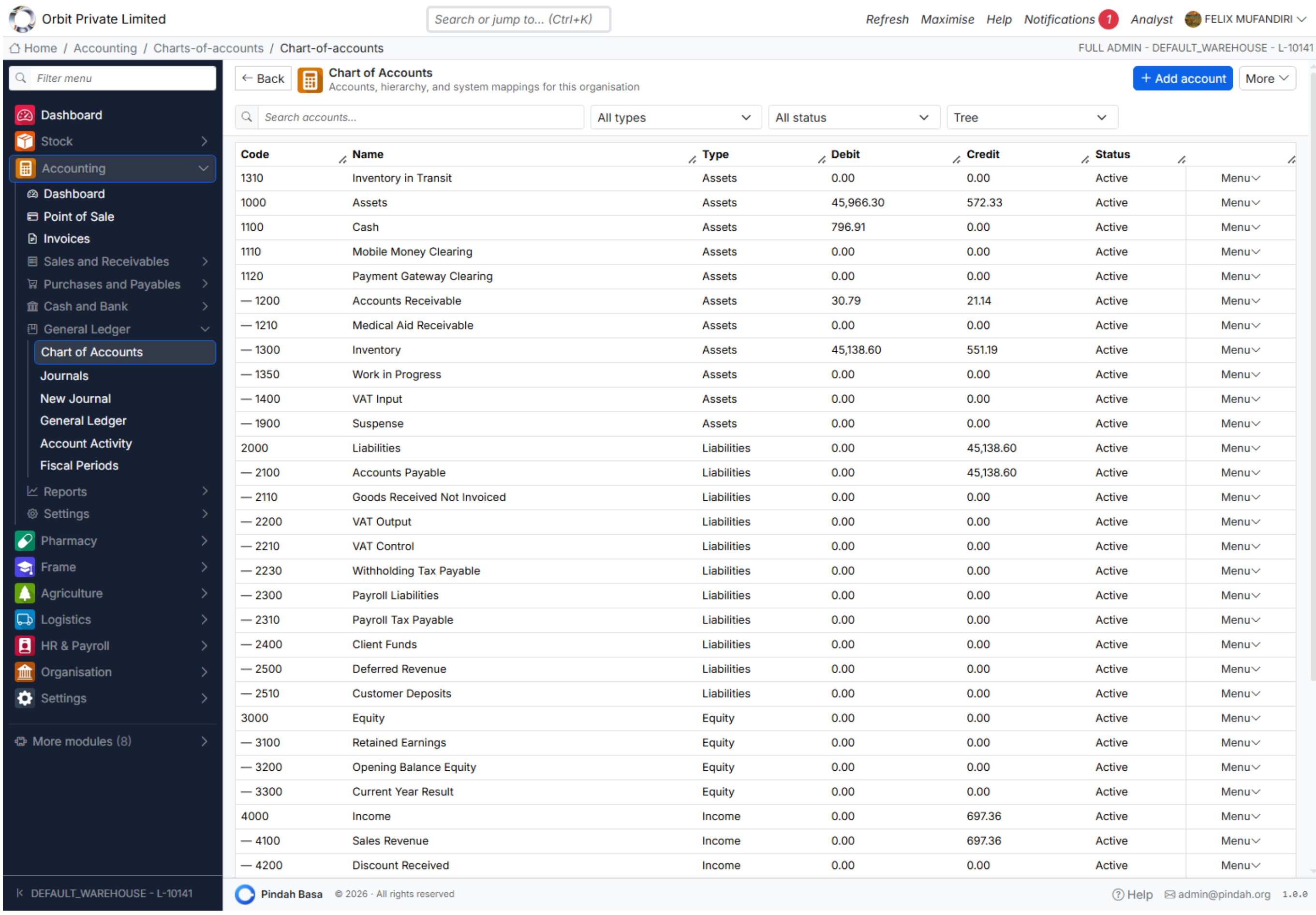
Ensure **Locations** and **Tills** exist in Stock. POS requires a till.

Step 6 — Smoke test

1. Post a small **Spend Money** expense.
2. Run a test **POS sale**.
3. Run **Consolidate** if needed.
4. Open **Trial Balance** — debits should equal credits.
5. Open **Ledger Health** — resolve any Fail rows.

Chart of Accounts

Path: Accounting → General Ledger → Chart of Accounts



List and filters

- Search by code or name
- Filter by **type** (Assets, Liabilities, Equity, Income, Expenses)
- Filter by **Active / Inactive**
- View as **Tree** (hierarchy) or **Flat**

Columns: Code, Name, Type, Debit, Credit, Status, Menu.

Add / edit an account

Click **+ Add account** (or row → Edit). Fields include:

Field	Notes
Code	Unique per organisation (suggested ranges: Assets 1000–1999, … Expenses 5000–7999)
Name	Display name
Type / Subtype	Must match parent type
Parent	Optional hierarchy
Cash-flow class	`CASH`, `OPERATING`, `INVESTING`, `FINANCING`, `NONE`
Control type	`AR`, `AP`, `INVENTORY`, `TAX`, `BANK`, `CASH`, `WIP`, `SUSPENSE`
Currency	Optional account currency
Default tax code	Optional
Flags	Postable, Active, Allow manual posting, Monetary, Reconcilable, Require location/department/project

Row actions

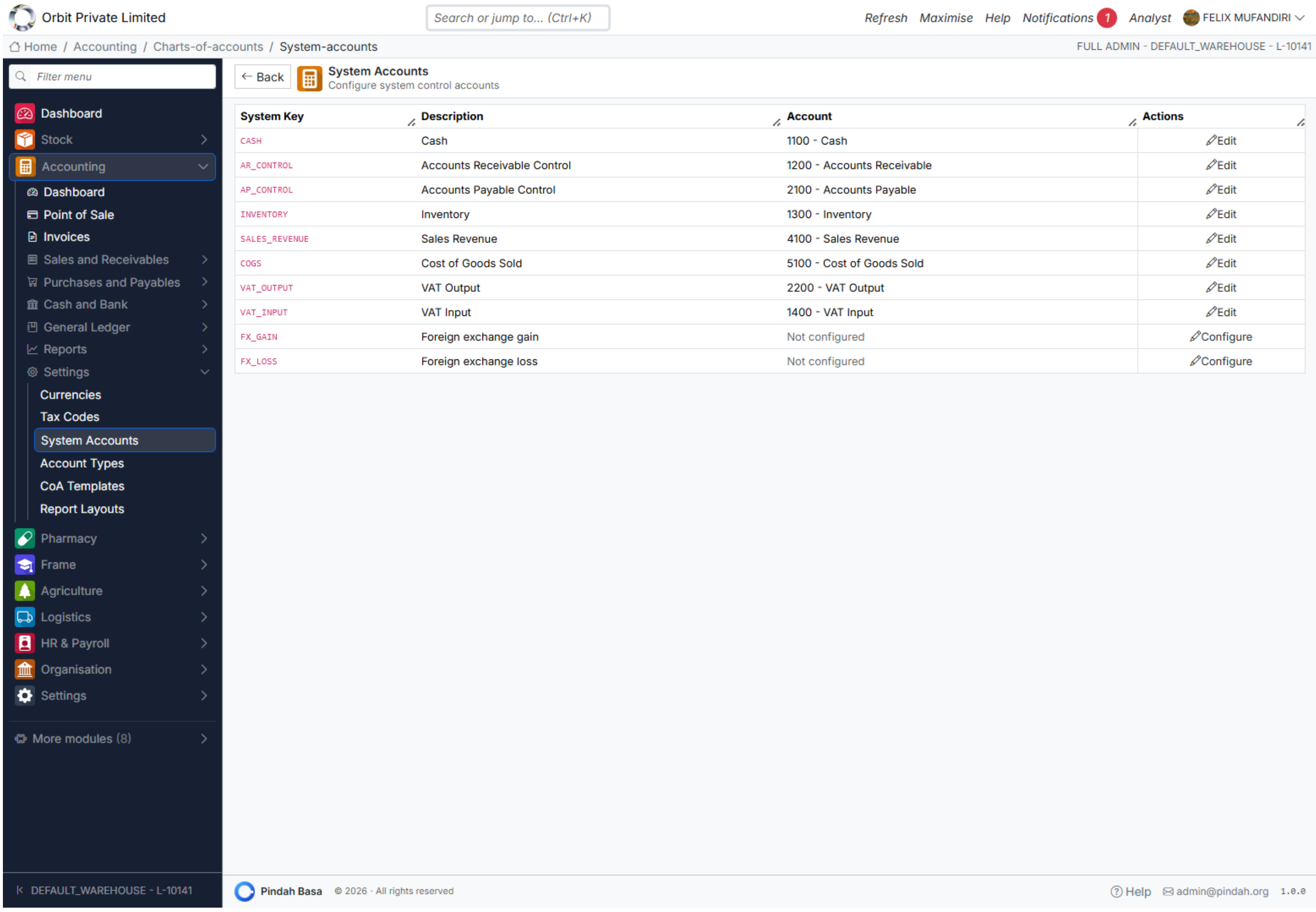
Action	When to use
Edit	Change name, flags, parent (type locked once journal lines exist)
Usage	See where the account is used (blocks unsafe delete)
Activate / Deactivate	Soft-retire without deleting
Merge	Move all lines from source → target (same type; source must have no children)
Delete	Only if unused

More menu

Import, Export, Initialise defaults, link to Templates.

System Accounts

Path: Accounting → Settings → System Accounts

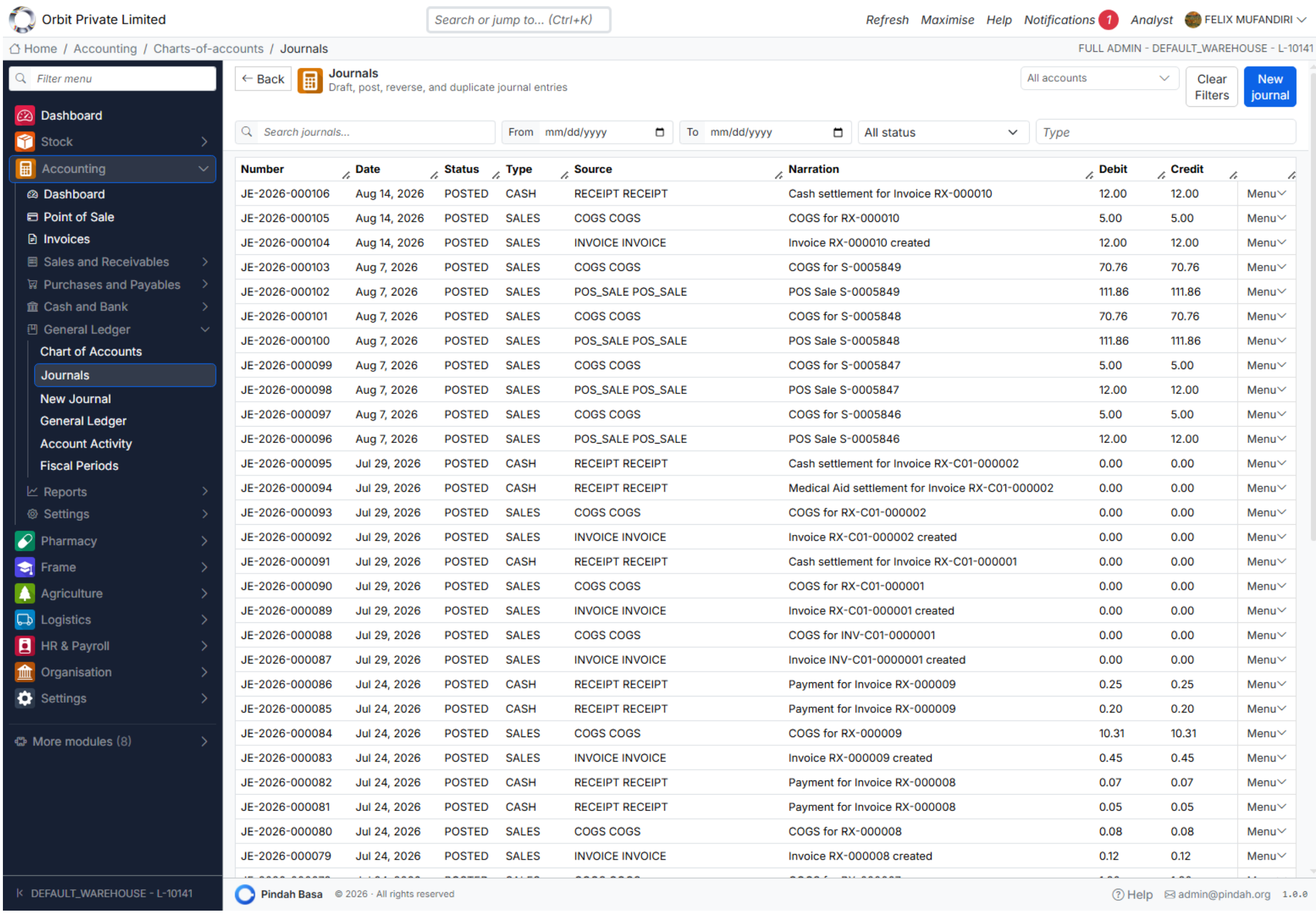


Map each **System Key** to a chart account. Keys shown as “Not configured” must be configured before the related feature works (e.g. FX revaluation needs `FX_GAIN` and `FX_LOSS`).

Use **Configure** / **Edit** / **Save** / **Cancel** per row.

Journals

Path: Accounting → General Ledger → Journals



List

Filter by account, date range, status (**Draft / Posted / Reversed**), and type. Search by number or narration.

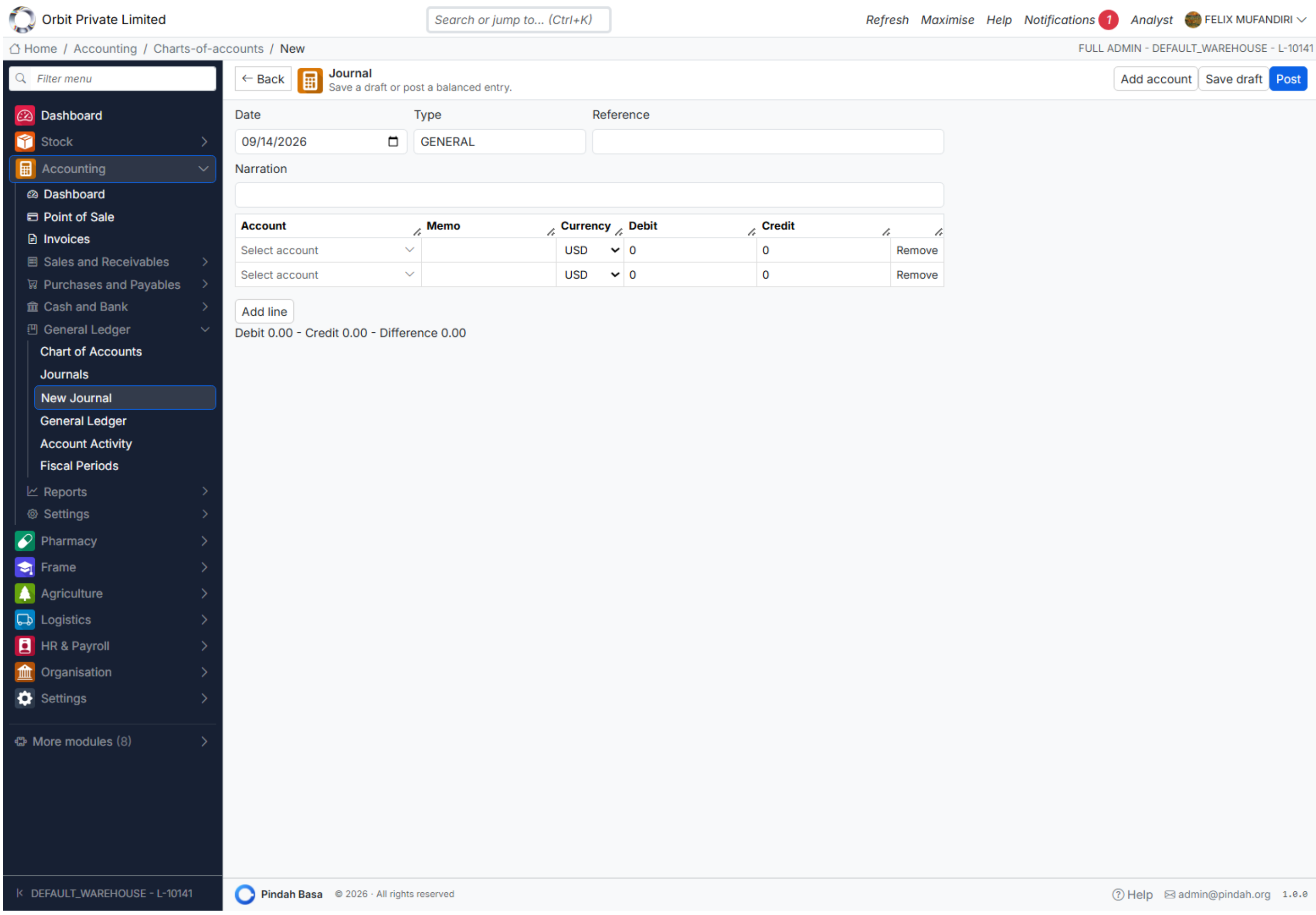
Typical columns: Number (`JE-YYYY-######`), Date, Status, Type (`CASH`, `SALES`, `GENERAL`, …), Source, Narration, Debit, Credit, Menu.

Row actions

Status	Actions
DRAFT	View, Post, Duplicate, Delete
POSTED	View, Reverse, Duplicate
REVERSED	View (original voided; reversal exists)

New journal

Path: Accounting → General Ledger → New Journal



1. Set **Date**, **Type** (default `GENERAL`), **Reference**, **Narration**.
2. **Add line** for each side: Account, Memo, Currency, Debit **or** Credit.
3. Watch totals: Debit − Credit − Difference must be **0.00** to post.
4. **Save draft** (may be unbalanced until you finish) or **Post**.
5. Optional: **Add account** shortcut, **Duplicate**, **Reverse** (on existing posted journals).

Rules that block posting:

- Debits must equal credits (2 decimal places)
- Accounts must be active and postable
- A fiscal period must cover the date and must not be LOCKED
- Soft-closed / control accounts may require elevated permissions

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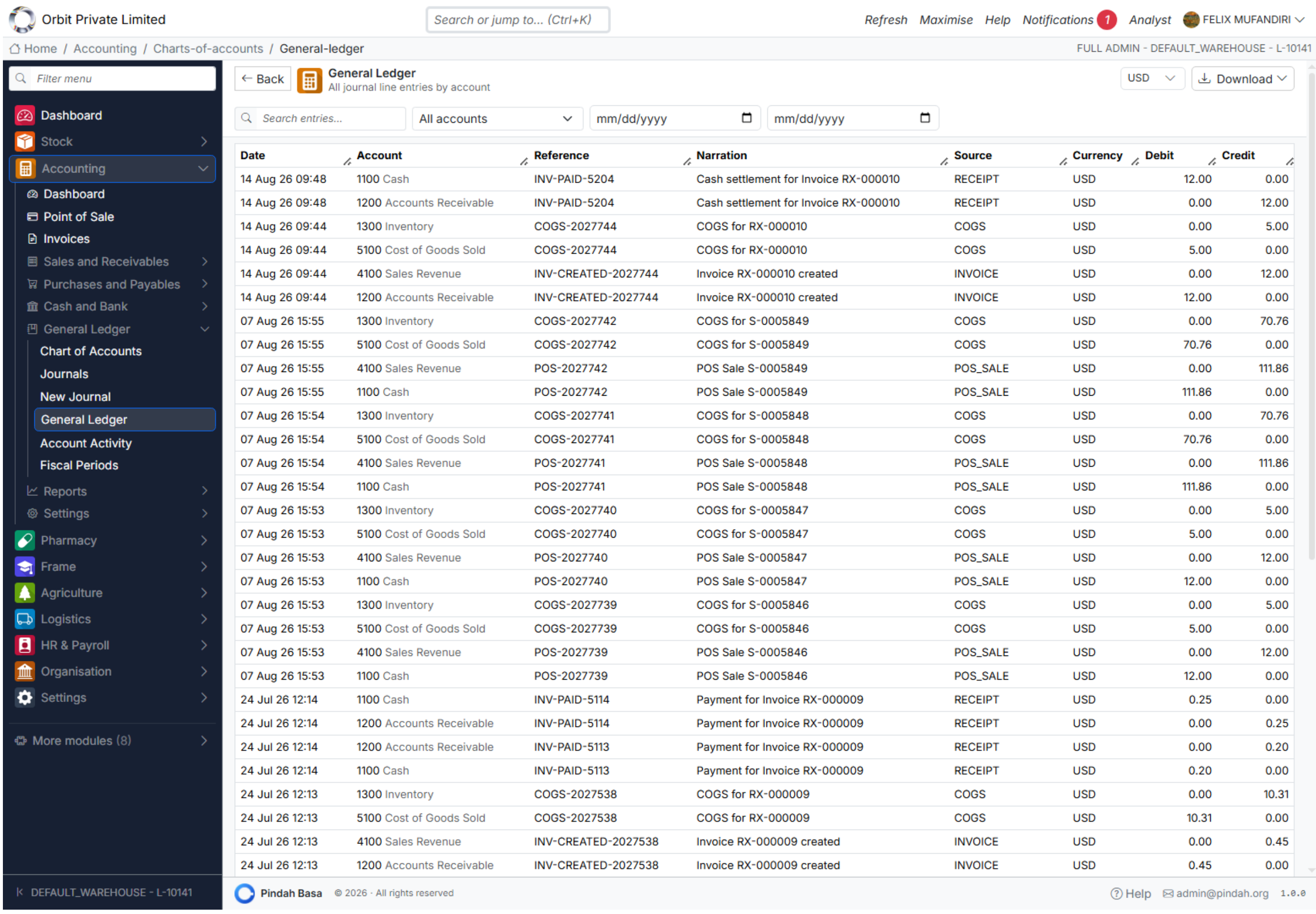
General Ledger and Account Activity

General Ledger

Path: Accounting → General Ledger → General Ledger



Every journal **line** by account for the selected filters. Columns include Date, Account, Reference, Narration, Source (`POS_SALE`, `INVOICE`, `RECEIPT`, `COGS`, …), Currency, Debit, Credit.

- Search entries
- Filter by account and date range
- **Download** PDF or Excel

Account Activity

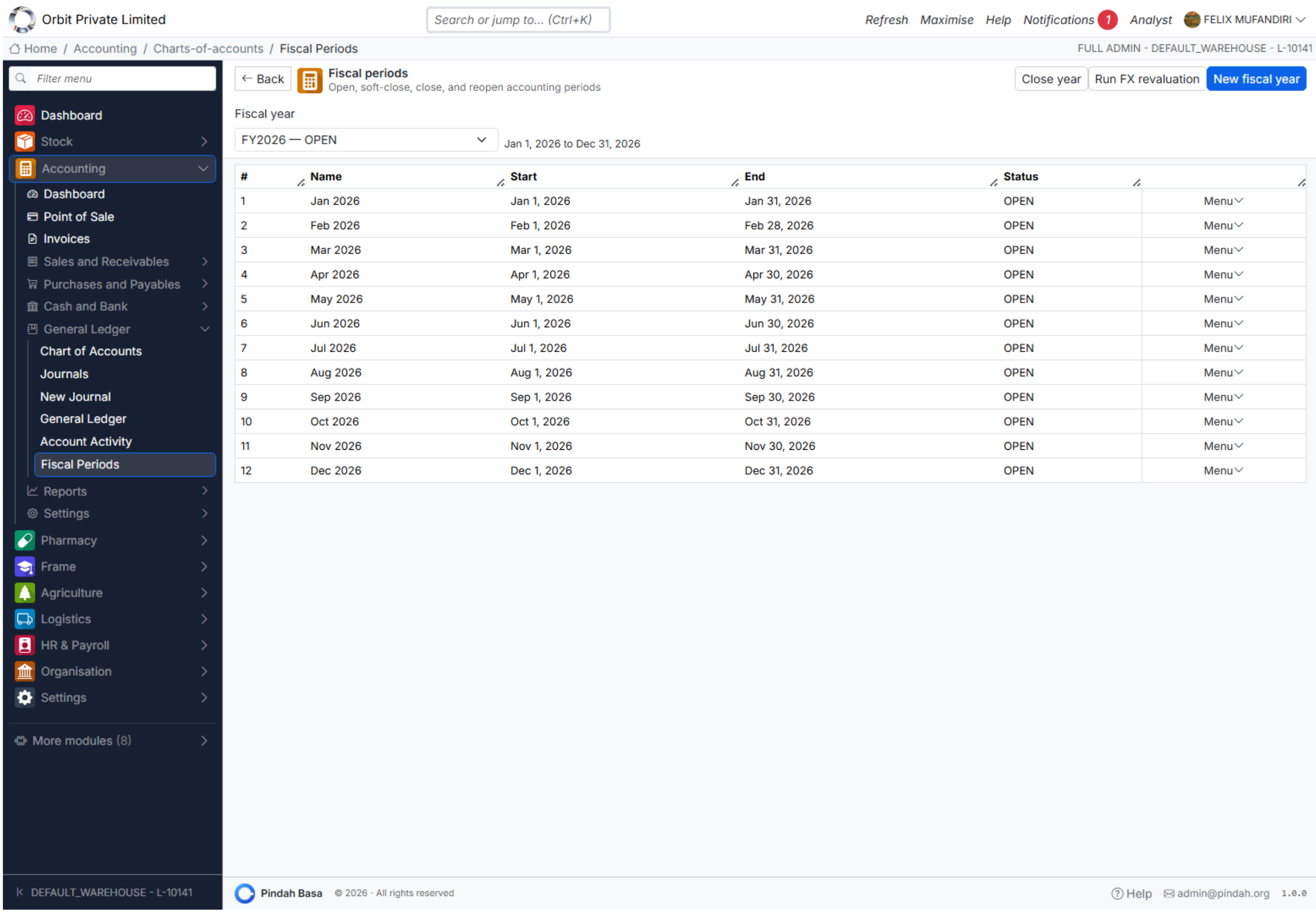
Path: Accounting → General Ledger → Account Activity

1. Select one account and a date range.
2. Click **Generate**.
3. Review opening balance → movements → closing balance.

Use this for bank reconciliation and audit of a single account.

Fiscal Periods

Path: Accounting → General Ledger → Fiscal Periods



Year header actions

Action	Purpose
New fiscal year	Create year + monthly/quarterly periods
Run FX revaluation	Post FX gain/loss as of a date / period end
Close year	When all periods are closed — P&L sweep to retained earnings; periods become **LOCKED**

Period statuses

```
OPEN → SOFT_CLOSED → CLOSED → LOCKED (after year close)
       ↑ reopen with reason ↑
```

Per-period menu

Action	Effect
Checklist	Month-end readiness checks (`canClose`)
Run FX	FX revaluation for that period

Action	Effect
Soft close	Restrict posting
Close	Hard close (checklist must pass)
Reopen	Requires a reason

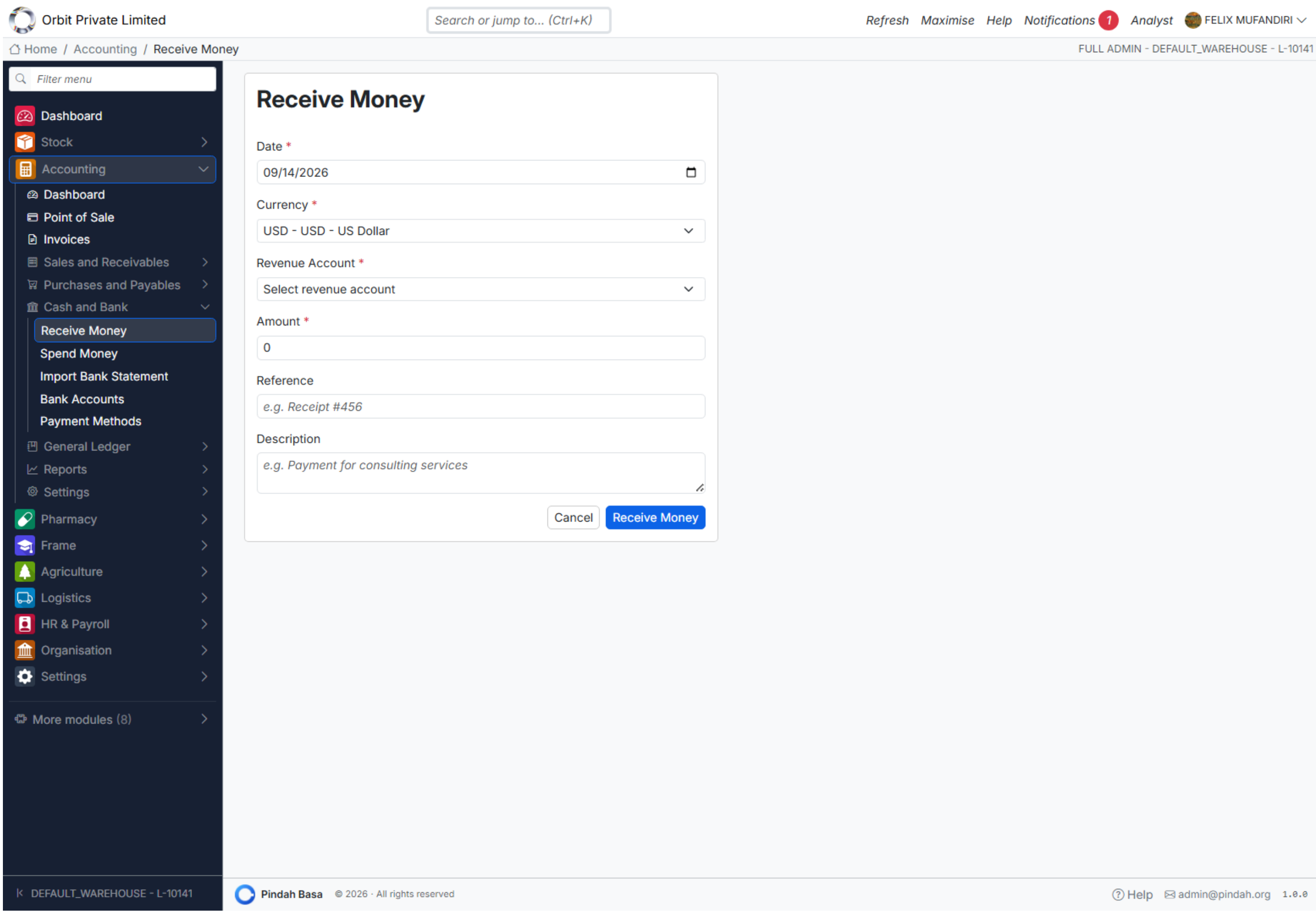
Close checklist typically checks: no open posting failures, suspense/rounding clean, entries balance, AR/AP/inventory recon, GRNI, FX reval done, no drafts.

Receive Money and Spend Money

Cash and Bank is the day-to-day cash book in Pindah Basa: ad-hoc inflows and outflows that are not tied to a customer invoice or supplier bill. Posted lines appear in **Journals**, **General Ledger**, and **Account Activity** for the Cash system account (and for bank lines after statement import).

Receive Money

Path: Accounting → Cash and Bank → Receive Money



Field	Required	Purpose
Date	Yes	When money was received
Currency	Yes	Transaction currency

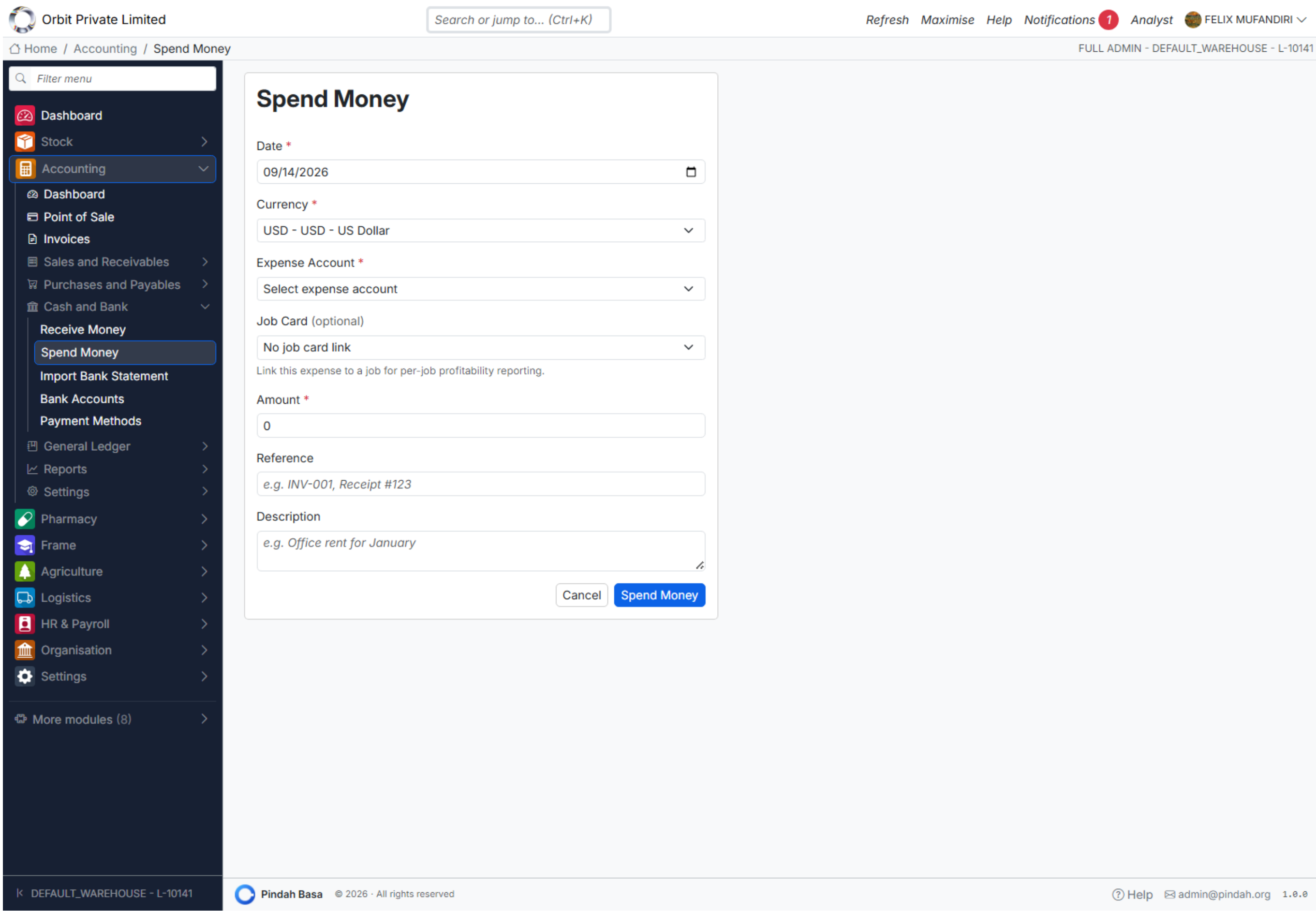
Field	Required	Purpose
Revenue Account	Yes	Income account to credit
Amount	Yes	How much
Reference	No	Receipt / transfer ref
Description	No	Notes

Click **Receive Money**. System debits **Cash** (system account) and credits the revenue account.

Use for: consulting fees, deposits, ad-hoc income not tied to an invoice.

Spend Money

Path: Accounting → Cash and Bank → Spend Money



Same pattern for outflows: Expense Account, optional **Job Card** link for job profitability, Amount, Reference, Description → **Spend Money**.

Posted effect: **Dr Expense / Cr Cash** (Cash system account).

Use for: rent, utilities, petty cash, fuel, and other general expenditures that are not on a purchase order or supplier bill.

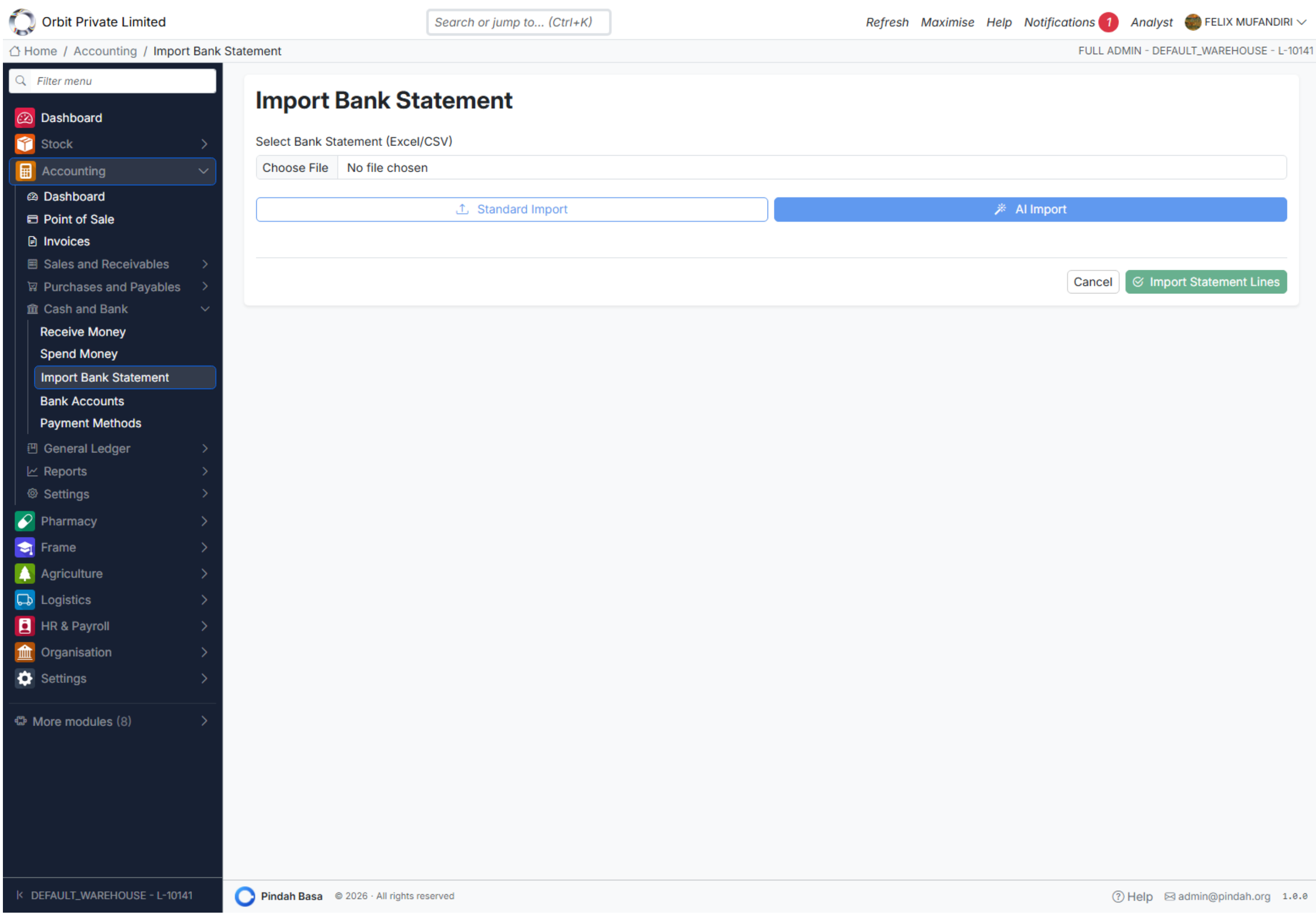
Goal	How to record it

Goal	How to record it
Petty cash / till expense	**Spend Money** → pick expense account
Bank payment for an expense (not a supplier AP bill)	Prefer **Import Bank Statement** and map the line to the expense account, or post a **manual journal** Dr Expense / Cr Bank
Supplier invoice payment	Do **not** use Spend Money — use **Pay Suppliers** so AP clears correctly

To review cash movements like a cash book register: open **Account Activity** for the Cash (and bank) accounts, or filter **Journals** by date.

Import Bank Statement

Path: Accounting → Cash and Bank → Import Bank Statement



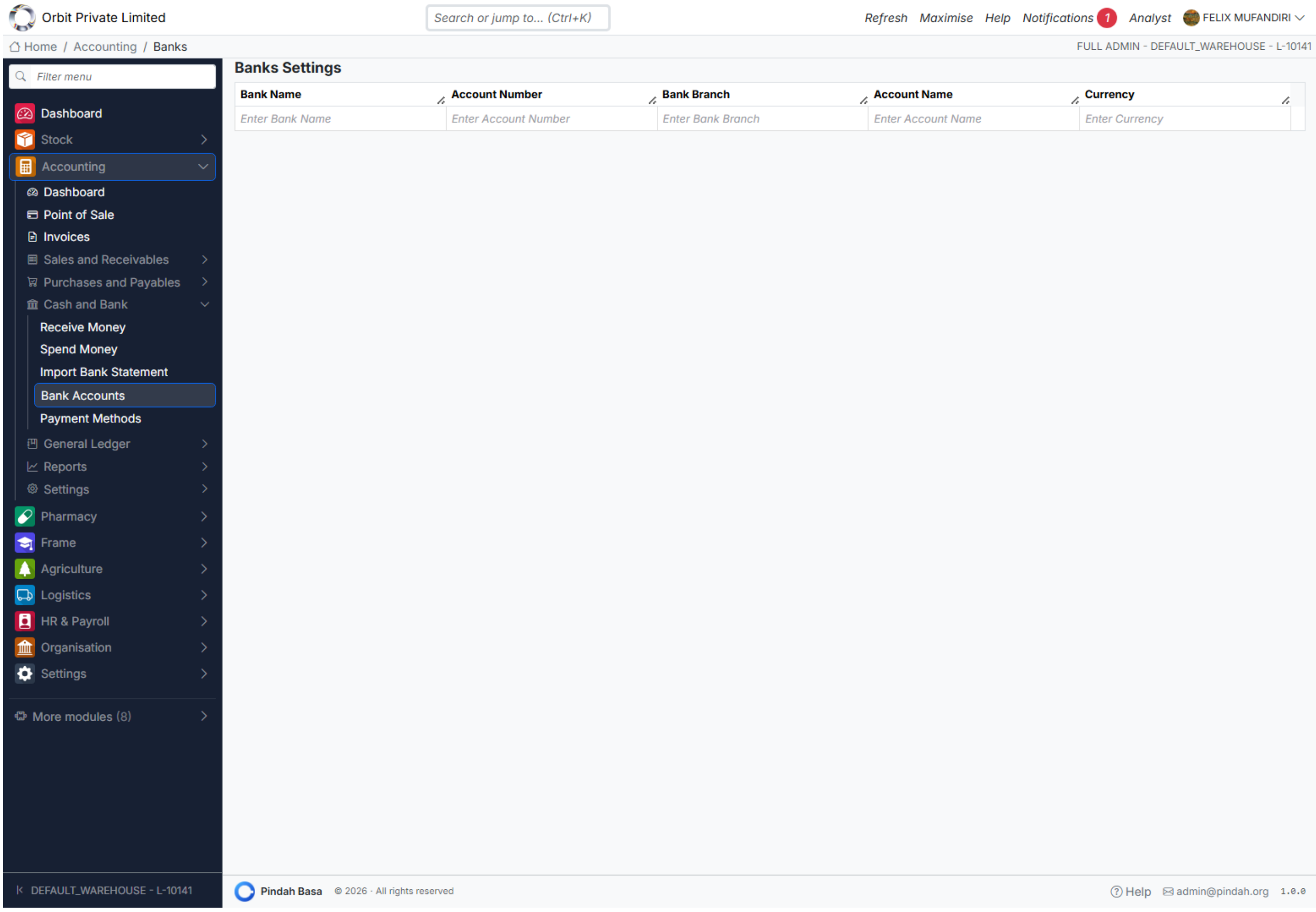
1. Choose File (Excel/CSV from your bank).
2. Pick **Standard Import** or **AI Import**.
3. Preview parsed lines (date, description, debit/credit).
4. Assign accounts to debit (expense) and credit (income) rows — apply in bulk where offered.
5. Click **Import Statement Lines** — each mapped line posts as a cash journal.
6. Review in Journals / General Ledger.

Requires the **CASH** system account.

Banks and Payment Methods

Bank Accounts

Path: Accounting → Cash and Bank → Bank Accounts

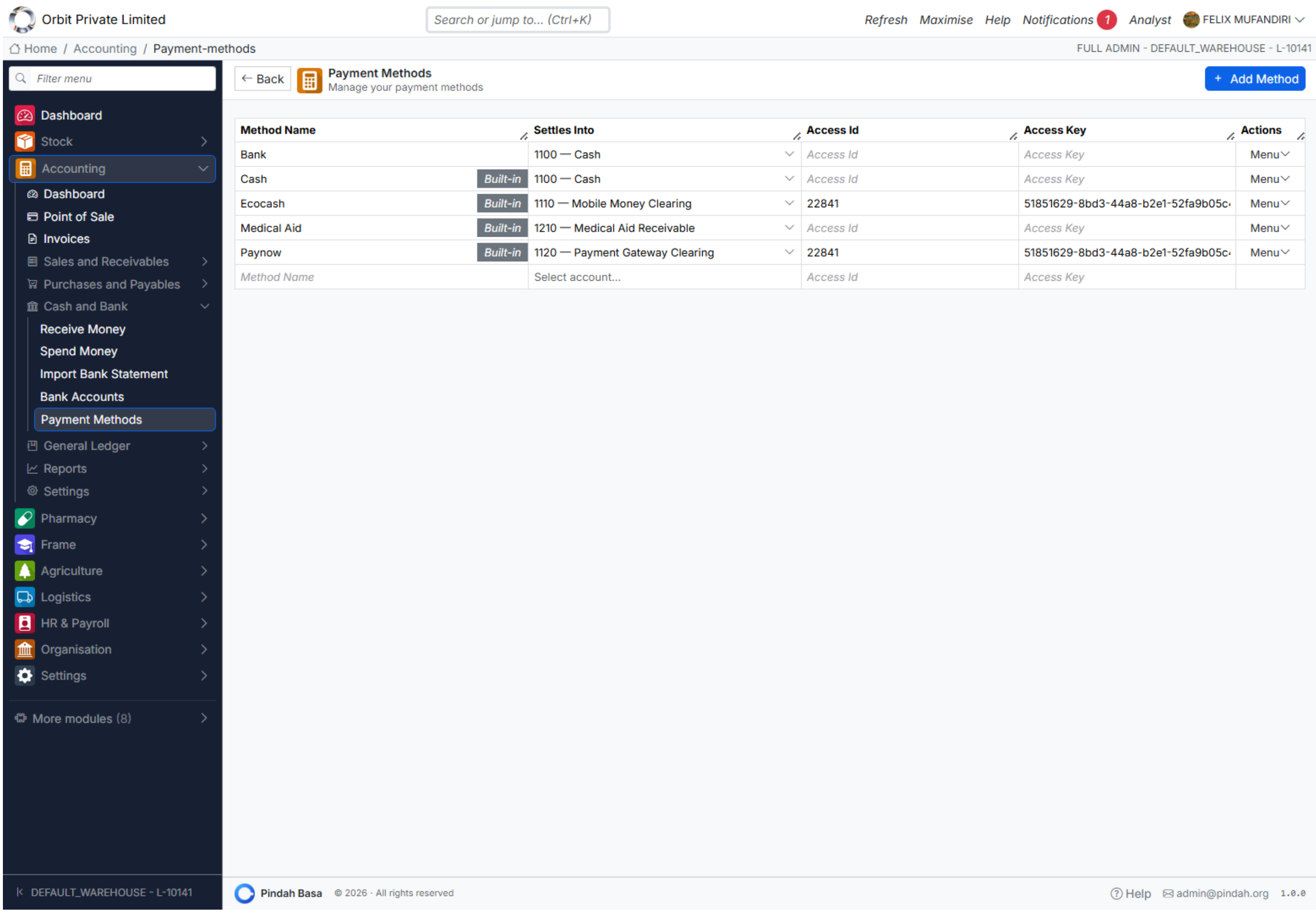


Inline master for Bank Name, Account Number, Branch, Account Name, Currency. Add a row and save; delete unused banks.

This is bank **master data** for statements — not a full reconciliation workspace. Reconciliation uses statement import + reconcilable CoA flags + Account Activity.

Payment Methods

Path: Accounting → Cash and Bank → Payment Methods

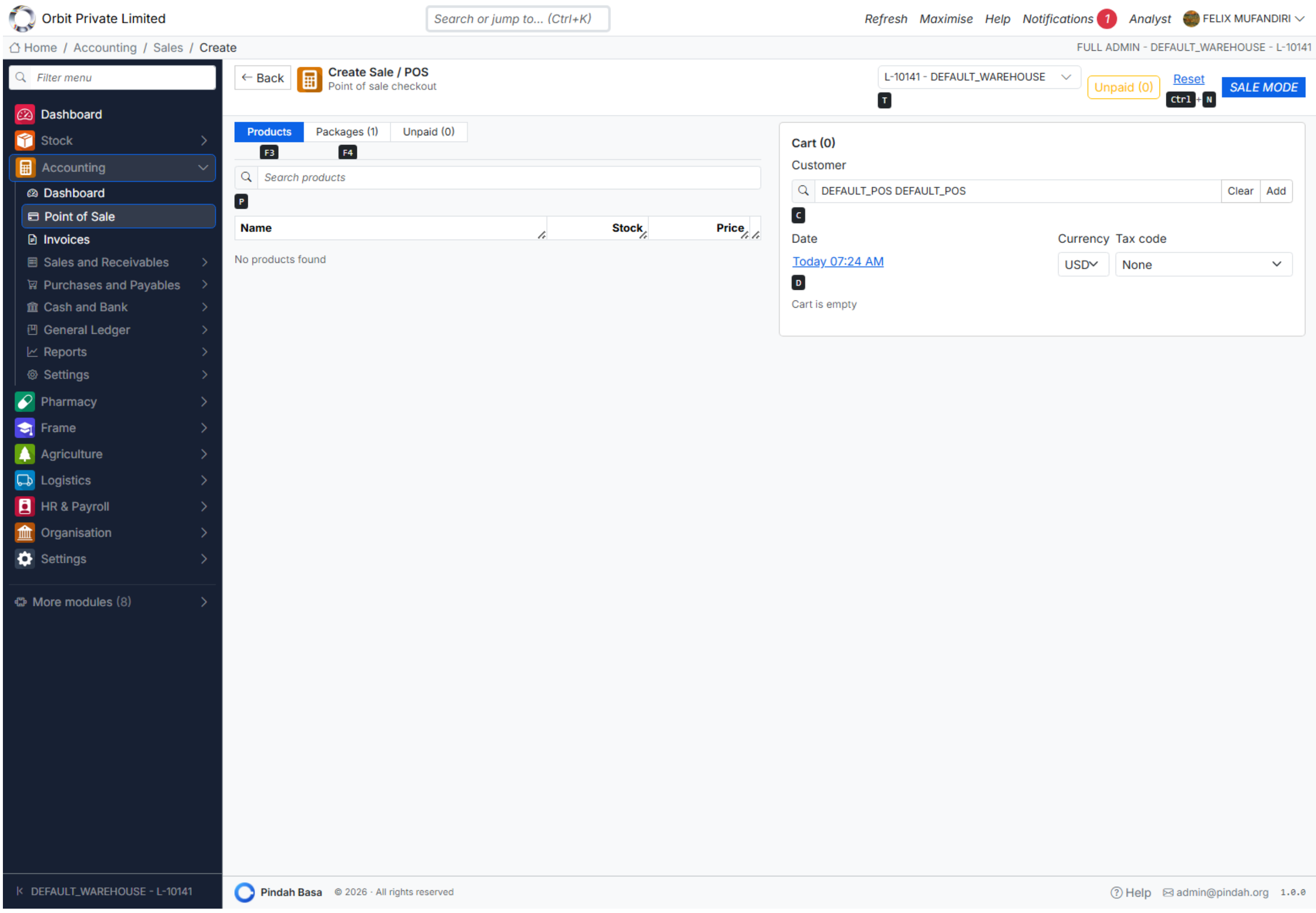


Column	Purpose
Method Name	Cash, Ecocash, Paynow, Bank, Medical Aid, ...
Settles Into	GL account the tender posts to
Access Id / Key	Gateway credentials where applicable
Built-in	System methods cannot be deleted

Click **+ Add Method** for custom tenders. Every method used at POS must have a valid **Settles Into** account or Ledger Health will fail.

Point of Sale

Path: Accounting → Point of Sale



Before you sell

1. Select **Till** / warehouse (required to load products).
2. Confirm **Customer** (default walk-in customer is fine).
3. Set **Date**, **Currency**, **Tax code**.

Selling

1. Search products (F3) or packages (F4), or scan barcode.
2. Build the cart — adjust quantities.
3. Review totals.
4. Complete in **SALE MODE**.

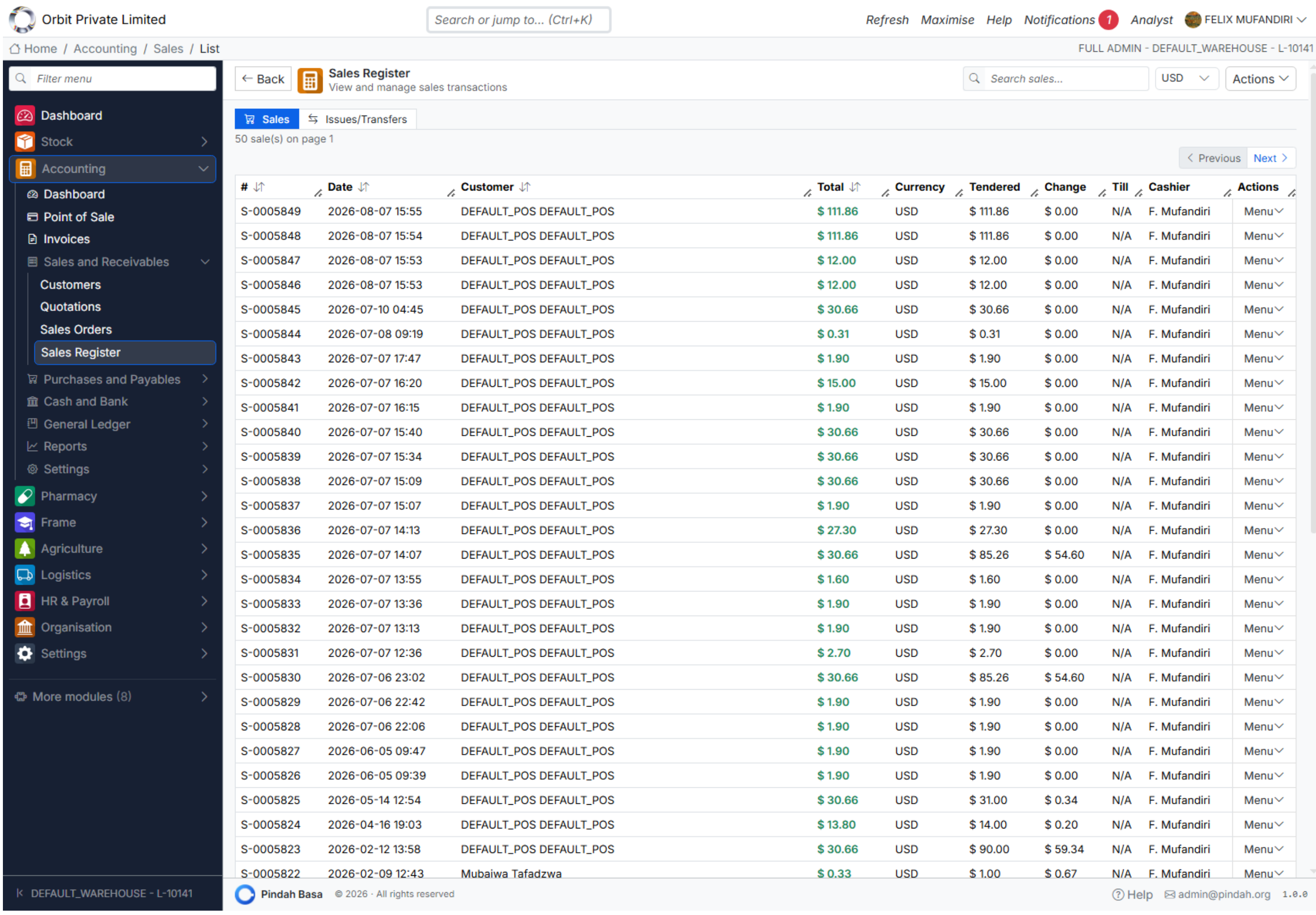
On completion: stock reduces, receipt available, sale appears in Sales Register, journals post (`SALE_CASH` + `SALE_COST_RECOGNISED`).

Issue / Transfer mode

From Stock menu **Issue/Transfer** or `/accounting/sales/create/transfer` — internal stock movement without a customer sale (creates a transfer request in Stock).

Sales Register

Path: Accounting → Sales and Receivables → Sales Register



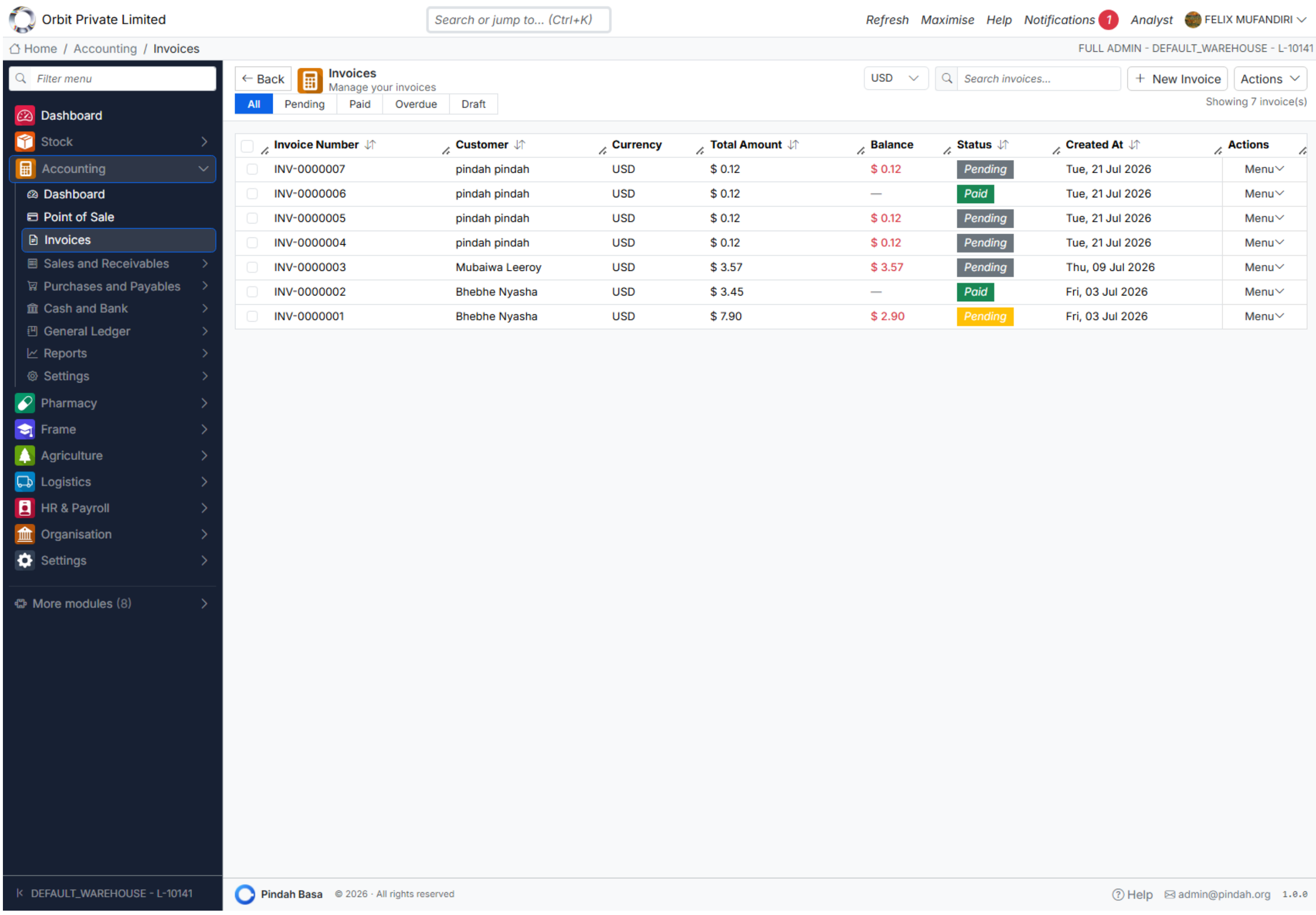
Tabs: **Sales | Issues/Transfers**.

Columns typically include sale number (`S-#######`), Date, Customer, Total, Currency, Tendered, Change, Till, Cashier, Menu.

Open a sale for line detail, payment, and linked documents. Download or email receipts from the sale view.

Invoices

Path: Accounting → Invoices



List filters

Tabs: **All | Pending | Paid | Overdue | Draft**

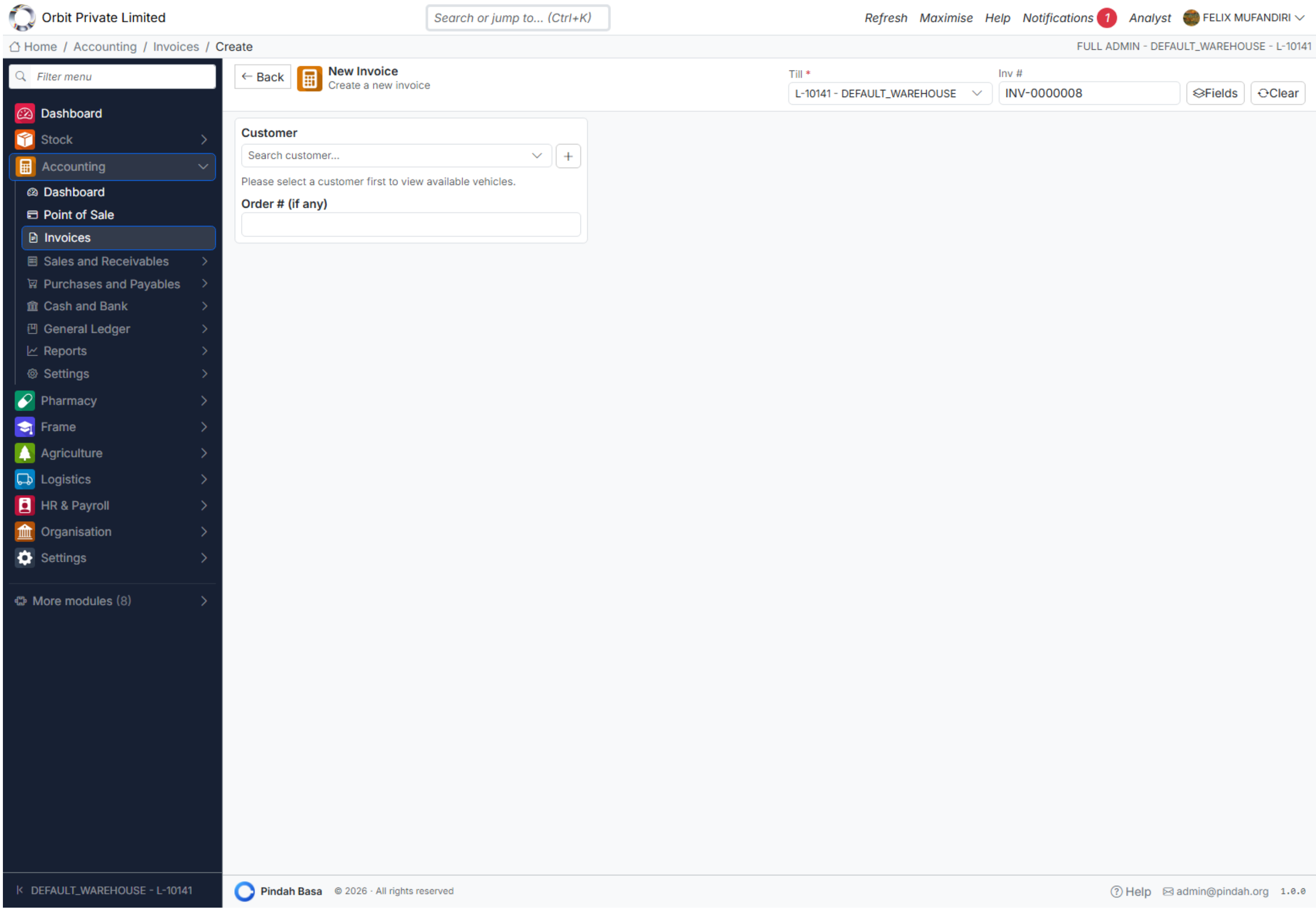
Also filter by currency and search. Invoice numbers look like `INV-0000007`.

Row / Actions menu

Action	Purpose
View / Edit	Open invoice
Download PDF / Receipt	Customer documents
Duplicate	Copy as new invoice (new number)
Make Payment	Record receipt against balance
Email Invoice	Send to customer
Reverse Invoice	Cancel with accounting reversal
Issue Credit Note	Credit note document
Delete	Draft / permitted cases
Extract Fields / Import Invoices	Bulk tools under **Actions**

Create invoice

Path: Accounting → Invoices → New Invoice

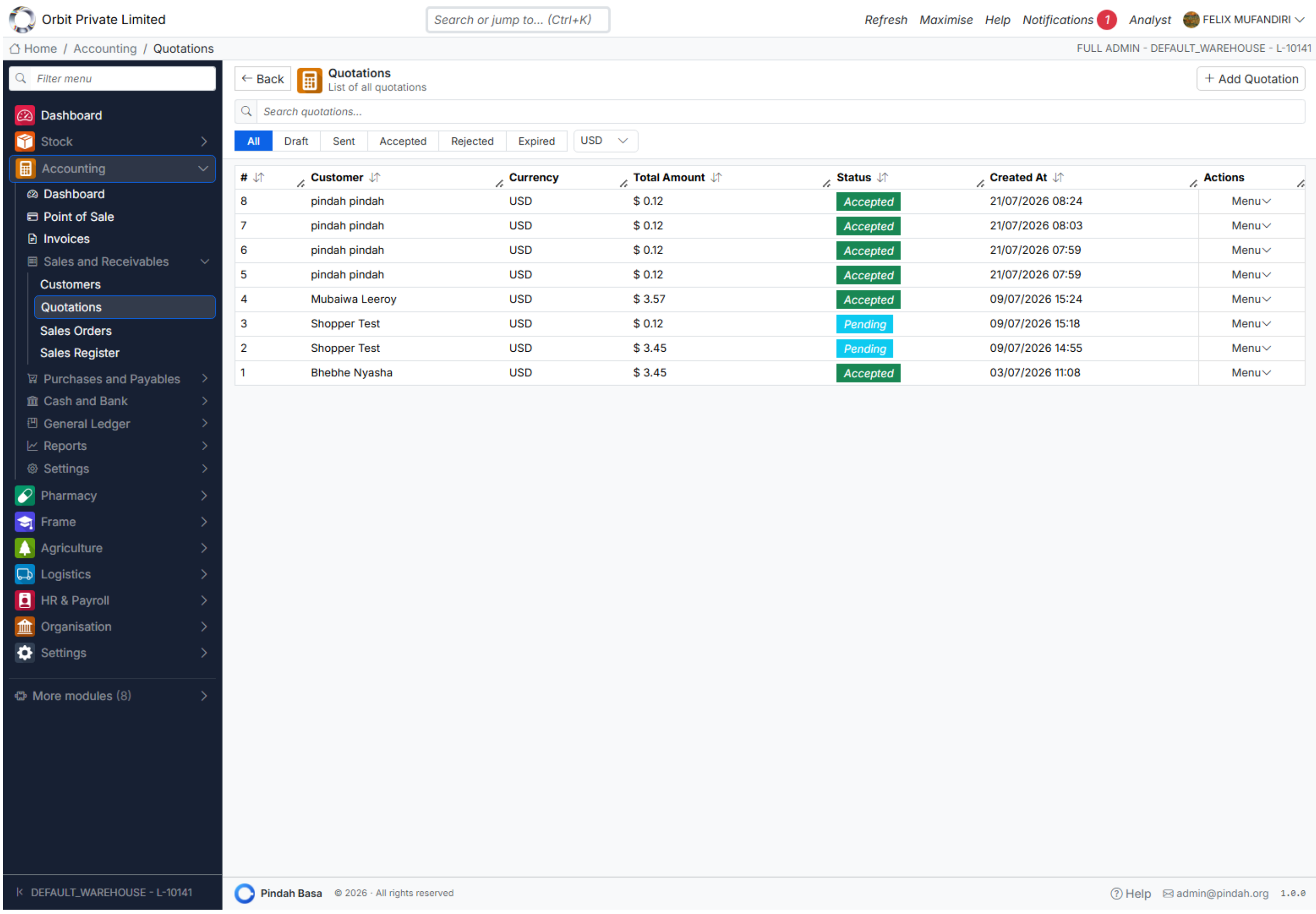


1. Confirm **Till**.
2. Note the **Inv #** — assigned immediately (e.g. `INV-0000008`). Do not expect this number to change later.
3. Select **Customer** (Add Customer if needed).
4. Optional vehicle / order link.
5. Add **line items** (products or free-text), quantities, prices, tax.
6. Set status: leave as **Draft** to hold without GL, or non-Draft to post revenue/COGS.
7. **Preview**, then **Create**.
8. Later: **Make Payment**, **Email**, **Recurring**, credit note / reverse as needed.

GL rule: Draft invoices do **not** hit the ledger. Leaving Draft posts `SALE_INVOICED` (+ COGS). Payments post `SALE_PAYMENT_RECEIVED`.

Quotations

Path: Accounting → Sales and Receivables → Quotations



Status filters

All | Draft | Sent | Accepted | Rejected | Expired

Workflow

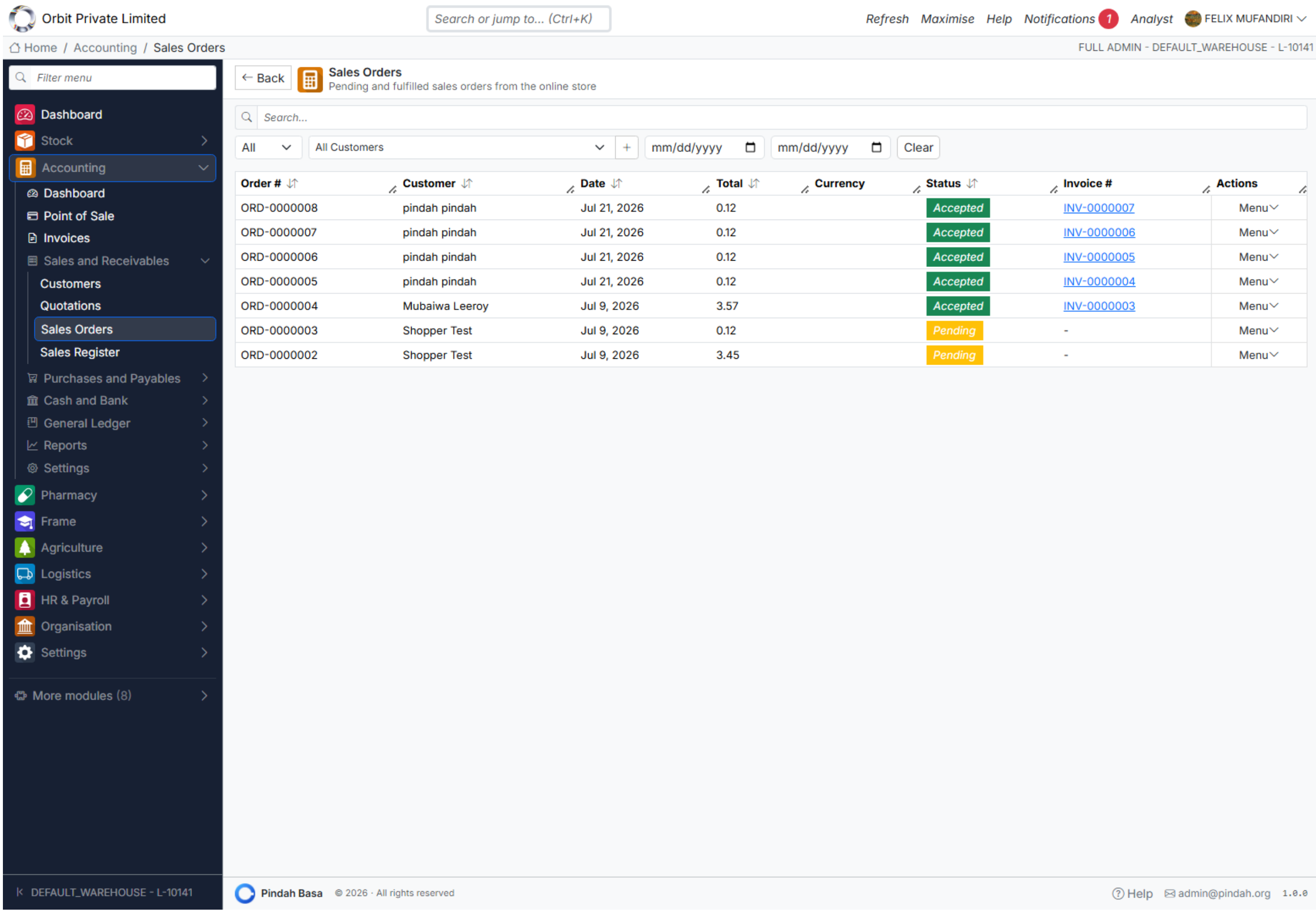
```
Draft → Sent/Pending → Accepted or Rejected (or Expired)
```

1. Click **+ Add Quotation**.
2. Select customer and line items.
3. Save as Draft while preparing; send PDF/email when ready.
4. Mark **Accepted** or **Rejected**.
5. Convert accepted quotes to invoices / orders as your process requires.

Quotations do **not** post to the GL until invoiced.

Sales Orders

Path: Accounting → Sales and Receivables → Sales Orders



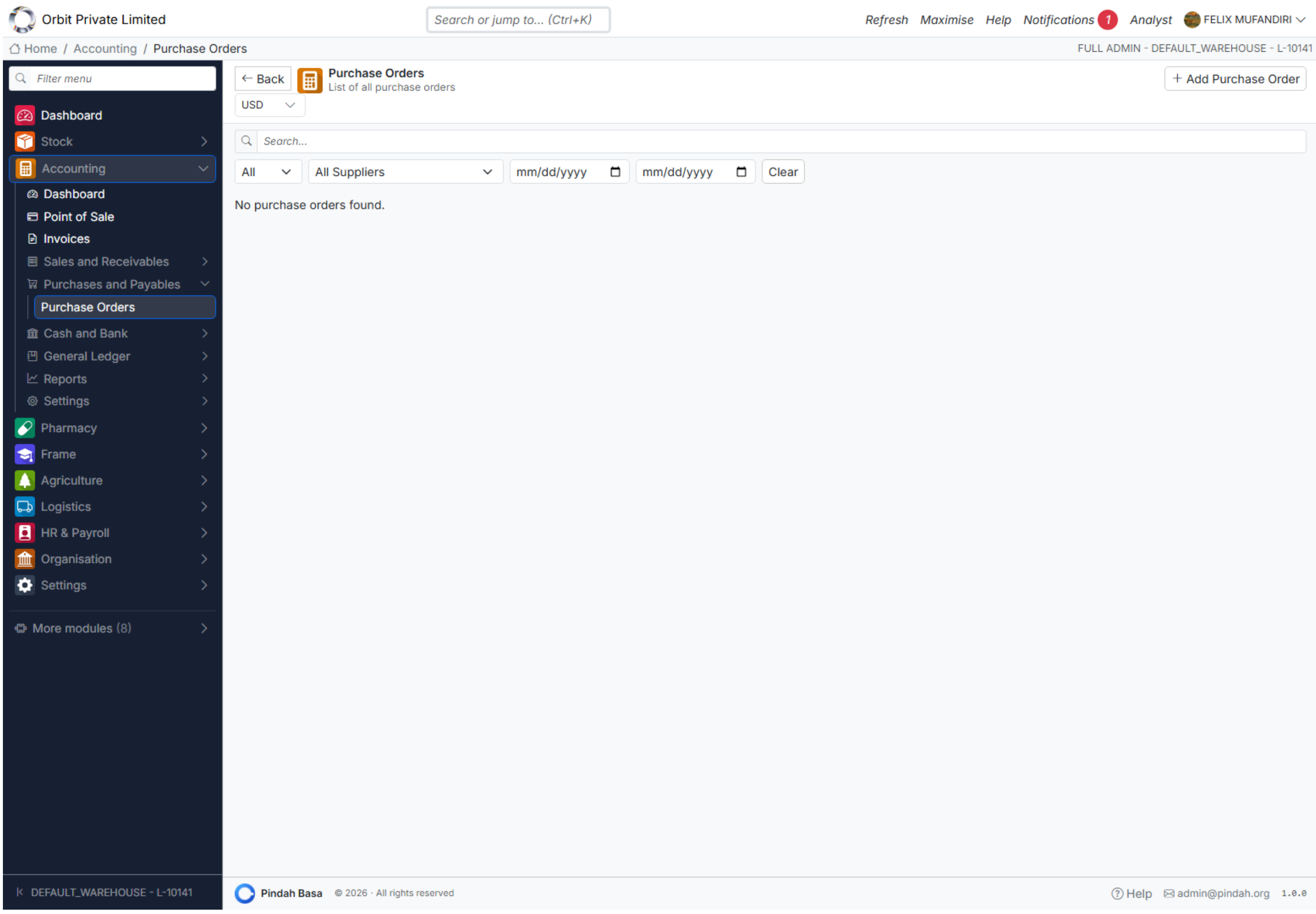
Filter by status (**All / Pending / Accepted / Rejected**), customer, and date range.

Action	Purpose
View	Order detail
Fulfill	Fulfil pending order (stock + invoice path)
Reject	Decline pending order
View Invoice	Open linked `INV-` when created
Dispense script	Pharmacy script orders

Order numbers look like `ORD-#######`.

Purchase Orders

Path: Accounting → Purchases and Payables → Purchase Orders



1. **+ Add Purchase Order** — supplier, lines, currency.
2. Status: **Draft** → **Pending** (Send) → **Accepted / Rejected**.
3. View / Download PDF.
4. Delete only while Draft.

A PO is a **commitment**, not a stock receipt and not an accounts-payable entry. No inventory or AP journal posts when you create or send a PO.

Next steps after the PO is issued:

1. **Receive goods** in Stock → Goods Receipts / Receive Stock (GRN).
2. **Capture the supplier bill** under Purchases → Supplier Bills and approve it (creates AP).
3. **Pay** under Purchases → Pay Suppliers.
4. **Check balances** on Supplier Statement.

You can also create POs from Procurement (from an awarded RFQ or an approved requisition). Full sourcing detail is in the Procurement guide; the accounting outcomes for the whole cycle are summarised in Purchasing and Accounting Workflow.

Supplier Bills, Pay Suppliers, and Supplier Statement open from the same Purchases and Payables menu group.

Purchasing and Accounting Workflow

This section is the finance walkthrough for **buying stock, paying suppliers, selling goods, and recording day-to-day cash expenses**. Use it when you need a particular accounting result and want the shortest path in Pindah Basa.

End-to-end purchase-to-pay

Stage	What you do	Where	Accounting effect
1. Get vendor quotes	Create an **RFQ**, invite suppliers, record responses, award the best bid	Procurement → RFQs	**None** — quotes are sourcing only
2. Issue purchase order	Create/send a **Purchase Order** (directly, from RFQ award, or from requisition)	Accounting → Purchase Orders (or Procurement)	**None** — commitment only
3. Receive goods (GRN)	**Receive Stock** against the PO / supplier	Stock → Goods Receipts	**Dr Inventory / Cr GRNI** (`GOODS_RECEIVED`)
4. Record supplier bill	Capture and **approve** the supplier invoice; link PO and/or GRN for 3-way match	Purchases → Supplier Bills	**Dr GRNI (+ VAT in) / Cr AP** (`SUPPLIER_INVOICE_APPROVED`)
5. Pay the supplier	Create and **process** a supplier payment	Purchases → Pay Suppliers	**Dr AP / Cr Cash or Bank** via payment method (`SUPPLIER_PAYMENT_MADE`)
6. Confirm what you owe	Open **Supplier Statement** (list or one supplier)	Purchases → Supplier Statement	Subledger balances — invoices vs payments

Optional earlier step: a **purchase requisition** (internal request) can convert to an RFQ or PO. Still no GL until goods are received or a bill is approved.

How common outcomes map to Pindah Basa

1. Quotations from vendors (no accounting entry)

Use **Procurement** → **RFQs**, not Accounting → Quotations.

Do	New RFQ → add lines → invite suppliers → send → record responses → compare → **Award** (optionally create PO)
Do not	Expect a journal. Vendor RFQs never post to the ledger.
Note	Accounting → **Quotations** are **customer** sales quotes. Converting those to an invoice posts sales GL — a different process.

2. Best supplier chosen — purchase order generated and issued

Do	Accounting → **Purchase Orders** → **+ Add Purchase Order**, or award an RFQ with **Create PO**, or convert an approved requisition
Issue	Set status to Pending (**Send**); download PDF for the supplier
Books	No stock movement and no AP until GRN / supplier bill

3. Goods delivered — raise a GRN and update the books

Do	Stock → **Goods Receipts** / **Receive Stock**; link the PO where applicable; enter quantities and cost
Stock	On-hand quantity increases at the receiving location
Books	With cost present: **Dr Inventory / Cr GRNI**

Why GRNI instead of AP on receipt?
Pindah Basa uses a **three-way match** (PO + GRN + supplier invoice). Goods received create a temporary liability (**GRNI** — Goods Received Not Invoiced). When you approve the supplier bill, GRNI clears and **Accounts Payable** is credited. Economically you still recognise stock and a supplier liability; AP appears when the bill is accepted, which keeps invoice amount, received quantity, and order aligned before payment.

Event	Debit	Credit
Goods received	Inventory	GRNI
Supplier invoice approved	GRNI (+ input VAT)	Accounts Payable

If GRNI stays non-zero at month-end, use **Ledger Health** and open receipts awaiting bills — that is expected until every GRN has a matching approved invoice.

4. Payment to supplier (clear AP; cash or bank)

Do	Purchases → **Pay Suppliers** → create payment → select open bills → choose **payment method** → **Process**
Books	**Dr AP / Cr** the settlement account on the payment method (Cash, Bank, mobile money, ...)
Cash book	The credit lands in Cash/Bank through the payment method's **Settles Into** account — configure that under Cash and Bank → Payment Methods

Do not use **Spend Money** to pay an approved supplier bill; that would expense cash without clearing AP.

5. Supplier reconciliation — amount owed per supplier

Do	Purchases → **Supplier Statement**

List	Closing balance per supplier at a glance
Detail	Open one supplier for opening balance, invoices, payments, and closing balance; export PDF/Excel where offered

This is your “how much do we owe each supplier?” report, built from posted supplier invoices and payments.

6. Goods sold — credit stock and recognise revenue

Sell through **Point of Sale**, **Invoices**, or sales-order fulfilment (and pharmacy dispense where used).

Event	Typical effect
Sale	**Dr** cash/AR / **Cr** revenue (+ VAT)
Cost of sale	**Dr** COGS / **Cr** Inventory (`SALE_COST_RECOGNISED`)

Physical stock reduces on the sale; the COGS journal credits inventory in the ledger. Confirm both the sales register / invoice and, if needed, Item Movements or Account Activity on Inventory / COGS.

7. General expenditures and daily expenses (cash book)

Situation	Screen	Typical posting
Petty cash / cash expense	**Spend Money**	Dr Expense / Cr Cash
Ad-hoc income (not an invoice)	**Receive Money**	Dr Cash / Cr income
Bank statement line (expense or income)	**Import Bank Statement**	Mapped journal to expense/income and cash/bank
One-off correction	**Journals** → New Journal	Manual balanced entry

Review running cash activity under **Account Activity** (Cash / bank accounts) or **General Ledger**. That combination is the operational cash book for Pindah Basa.

Quick decision guide

You need to…	Open…
Compare supplier prices before ordering	Procurement → RFQs
Commit an order to a supplier	Purchase Orders
Put goods on the shelf and value stock	Stock → Receive Stock (GRN)
Book the supplier’s invoice (AP)	Supplier Bills → Approve
Pay what you owe	Pay Suppliers
See balances by supplier	Supplier Statement
Sell and recognise revenue + COGS	POS or Invoices

You need to...	Open...
Record rent / utilities / petty cash	Spend Money (or bank import)

Prerequisites checklist

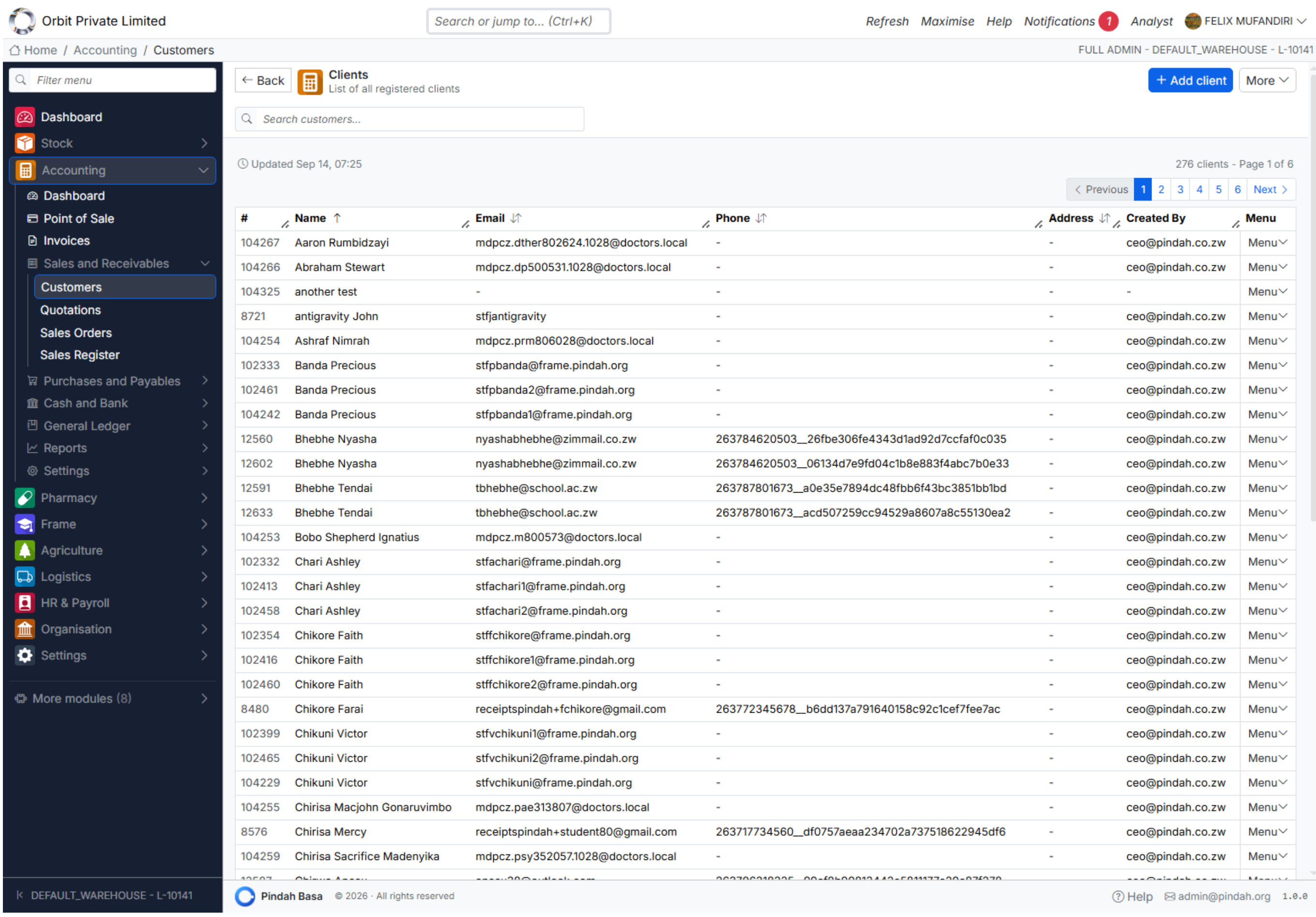
Before live purchasing and payables:

1. Chart of accounts loaded; **System Accounts** map `INVENTORY`, `GRNI`, `AP_CONTROL`, `CASH`, `COGS`, and revenue keys.
2. Suppliers and stock locations exist; products have cost where you expect GRN valuation.
3. Payment methods used for supplier payments have a valid **Settles Into** account.
4. Fiscal period for the transaction date is open (or soft-closed with permission).

Detail on RFQs, match tolerances, and procurement settings lives in the **Procurement** product guide. Stock receiving screens are covered in **Inventory & Stock**.

Customers

Path: Accounting → Sales and Receivables → Customers



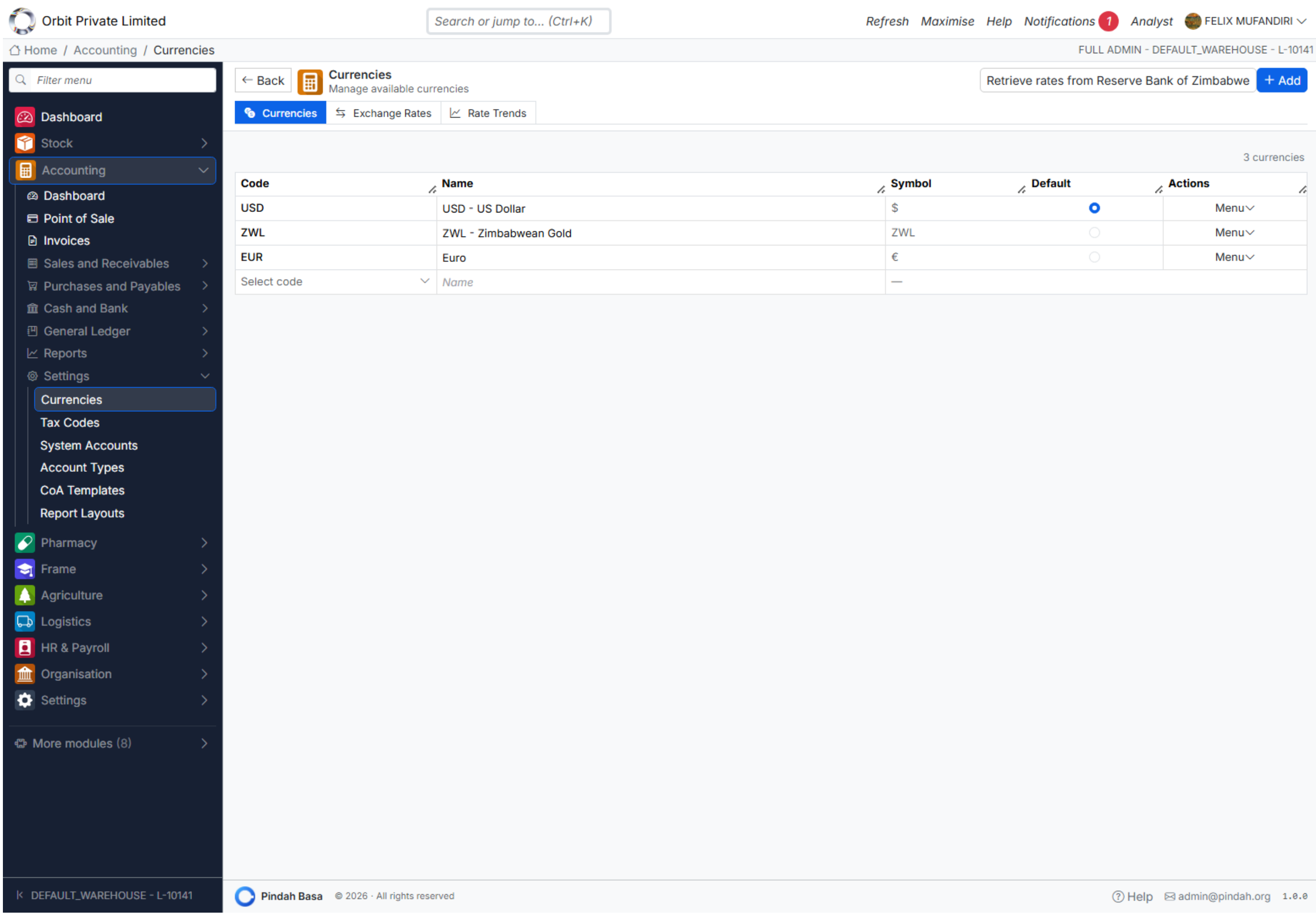
The screen title is **Clients**.

Action	Purpose
+ Add client	New customer

Action	Purpose
Search	Find by name / email / phone
More	Import Clients, Import Patients, Export
Row Menu	Edit, Delete, View Vehicles
View All Vehicles	Fleet / vehicle register (where used)

Currencies

Path: Accounting → Settings → Currencies

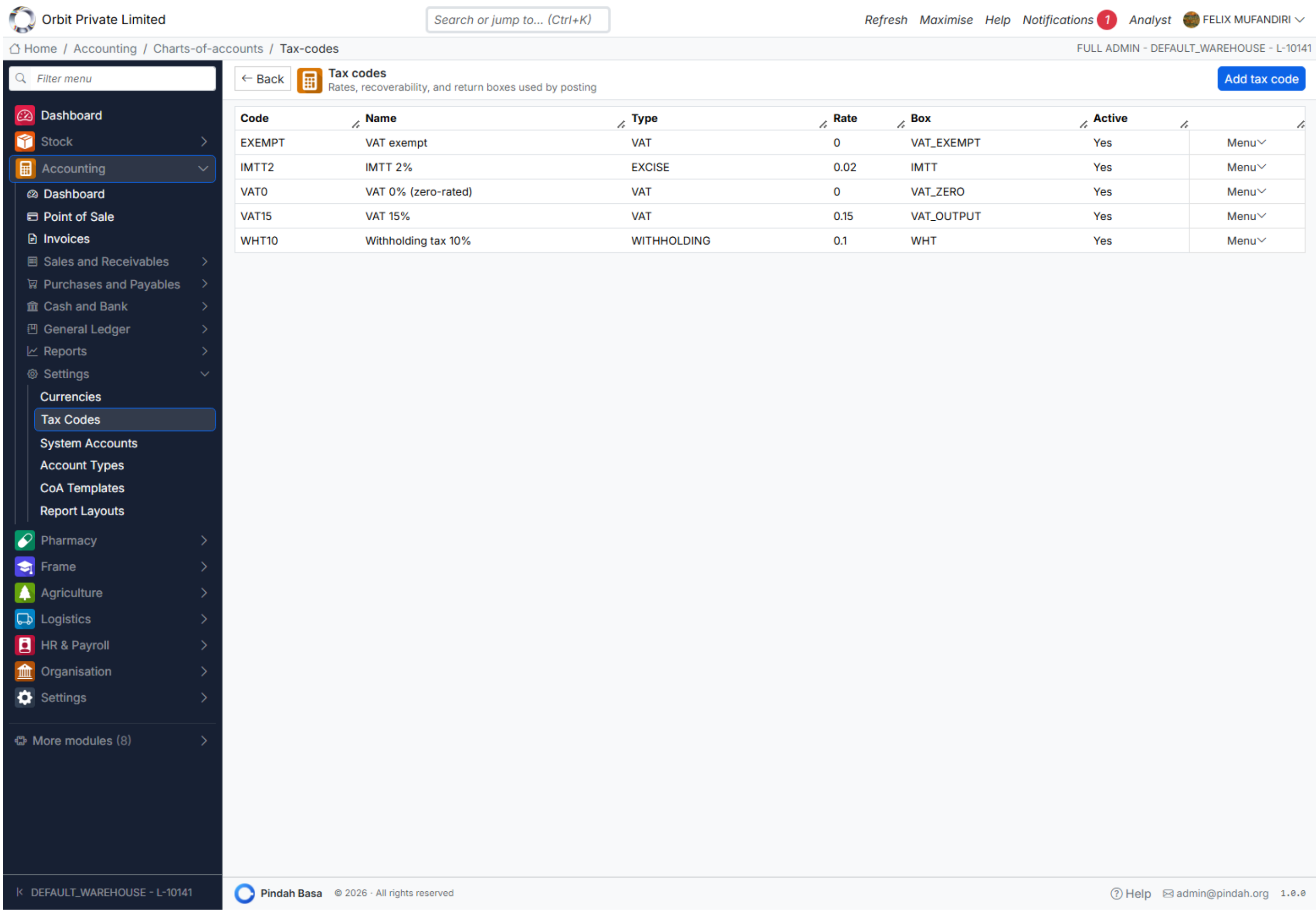


Tabs: **Currencies | Exchange Rates | Rate Trends**

- Add currencies (USD, ZWL / ZiG, EUR, ...)
- Mark one as **default**
- Maintain exchange rates manually, or **Retrieve rates from Reserve Bank of Zimbabwe** and Apply
- Review rate trends for FX monitoring

Tax Codes

Path: Accounting → Settings → Tax Codes

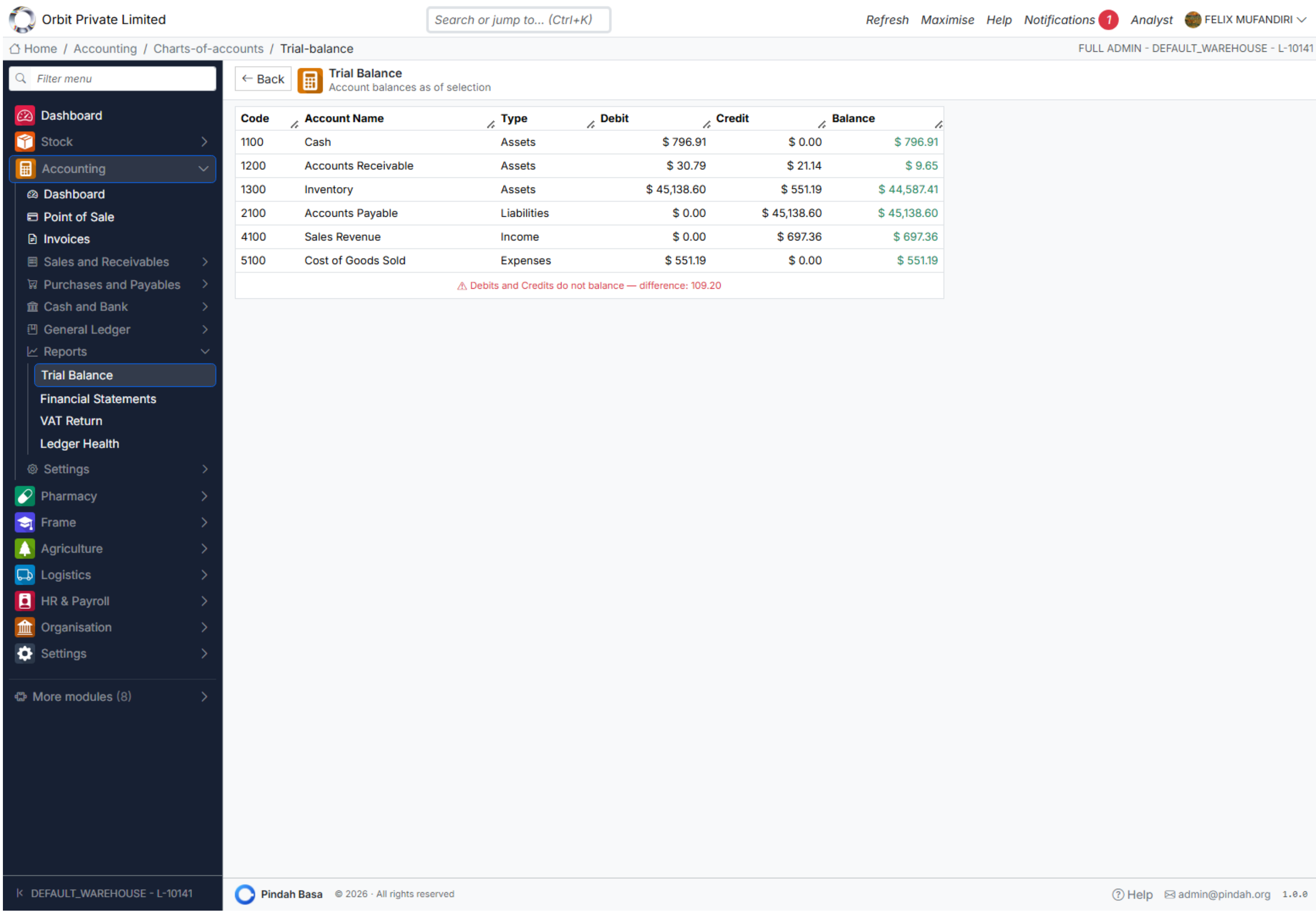


Column	Example
Code	`VAT15`, `EXEMPT`, `IMTT2`, `WHT10`
Type	`VAT`, `WITHHOLDING`, `EXCISE`, `FEE`
Rate	e.g. 0.15
Box	Reporting box for VAT return
Active	Yes / No

Add tax code to define rate, jurisdiction, output/input/expense accounts, effective dates, recoverable flag. Used by POS, invoices, and posting.

Trial Balance

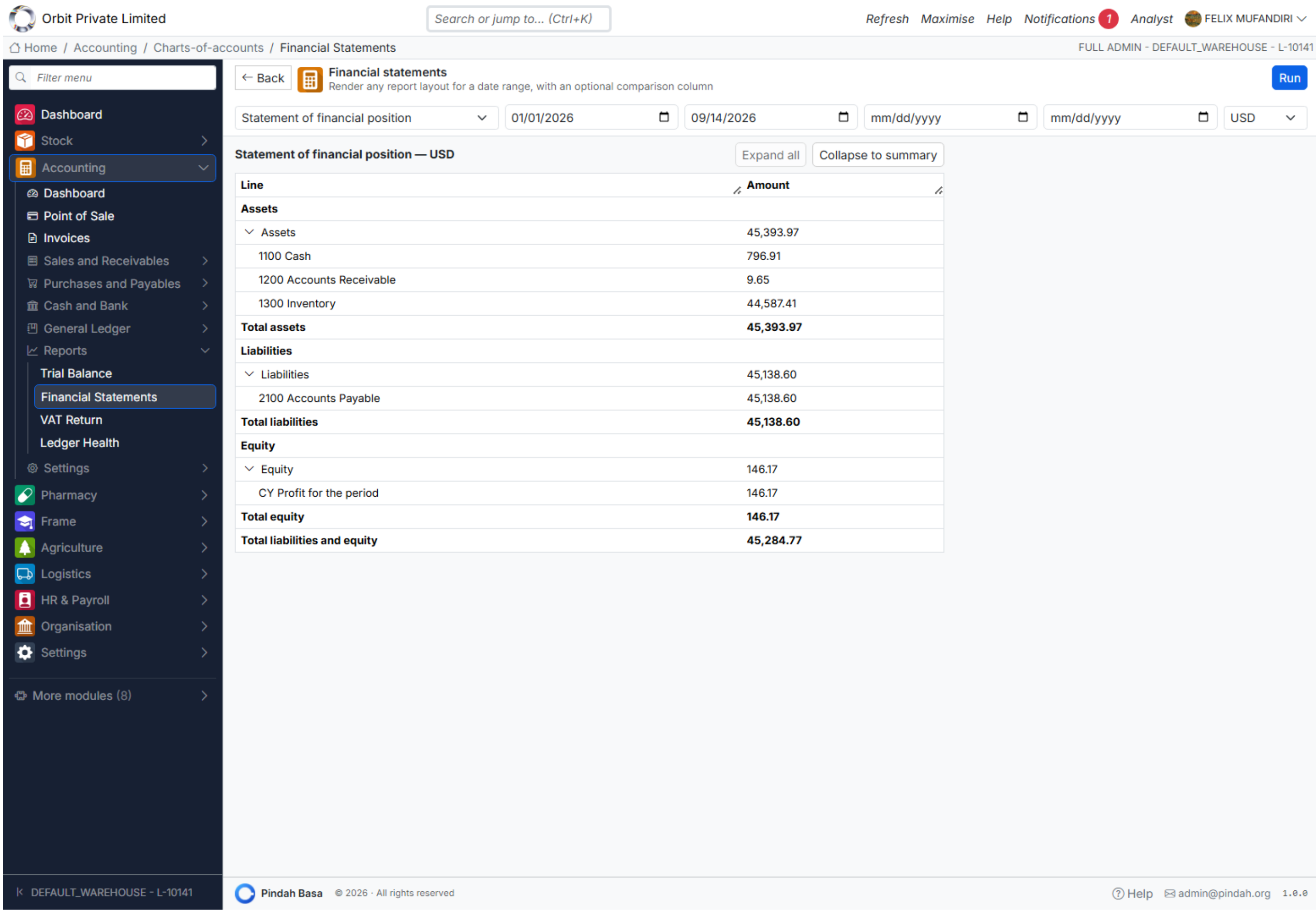
Path: Accounting → Reports → Trial Balance



1. Set **As of** date and currency.
2. Click **Refresh**.
3. Review Code, Account Name, Type, Debit, Credit, Balance.
4. If the banner shows **Debits and Credits do not balance**, open **Ledger Health** and **Journals** to find unbalanced drafts or failed posts.

Financial Statements

Path: Accounting → Reports → Financial Statements

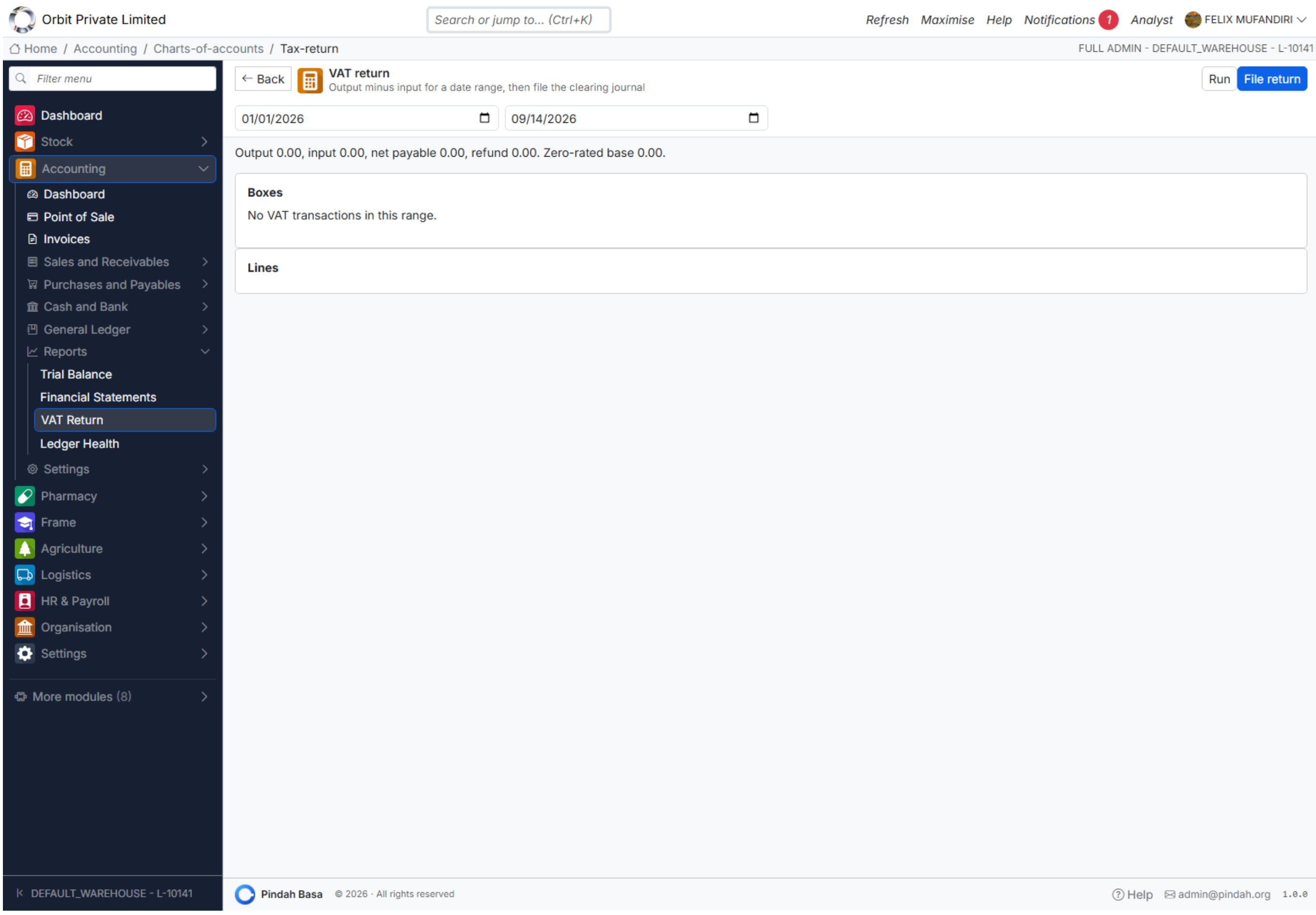


1. Choose a **layout**:
    - Statement of financial position (`BS_IFRS_CLASSIFIED`)
    - Income statement IFRS / Simple (`IS_IFRS_DEFAULT`, `IS_SIMPLE`)
    - Cash flow direct / indirect
    - Statement of changes in equity
2. Set date range (and optional **compare** range).
3. Choose currency → **Run**.
4. Use **Expand all** / **Collapse to summary**.

Layouts are managed under **Settings** → **Report Layouts** (preview, clone defaults to organisation copy).

VAT Return

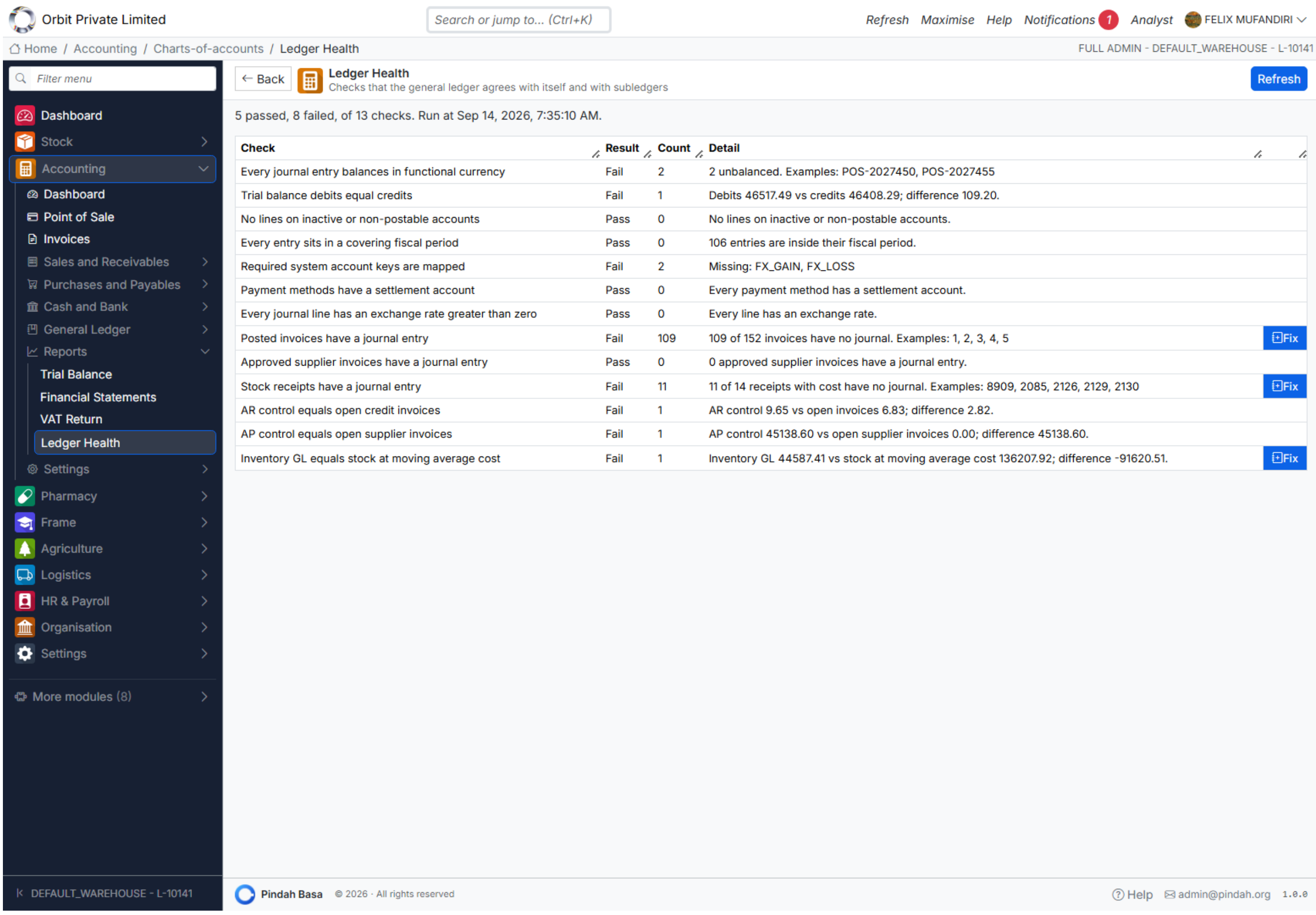
Path: Accounting → Reports → VAT Return



1. Set date range → **Run**.
2. Review Output, Input, Net payable / Refund, boxes, and lines.
3. When ready, **File return** — posts the clearing journal (`TAX_RETURN_FILED`). Cannot double-file the same period.

Ledger Health

Path: Accounting → Reports → Ledger Health



Click **Refresh**. Each check shows Pass / Fail, count, and detail.

Common Fail examples and what to do:

Check	Typical fix
Unbalanced journal entries	Open the journal → **Repair balance** (appends Suspense plug), or Ledger Health **Fix** on ENTRY_BALANCE
Trial balance imbalance	Same — find the difference amount
Missing system keys	Map on System Accounts
Unposted invoices	Click **Fix** (backfill journals)
Unposted GRN / stock receipts	Click **Fix**
AR / AP / Inventory recon	Investigate control vs subledger; Fix inventory where offered

Treat Ledger Health as the month-end triage board before soft/hard close.

Consolidation and Month-End

Consolidate

From the Financial Dashboard **Consolidate** action:

- Scans sales and invoices missing journals
- Posts missing GL entries
- Use after imports, historical data, or when Ledger Health shows unposted documents

Month-end checklist

1. Post or delete all **Draft** journals.
2. Run **Consolidate** and clear **Ledger Health** Fail rows (use Fix where available).
3. Import and map any remaining bank statements.
4. Run **FX revaluation** if multi-currency.
5. Review **Trial Balance** (must balance).
6. Run **Financial Statements**.
7. Soft-close the period → after final checks, **Close**.
8. File **VAT Return** for the tax period when due.
9. At year end: close all periods → **Close year**.

How Accounting Connects to Other Modules

Module	Connection
Stock	POS/invoices reduce stock; GRN posts inventory vs GRNI; Issue/Transfer moves stock
Procurement	RFQs (no GL); supplier invoices & payments post AP; linked from Purchases and Payables
Pharmacy	Dispense can create sales/invoices; same GL
HR & Payroll	Payroll approve/pay posts expense and cash journals
Projects / Job Cards	Spend Money can link expenses to jobs
Organisation	Roles and permissions gate Accounting screens

Automatic posting events (reference)

Business event	Typical GL effect
POS sale	Dr settlement / Cr revenue (+ VAT); Dr COGS / Cr inventory
Invoice (non-Draft)	Dr AR / Cr revenue (+ VAT); COGS as applicable
Invoice payment	Dr cash/bank / Cr AR
Credit note / reverse	Reverses sale economics
Goods received (GRN)	Dr inventory / Cr GRNI
Supplier invoice approved	Dr GRNI (+ VAT in) / Cr AP
Supplier payment	Dr AP / Cr cash/bank (payment method settlement)

Business event	Typical GL effect
Spend Money	Dr expense / Cr Cash
Receive Money	Dr Cash / Cr income
Tax return filed	Clears VAT output/input into control
Year close	Closes P&L to retained earnings

For the step-by-step purchase-to-pay and cash-expense path, see Purchasing and Accounting Workflow.

Daily and Month-End Routines

Daily

1. Open tills; process **POS** sales (revenue + COGS + stock).
2. Raise / send customer **invoices** and **quotations**.
3. **Receive Money** / **Spend Money** for ad-hoc cash (cash-book style expenses and income).
4. Record customer invoice **payments**.
5. Receive goods (**GRN**), capture/approve **supplier bills**, and **Pay Suppliers** as deliveries and invoices arrive.
6. Glance at **Dashboard**, **Supplier Statement** balances, and any **Ledger Health** failures.

Weekly

1. Import bank statements and map lines.
2. Fulfil **sales orders**.
3. Follow up overdue invoices (Overdue tab).
4. Clear open **GRNI** by matching outstanding receipts to supplier bills.
5. Review journals for unexpected drafts.

Month-end

Follow Consolidation and Month-End. Confirm GRNI is zero or fully explained, and AP control agrees with Supplier Statement totals.

Troubleshooting

Situation	What to do
Cannot Receive/Spend Money	Map **CASH** on System Accounts
POS shows “Select a till” / no products	Choose till; confirm stock at that location
Invoice has no journal	Leave Draft → Pending/Paid, or run Consolidate / Ledger Health **Fix**
Trial balance does not balance	Ledger Health → unbalanced journals; **Repair balance** or Fix ENTRY_BALANCE

Situation	What to do
Period will not close	Open Checklist; clear drafts, failures, recon gaps
Payment method fails health check	Set **Settles Into** account
FX revaluation fails	Configure `FX_GAIN` and `FX_LOSS`
Bank import commit fails	Ensure Cash system account + accounts assigned on lines
Wrong invoice number expected later	Numbers are final at create — use Status, do not re-mint
Supplier bill not in Accounting	Use Purchases → Supplier Bills (Procurement)
Expected AP on goods receipt, but only GRNI moved	Correct — AP posts when the **supplier invoice is approved**; see Purchasing and Accounting Workflow
Cannot see what is owed to suppliers	Purchases → **Supplier Statement**
Paid a supplier with Spend Money; AP still open	Reverse/correct and use **Pay Suppliers** instead
Vendor quote posted to the ledger	Use Procurement → **RFQs** for supplier quotes; Accounting Quotations are for customers

Support

- In-app **Help** and Guides (module key `accounting`)
- Email admin@pindah.org
- Web pindah.org
- Platform basa.pindah.org