



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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Platform	basa.pindah.org
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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

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

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
	Point of Sale	/accounting/sales/create
	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/rfqqs	Vendor quotations — no GL
Stock	Goods Receipts / Receive Stock	/stock/orders, /stock/orders/receive	GRN — inventory + GRNI

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Getting Started

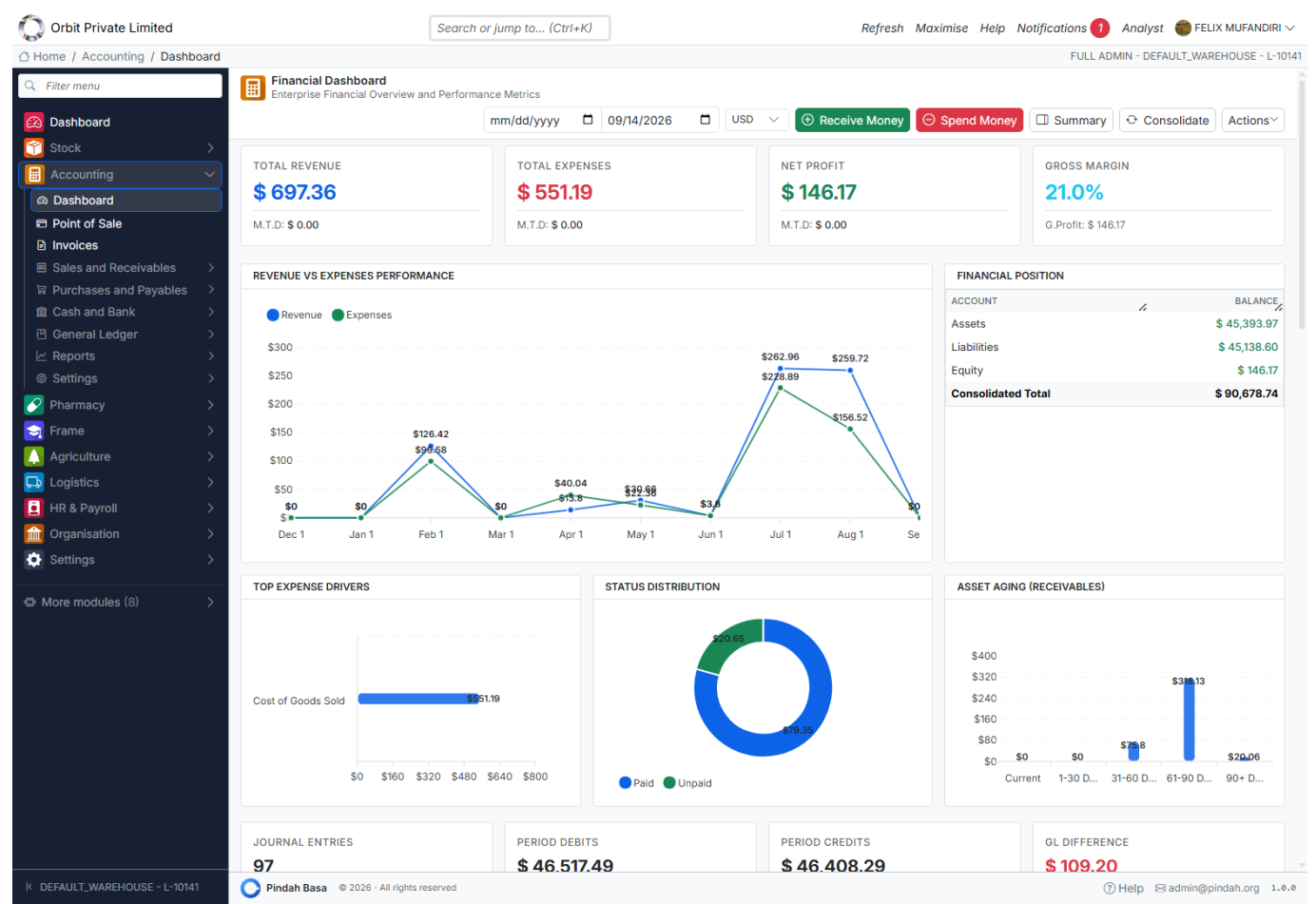
1. Sign in to basa.pindah.org.
2. Confirm your **location / till** in the top bar (e.g. `DEFAULT_WAREHOUSE - L-10141`).
3. Open **Accounting** in the sidebar.
4. Start on the **Dashboard**.
5. If this is a new organisation, complete [Initial Accounting Setup](#) before live transactions.

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.

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

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

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.

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

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Search or jump to... (Ctrl+K)

RefreshMaximiseHelpNotifications1AnalystFELIX MUFANDIRI

Home / Accounting / Charts-of-accounts / System-accounts

FULL ADMIN - DEFAULT_WAREHOUSE - L-10141

Filter menu

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System Accounts

Configure system control accounts

System Key	Description	Account	Actions
CASH	Cash	1100 - Cash	Edit
AR_CONTROL	Accounts Receivable Control	1200 - Accounts Receivable	Edit
AP_CONTROL	Accounts Payable Control	2100 - Accounts Payable	Edit
INVENTORY	Inventory	1300 - Inventory	Edit
SALES_REVENUE	Sales Revenue	4100 - Sales Revenue	Edit
COGS	Cost of Goods Sold	5100 - Cost of Goods Sold	Edit
VAT_OUTPUT	VAT Output	2200 - VAT Output	Edit
VAT_INPUT	VAT Input	1400 - VAT Input	Edit
FX_GAIN	Foreign exchange gain	Not configured	Configure
FX_LOSS	Foreign exchange loss	Not configured	Configure

10141

Pindah Basa

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Help

admin@pindah.org

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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

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Search or jump to... (Ctrl+K)

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BackJournals

Draft, post, reverse, and duplicate journal entries

All accounts

Clear Filters

New journal

Search journals...

From mm/dd/yyyy

To mm/dd/yyyy

All status

Type

Number	Date	Status	Type	Source	Narration	Debit	Credit	
JE-2026-000106	Aug 14, 2026	POSTED	CASH	RECEIPT RECEIPT	Cash settlement for Invoice RX-000010	12.00	12.00	Menu
JE-2026-000105	Aug 14, 2026	POSTED	SALES	COGS COGS	COGS for RX-000010	5.00	5.00	Menu
JE-2026-000104	Aug 14, 2026	POSTED	SALES	INVOICE INVOICE	Invoice RX-000010 created	12.00	12.00	Menu
JE-2026-000103	Aug 7, 2026	POSTED	SALES	COGS COGS	COGS for S-0005849	70.76	70.76	Menu
JE-2026-000102	Aug 7, 2026	POSTED	SALES	POS_SALE POS_SALE	POS Sale S-0005849	111.86	111.86	Menu
JE-2026-000101	Aug 7, 2026	POSTED	SALES	COGS COGS	COGS for S-0005848	70.76	70.76	Menu
JE-2026-000100	Aug 7, 2026	POSTED	SALES	POS_SALE POS_SALE	POS Sale S-0005848	111.86	111.86	Menu
JE-2026-000099	Aug 7, 2026	POSTED	SALES	COGS COGS	COGS for S-0005847	5.00	5.00	Menu
JE-2026-000098	Aug 7, 2026	POSTED	SALES	POS_SALE POS_SALE	POS Sale S-0005847	12.00	12.00	Menu
JE-2026-000097	Aug 7, 2026	POSTED	SALES	COGS COGS	COGS for S-0005846	5.00	5.00	Menu
JE-2026-000096	Aug 7, 2026	POSTED	SALES	POS_SALE POS_SALE	POS Sale S-0005846	12.00	12.00	Menu
JE-2026-000095	Jul 29, 2026	POSTED	CASH	RECEIPT RECEIPT	Cash settlement for Invoice RX-C01-000002	0.00	0.00	Menu
JE-2026-000094	Jul 29, 2026	POSTED	CASH	RECEIPT RECEIPT	Medical Aid settlement for Invoice RX-C01-000002	0.00	0.00	Menu
JE-2026-000093	Jul 29, 2026	POSTED	SALES	COGS COGS	COGS for RX-C01-000002	0.00	0.00	Menu
JE-2026-000092	Jul 29, 2026	POSTED	SALES	INVOICE INVOICE	Invoice RX-C01-000002 created	0.00	0.00	Menu
JE-2026-000091	Jul 29, 2026	POSTED	CASH	RECEIPT RECEIPT	Cash settlement for Invoice RX-C01-000001	0.00	0.00	Menu
JE-2026-000090	Jul 29, 2026	POSTED	SALES	COGS COGS	COGS for RX-C01-000001	0.00	0.00	Menu
JE-2026-000089	Jul 29, 2026	POSTED	SALES	INVOICE INVOICE	Invoice RX-C01-000001 created	0.00	0.00	Menu
JE-2026-000088	Jul 29, 2026	POSTED	SALES	COGS COGS	COGS for INV-C01-0000001	0.00	0.00	Menu
JE-2026-000087	Jul 29, 2026	POSTED	SALES	INVOICE INVOICE	Invoice INV-C01-0000001 created	0.00	0.00	Menu
JE-2026-000086	Jul 24, 2026	POSTED	CASH	RECEIPT RECEIPT	Payment for Invoice RX-000009	0.25	0.25	Menu
JE-2026-000085	Jul 24, 2026	POSTED	CASH	RECEIPT RECEIPT	Payment for Invoice RX-000009	0.20	0.20	Menu
JE-2026-000084	Jul 24, 2026	POSTED	SALES	COGS COGS	COGS for RX-000009	10.31	10.31	Menu
JE-2026-000083	Jul 24, 2026	POSTED	SALES	INVOICE INVOICE	Invoice RX-000009 created	0.45	0.45	Menu
JE-2026-000082	Jul 24, 2026	POSTED	CASH	RECEIPT RECEIPT	Payment for Invoice RX-000008	0.07	0.07	Menu
JE-2026-000081	Jul 24, 2026	POSTED	CASH	RECEIPT RECEIPT	Payment for Invoice RX-000008	0.05	0.05	Menu
JE-2026-000080	Jul 24, 2026	POSTED	SALES	COGS COGS	COGS for RX-000008	0.08	0.08	Menu
JE-2026-000079	Jul 24, 2026	POSTED	SALES	INVOICE INVOICE	Invoice RX-000008 created	0.12	0.12	Menu

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List

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

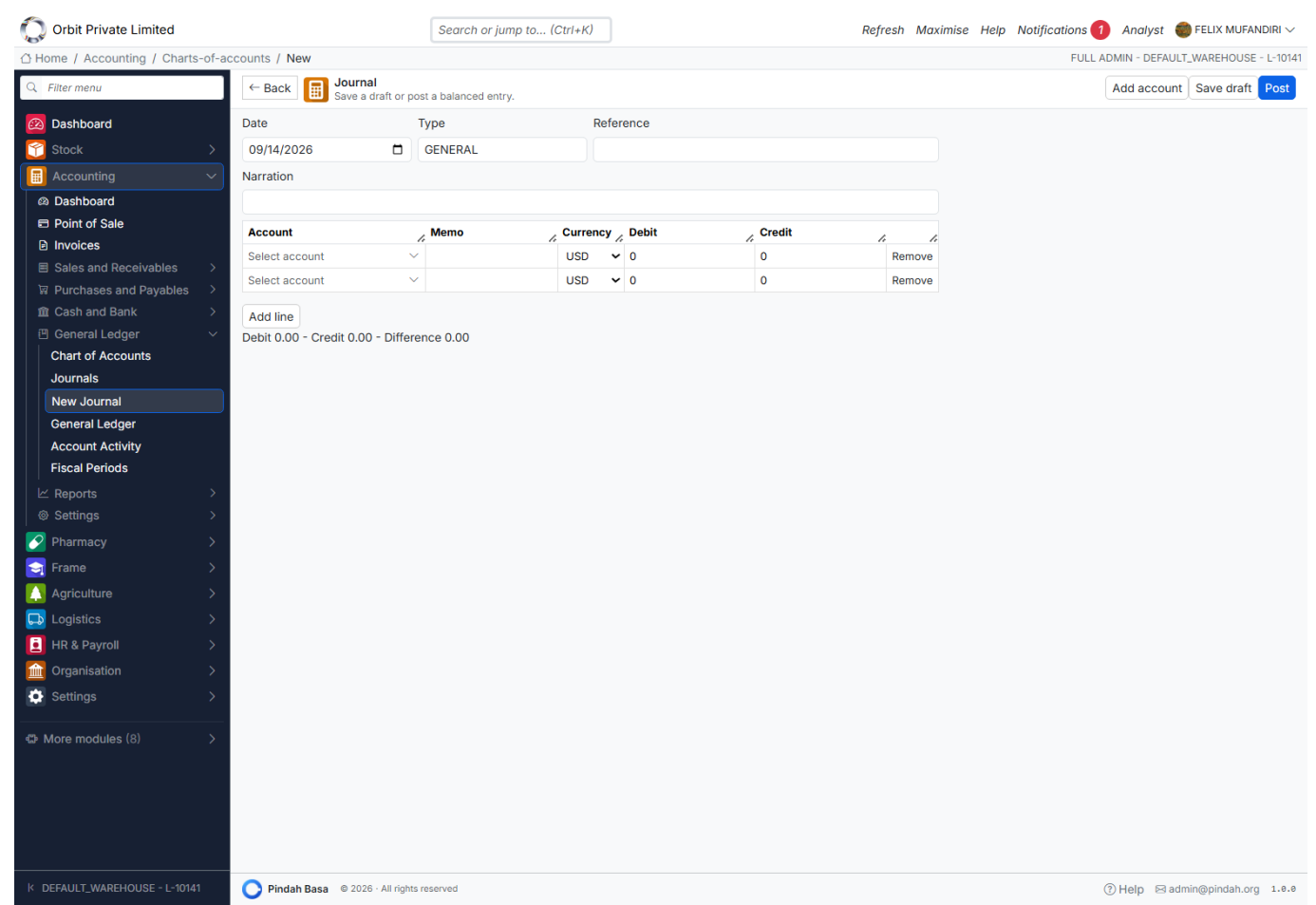
Typical columns: Number (**JE-YYYY-#####**), Date, Status, Type (**CASH, SALES, GENERAL, ...**), Source, Narration, Debit, Credit, Menu.

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

General Ledger and Account Activity

General Ledger

Path: Accounting → General Ledger → General Ledger

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Search or jump to... (Ctrl+K)

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General Ledger

All journal line entries by account

USDDownload

Search entries...All accountsmm/dd/yyyymm/dd/yyyy

Date	Account	Reference	Narration	Source	Currency	Debit	Credit
14 Aug 26 09:48	1100 Cash	INV-PAID-5204	Cash settlement for Invoice RX-000010	RECEIPT	USD	12.00	0.00
14 Aug 26 09:48	1200 Accounts Receivable	INV-PAID-5204	Cash settlement for Invoice RX-000010	RECEIPT	USD	0.00	12.00
14 Aug 26 09:44	1300 Inventory	COGS-2027744	COGS for RX-000010	COGS	USD	0.00	5.00
14 Aug 26 09:44	5100 Cost of Goods Sold	COGS-2027744	COGS for RX-000010	COGS	USD	5.00	0.00
14 Aug 26 09:44	4100 Sales Revenue	INV-CREATED-2027744	Invoice RX-000010 created	INVOICE	USD	0.00	12.00
14 Aug 26 09:44	1200 Accounts Receivable	INV-CREATED-2027744	Invoice RX-000010 created	INVOICE	USD	12.00	0.00
07 Aug 26 15:55	1300 Inventory	COGS-2027742	COGS for S-0005849	COGS	USD	0.00	70.76
07 Aug 26 15:55	5100 Cost of Goods Sold	COGS-2027742	COGS for S-0005849	COGS	USD	70.76	0.00
07 Aug 26 15:55	4100 Sales Revenue	POS-2027742	POS Sale S-0005849	POS_SALE	USD	0.00	111.86
07 Aug 26 15:55	1100 Cash	POS-2027742	POS Sale S-0005849	POS_SALE	USD	111.86	0.00
07 Aug 26 15:54	1300 Inventory	COGS-2027741	COGS for S-0005848	COGS	USD	0.00	70.76
07 Aug 26 15:54	5100 Cost of Goods Sold	COGS-2027741	COGS for S-0005848	COGS	USD	70.76	0.00
07 Aug 26 15:54	4100 Sales Revenue	POS-2027741	POS Sale S-0005848	POS_SALE	USD	0.00	111.86
07 Aug 26 15:54	1100 Cash	POS-2027741	POS Sale S-0005848	POS_SALE	USD	111.86	0.00
07 Aug 26 15:53	1300 Inventory	COGS-2027740	COGS for S-0005847	COGS	USD	0.00	5.00
07 Aug 26 15:53	5100 Cost of Goods Sold	COGS-2027740	COGS for S-0005847	COGS	USD	5.00	0.00
07 Aug 26 15:53	4100 Sales Revenue	POS-2027740	POS Sale S-0005847	POS_SALE	USD	0.00	12.00
07 Aug 26 15:53	1100 Cash	POS-2027740	POS Sale S-0005847	POS_SALE	USD	12.00	0.00
07 Aug 26 15:53	1300 Inventory	COGS-2027739	COGS for S-0005846	COGS	USD	0.00	5.00
07 Aug 26 15:53	5100 Cost of Goods Sold	COGS-2027739	COGS for S-0005846	COGS	USD	5.00	0.00
07 Aug 26 15:53	4100 Sales Revenue	POS-2027739	POS Sale S-0005846	POS_SALE	USD	0.00	12.00
07 Aug 26 15:53	1100 Cash	POS-2027739	POS Sale S-0005846	POS_SALE	USD	12.00	0.00
24 Jul 26 12:14	1100 Cash	INV-PAID-5114	Payment for Invoice RX-000009	RECEIPT	USD	0.25	0.00
24 Jul 26 12:14	1200 Accounts Receivable	INV-PAID-5114	Payment for Invoice RX-000009	RECEIPT	USD	0.00	0.25
24 Jul 26 12:14	1200 Accounts Receivable	INV-PAID-5113	Payment for Invoice RX-000009	RECEIPT	USD	0.00	0.20
24 Jul 26 12:14	1100 Cash	INV-PAID-5113	Payment for Invoice RX-000009	RECEIPT	USD	0.20	0.00
24 Jul 26 12:13	1300 Inventory	COGS-2027538	COGS for RX-000009	COGS	USD	0.00	10.31
24 Jul 26 12:13	5100 Cost of Goods Sold	COGS-2027538	COGS for RX-000009	COGS	USD	10.31	0.00
24 Jul 26 12:13	4100 Sales Revenue	INV-CREATED-2027538	Invoice RX-000009 created	INVOICE	USD	0.00	0.45
24 Jul 26 12:13	1200 Accounts Receivable	INV-CREATED-2027538	Invoice RX-000009 created	INVOICE	USD	0.45	0.00

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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

Orbit Private Limited

Search or jump to... (Ctrl+K)

RefreshMaximiseHelpNotifications1AnalystFELIX MUFANDIRI

Home / Accounting / Charts-of-accounts / Fiscal Periods

FULL ADMIN - DEFAULT_WAREHOUSE - L-10141

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BackFiscal periods

Open, soft-close, close, and reopen accounting periods

Close yearRun FX revaluationNew fiscal year

Fiscal year

FY2026 — OPEN

Jan 1, 2026 to Dec 31, 2026

#	Name	Start	End	Status	
1	Jan 2026	Jan 1, 2026	Jan 31, 2026	OPEN	Menu
2	Feb 2026	Feb 1, 2026	Feb 28, 2026	OPEN	Menu
3	Mar 2026	Mar 1, 2026	Mar 31, 2026	OPEN	Menu
4	Apr 2026	Apr 1, 2026	Apr 30, 2026	OPEN	Menu
5	May 2026	May 1, 2026	May 31, 2026	OPEN	Menu
6	Jun 2026	Jun 1, 2026	Jun 30, 2026	OPEN	Menu
7	Jul 2026	Jul 1, 2026	Jul 31, 2026	OPEN	Menu
8	Aug 2026	Aug 1, 2026	Aug 31, 2026	OPEN	Menu
9	Sep 2026	Sep 1, 2026	Sep 30, 2026	OPEN	Menu
10	Oct 2026	Oct 1, 2026	Oct 31, 2026	OPEN	Menu
11	Nov 2026	Nov 1, 2026	Nov 30, 2026	OPEN	Menu
12	Dec 2026	Dec 1, 2026	Dec 31, 2026	OPEN	Menu

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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

Orbit Private Limited

Search or jump to... (Ctrl+K)

Refresh Maximise Help Notifications 1 Analyst FELIX MUFANDIRI

Home / Accounting / Receive Money

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Receive Money

Date 09/14/2026

Currency USD - USD - US Dollar

Revenue Account Select revenue account

Amount 0

Reference e.g. Receipt #456

Description e.g. Payment for consulting services

Cancel Receive Money

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

16 / 40

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

Orbit Private Limited

Search or jump to... (Ctrl+K)

Refresh Maximise Help Notifications 1 Analyst FELIX MUFANDIRI

Home / Accounting / Spend Money

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Spend Money

Date *
09/14/2026

Currency *
USD - USD - US Dollar

Expense Account *
Select expense account

Job Card (optional)
No job card link

Amount *
0

Reference
e.g. INV-001, Receipt #123

Description
e.g. Office rent for January

Cancel 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
------	------------------

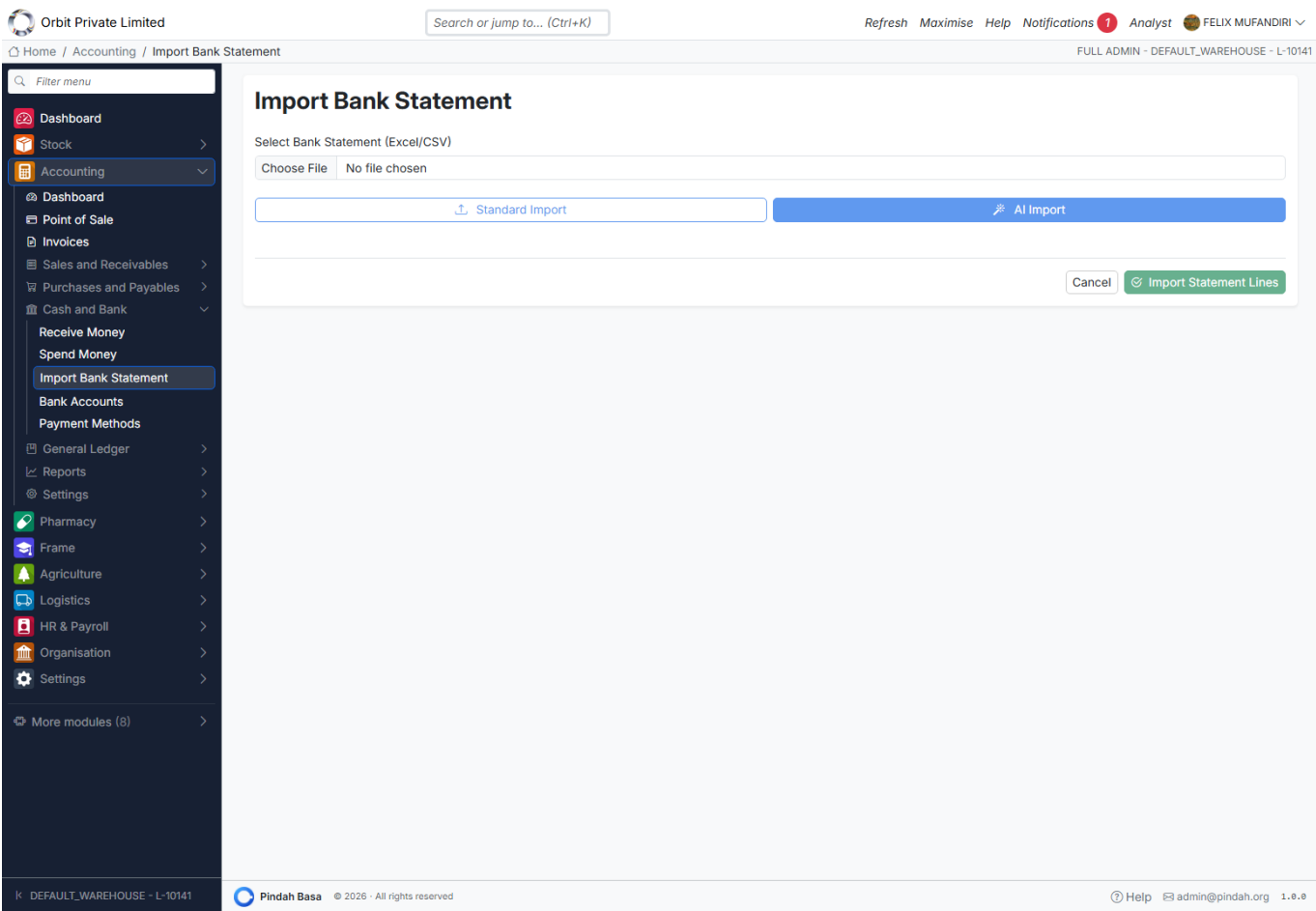
17 / 40

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

Orbit Private Limited

Search or jump to... (Ctrl+K)

Refresh Maximise Help Notifications 1 Analyst FELIX MUFANDIRI

Home / Accounting / Banks

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Banks Settings

Bank Name	Account Number	Bank Branch	Account Name	Currency
Enter Bank Name	Enter Account Number	Enter Bank Branch	Enter Account Name	Enter Currency

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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

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Search or jump to... (Ctrl+K)

RefreshMaximiseHelpNotifications1AnalystFELIX MUFANDIRI

Home / Accounting / Payment-methods

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BackPayment MethodsManage your payment methodsAdd Method

Method Name	Settles Into	Access Id	Access Key	Actions
Bank	1100 — Cash	Access Id	Access Key	Menu
Cash	Built-in 1100 — Cash	Access Id	Access Key	Menu
Ecocash	Built-in 1110 — Mobile Money Clearing	22841	51851629-8bd3-44a8-b2e1-52fa9b05c	Menu
Medical Aid	Built-in 1210 — Medical Aid Receivable	Access Id	Access Key	Menu
Paynow	Built-in 1120 — Payment Gateway Clearing	22841	51851629-8bd3-44a8-b2e1-52fa9b05c	Menu
Method Name	Select account...	Access Id	Access Key	

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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

The screenshot displays the 'Create Sale / POS' interface in Pindah Basa. The sidebar on the left contains a 'Filter menu' and a list of modules including Dashboard, Stock, Accounting, Invoices, Sales and Receivables, Purchases and Payables, Cash and Bank, General Ledger, Reports, Settings, Pharmacy, Frame, Agriculture, Logistics, HR & Payroll, Organisation, and Settings. The main content area is titled 'Create Sale / POS' and shows a search bar for products, a table with columns 'Name', 'Stock', and 'Price', and a 'Cart (0)' section. The 'Cart (0)' section includes fields for Customer, Date, Currency, and Tax code. The status bar at the bottom indicates 'Pindah Basa © 2026 · All rights reserved' and '1.0.0'.

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

Orbit Private Limited

Search or jump to... (Ctrl+K)

RefreshMaximiseHelpNotifications1AnalystFELIX MUFANDIRI

Home / Accounting / Sales / List

Filter menu

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More modules (8)

BackSales Register

View and manage sales transactions

Search sales...

USD

Actions

SalesIssues/Transfers

50 sale(s) on page 1

PreviousNext

#	Date	Customer	Total	Currency	Tendered	Change	Till	Cashier	Actions
S-0005849	2026-08-07 15:55	DEFAULT_POS DEFAULT_POS	\$ 111.86	USD	\$ 111.86	\$ 0.00	N/A	F. Mufandiri	Menu
S-0005848	2026-08-07 15:54	DEFAULT_POS DEFAULT_POS	\$ 111.86	USD	\$ 111.86	\$ 0.00	N/A	F. Mufandiri	Menu
S-0005847	2026-08-07 15:53	DEFAULT_POS DEFAULT_POS	\$ 12.00	USD	\$ 12.00	\$ 0.00	N/A	F. Mufandiri	Menu
S-0005846	2026-08-07 15:53	DEFAULT_POS DEFAULT_POS	\$ 12.00	USD	\$ 12.00	\$ 0.00	N/A	F. Mufandiri	Menu
S-0005845	2026-07-10 04:45	DEFAULT_POS DEFAULT_POS	\$ 30.66	USD	\$ 30.66	\$ 0.00	N/A	F. Mufandiri	Menu
S-0005844	2026-07-08 09:19	DEFAULT_POS DEFAULT_POS	\$ 0.31	USD	\$ 0.31	\$ 0.00	N/A	F. Mufandiri	Menu
S-0005843	2026-07-07 17:47	DEFAULT_POS DEFAULT_POS	\$ 1.90	USD	\$ 1.90	\$ 0.00	N/A	F. Mufandiri	Menu
S-0005842	2026-07-07 16:20	DEFAULT_POS DEFAULT_POS	\$ 15.00	USD	\$ 15.00	\$ 0.00	N/A	F. Mufandiri	Menu
S-0005841	2026-07-07 16:15	DEFAULT_POS DEFAULT_POS	\$ 1.90	USD	\$ 1.90	\$ 0.00	N/A	F. Mufandiri	Menu
S-0005840	2026-07-07 15:40	DEFAULT_POS DEFAULT_POS	\$ 30.66	USD	\$ 30.66	\$ 0.00	N/A	F. Mufandiri	Menu
S-0005839	2026-07-07 15:34	DEFAULT_POS DEFAULT_POS	\$ 30.66	USD	\$ 30.66	\$ 0.00	N/A	F. Mufandiri	Menu
S-0005838	2026-07-07 15:09	DEFAULT_POS DEFAULT_POS	\$ 30.66	USD	\$ 30.66	\$ 0.00	N/A	F. Mufandiri	Menu
S-0005837	2026-07-07 15:07	DEFAULT_POS DEFAULT_POS	\$ 1.90	USD	\$ 1.90	\$ 0.00	N/A	F. Mufandiri	Menu
S-0005836	2026-07-07 14:13	DEFAULT_POS DEFAULT_POS	\$ 27.30	USD	\$ 27.30	\$ 0.00	N/A	F. Mufandiri	Menu
S-0005835	2026-07-07 14:07	DEFAULT_POS DEFAULT_POS	\$ 30.66	USD	\$ 85.26	\$ 54.60	N/A	F. Mufandiri	Menu
S-0005834	2026-07-07 13:55	DEFAULT_POS DEFAULT_POS	\$ 1.60	USD	\$ 1.60	\$ 0.00	N/A	F. Mufandiri	Menu
S-0005833	2026-07-07 13:36	DEFAULT_POS DEFAULT_POS	\$ 1.90	USD	\$ 1.90	\$ 0.00	N/A	F. Mufandiri	Menu
S-0005832	2026-07-07 13:13	DEFAULT_POS DEFAULT_POS	\$ 1.90	USD	\$ 1.90	\$ 0.00	N/A	F. Mufandiri	Menu
S-0005831	2026-07-07 12:36	DEFAULT_POS DEFAULT_POS	\$ 2.70	USD	\$ 2.70	\$ 0.00	N/A	F. Mufandiri	Menu
S-0005830	2026-07-06 23:02	DEFAULT_POS DEFAULT_POS	\$ 30.66	USD	\$ 85.26	\$ 54.60	N/A	F. Mufandiri	Menu
S-0005829	2026-07-06 22:42	DEFAULT_POS DEFAULT_POS	\$ 1.90	USD	\$ 1.90	\$ 0.00	N/A	F. Mufandiri	Menu
S-0005828	2026-07-06 22:06	DEFAULT_POS DEFAULT_POS	\$ 1.90	USD	\$ 1.90	\$ 0.00	N/A	F. Mufandiri	Menu
S-0005827	2026-06-05 09:47	DEFAULT_POS DEFAULT_POS	\$ 1.90	USD	\$ 1.90	\$ 0.00	N/A	F. Mufandiri	Menu
S-0005826	2026-06-05 09:39	DEFAULT_POS DEFAULT_POS	\$ 1.90	USD	\$ 1.90	\$ 0.00	N/A	F. Mufandiri	Menu
S-0005825	2026-05-14 12:54	DEFAULT_POS DEFAULT_POS	\$ 30.66	USD	\$ 31.00	\$ 0.34	N/A	F. Mufandiri	Menu
S-0005824	2026-04-16 19:03	DEFAULT_POS DEFAULT_POS	\$ 13.80	USD	\$ 14.00	\$ 0.20	N/A	F. Mufandiri	Menu
S-0005823	2026-02-12 13:58	DEFAULT_POS DEFAULT_POS	\$ 30.66	USD	\$ 90.00	\$ 59.34	N/A	F. Mufandiri	Menu
S-0005822	2026-02-09 12:43	Mubaiwa Tafadzwa	\$ 0.33	USD	\$ 1.00	\$ 0.67	N/A	F. Mufandiri	Menu

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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

Orbit Private Limited

Search or jump to... (Ctrl+K)

RefreshMaximiseHelpNotifications1AnalystFELIX MUFANDIRI

Home / Accounting / Invoices

FULL ADMIN - DEFAULT_WAREHOUSE - L-10141

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BackInvoicesManage your invoices

USDSearch invoices...New InvoiceActions

AllPendingPaidOverdueDraft

Invoice Number	Customer	Currency	Total Amount	Balance	Status	Created At	Actions
INV-0000007	pindah pindah	USD	\$ 0.12	\$ 0.12	Pending	Tue, 21 Jul 2026	Menu
INV-0000006	pindah pindah	USD	\$ 0.12	—	Paid	Tue, 21 Jul 2026	Menu
INV-0000005	pindah pindah	USD	\$ 0.12	\$ 0.12	Pending	Tue, 21 Jul 2026	Menu
INV-0000004	pindah pindah	USD	\$ 0.12	\$ 0.12	Pending	Tue, 21 Jul 2026	Menu
INV-0000003	Mubaiwa Leeroy	USD	\$ 3.57	\$ 3.57	Pending	Thu, 09 Jul 2026	Menu
INV-0000002	Bhebhe Nyasha	USD	\$ 3.45	—	Paid	Fri, 03 Jul 2026	Menu
INV-0000001	Bhebhe Nyasha	USD	\$ 7.90	\$ 2.90	Pending	Fri, 03 Jul 2026	Menu

Showing 7 invoice(s)

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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

Orbit Private Limited

Search or jump to... (Ctrl+K)

Refresh Maximise Help Notifications 1 Analyst FELIX MUFANDIRI

Home / Accounting / Invoices / Create

Filter menu

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Back

New Invoice

Create a new invoice

Till * L-10141 - DEFAULT_WAREHOUSE

Inv # INV-0000008

Fields Clear

Customer

Search customer... +

Please select a customer first to view available vehicles.

Order # (if any)

K DEFAULT_WAREHOUSE - L-10141

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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

Orbit Private Limited

Search or jump to... (Ctrl+K)

RefreshMaximiseHelpNotifications1AnalystFELIX MUFANDIRI

Home / Accounting / Quotations

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BackQuotations

List of all quotations

Search quotations...

AllDraftSentAcceptedRejectedExpiredUSD

#	Customer	Currency	Total Amount	Status	Created At	Actions
8	pindah pindah	USD	\$ 0.12	Accepted	21/07/2026 08:24	Menu
7	pindah pindah	USD	\$ 0.12	Accepted	21/07/2026 08:03	Menu
6	pindah pindah	USD	\$ 0.12	Accepted	21/07/2026 07:59	Menu
5	pindah pindah	USD	\$ 0.12	Accepted	21/07/2026 07:59	Menu
4	Mubaiwa Leeroy	USD	\$ 3.57	Accepted	09/07/2026 15:24	Menu
3	Shopper Test	USD	\$ 0.12	Pending	09/07/2026 15:18	Menu
2	Shopper Test	USD	\$ 3.45	Pending	09/07/2026 14:55	Menu
1	Bhebhe Nyasha	USD	\$ 3.45	Accepted	03/07/2026 11:08	Menu

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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

Orbit Private Limited

Search or jump to... (Ctrl+K)

RefreshMaximiseHelpNotifications1AnalystFELIX MUFANDIRI

Home / Accounting / Sales Orders

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BackSales Orders

Pending and fulfilled sales orders from the online store

Search...

AllAll Customersmm/dd/yyyymm/dd/yyyyClear

Order #	Customer	Date	Total	Currency	Status	Invoice #	Actions
ORD-0000008	pindah pindah	Jul 21, 2026	0.12		Accepted	INV-0000007	Menu
ORD-0000007	pindah pindah	Jul 21, 2026	0.12		Accepted	INV-0000006	Menu
ORD-0000006	pindah pindah	Jul 21, 2026	0.12		Accepted	INV-0000005	Menu
ORD-0000005	pindah pindah	Jul 21, 2026	0.12		Accepted	INV-0000004	Menu
ORD-0000004	Mubaiwa Leeroy	Jul 9, 2026	3.57		Accepted	INV-0000003	Menu
ORD-0000003	Shopper Test	Jul 9, 2026	0.12		Pending	-	Menu
ORD-0000002	Shopper Test	Jul 9, 2026	3.45		Pending	-	Menu

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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

The screenshot displays the Pindah Basa accounting software interface. At the top, the user is logged in as 'FELIX MUFANDIRI' with the role of 'Analyst'. The main navigation menu on the left includes options like Dashboard, Stock, Accounting, Point of Sale, Invoices, Sales and Receivables, Purchases and Payables, Cash and Bank, General Ledger, Reports, Settings, Pharmacy, Frame, Agriculture, Logistics, HR & Payroll, Organisation, and Settings. The 'Purchases and Payables' menu is expanded, showing 'Purchase Orders' as the selected option. The main content area shows the 'Purchase Orders' module with a search bar, filters for 'All Suppliers', and date pickers. A message states 'No purchase orders found.' The footer includes the Pindah Basa logo, copyright information, and contact details.

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

Orbit Private Limited

Search or jump to... (Ctrl+K)

Refresh Maximise Help Notifications 1 Analyst FELIX MUFANDIRI

Home / Accounting / Customers

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Clients

List of all registered clients

Search customers...

Updated Sep 14, 07:25

276 clients - Page 1 of 6

#	Name	Email	Phone	Address	Created By	Menu
104267	Aaron Rumbidzayi	mdpcz.dther802624.1028@doctors.local	-	-	ceo@pindah.co.zw	Menu
104266	Abraham Stewart	mdpcz.dp500531.1028@doctors.local	-	-	ceo@pindah.co.zw	Menu
104325	another test	-	-	-	-	Menu
8721	antigravity John	stfjantigravity	-	-	ceo@pindah.co.zw	Menu
104254	Ashraf Nimrah	mdpcz.prm806028@doctors.local	-	-	ceo@pindah.co.zw	Menu
102333	Banda Precious	stfbanda1@frame.pindah.org	-	-	ceo@pindah.co.zw	Menu
102461	Banda Precious	stfbanda2@frame.pindah.org	-	-	ceo@pindah.co.zw	Menu
104242	Banda Precious	stfbanda1@frame.pindah.org	-	-	ceo@pindah.co.zw	Menu
12560	Bhebhe Nyasha	nyashabhebhe@zimmall.co.zw	263784620503__26fbc306fe4343d1ad92d7ccfaf0c035	-	ceo@pindah.co.zw	Menu
12602	Bhebhe Nyasha	nyashabhebhe@zimmall.co.zw	263784620503__06134d7e9fd04c1b8e883f4abc7b0e33	-	ceo@pindah.co.zw	Menu
12591	Bhebhe Tendai	tbhebhe@school.ac.zw	263787801673__a0e35e7894dc48fbb6f43bc3851bb1bd	-	ceo@pindah.co.zw	Menu
12633	Bhebhe Tendai	tbhebhe@school.ac.zw	263787801673__acd507259cc94529a8607a8c55130ea2	-	ceo@pindah.co.zw	Menu
104253	Bobo Shepherd Ignatius	mdpcz.m800573@doctors.local	-	-	ceo@pindah.co.zw	Menu
102332	Chari Ashley	stfachari1@frame.pindah.org	-	-	ceo@pindah.co.zw	Menu
102413	Chari Ashley	stfachari1@frame.pindah.org	-	-	ceo@pindah.co.zw	Menu
102458	Chari Ashley	stfachari2@frame.pindah.org	-	-	ceo@pindah.co.zw	Menu
102354	Chikore Faith	stffchikore1@frame.pindah.org	-	-	ceo@pindah.co.zw	Menu
102416	Chikore Faith	stffchikore1@frame.pindah.org	-	-	ceo@pindah.co.zw	Menu
102460	Chikore Faith	stffchikore2@frame.pindah.org	-	-	ceo@pindah.co.zw	Menu
8480	Chikore Farai	receiptspindah+fchikore@gmail.com	263772345678__b6dd137a791640158c92c1cef7fee7ac	-	ceo@pindah.co.zw	Menu
102399	Chikuni Victor	stfvchikuni1@frame.pindah.org	-	-	ceo@pindah.co.zw	Menu
102465	Chikuni Victor	stfvchikuni2@frame.pindah.org	-	-	ceo@pindah.co.zw	Menu
104229	Chikuni Victor	stfvchikuni@frame.pindah.org	-	-	ceo@pindah.co.zw	Menu
104255	Chirisa Macjohn Gonaruvimbo	mdpcz.pae313807@doctors.local	-	-	ceo@pindah.co.zw	Menu
8576	Chirisa Mercy	receiptspindah+student80@gmail.com	263717734560__df0757aeaa234702a737518622945df6	-	ceo@pindah.co.zw	Menu
104259	Chirisa Sacrifice Madenyika	mdpcz.psy352057.1028@doctors.local	-	-	ceo@pindah.co.zw	Menu

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

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Search or jump to... (Ctrl+K)

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Currencies

Manage available currencies

Currencies

Exchange Rates

Rate Trends

Retrieve rates from Reserve Bank of Zimbabwe

Add

3 currencies

Code	Name	Symbol	Default	Actions
USD	USD - US Dollar	\$	☒	Menu
ZWL	ZWL - Zimbabwean Gold	ZWL	☐	Menu
EUR	Euro	€	☐	Menu
Select code	Name	—		

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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

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Search or jump to... (Ctrl+K)

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BackTax codes

Rates, recoverability, and return boxes used by posting

Add tax code

Code	Name	Type	Rate	Box	Active	
EXEMPT	VAT exempt	VAT	0	VAT_EXEMPT	Yes	Menu
IMTT2	IMTT 2%	EXCISE	0.02	IMTT	Yes	Menu
VAT0	VAT 0% (zero-rated)	VAT	0	VAT_ZERO	Yes	Menu
VAT15	VAT 15%	VAT	0.15	VAT_OUTPUT	Yes	Menu
WHT10	Withholding tax 10%	WITHHOLDING	0.1	WHT	Yes	Menu

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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

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Search or jump to... (Ctrl+K)

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Trial Balance

Account balances as of selection

Code	Account Name	Type	Debit	Credit	Balance
1100	Cash	Assets	\$ 796.91	\$ 0.00	\$ 796.91
1200	Accounts Receivable	Assets	\$ 30.79	\$ 21.14	\$ 9.65
1300	Inventory	Assets	\$ 45,138.60	\$ 551.19	\$ 44,587.41
2100	Accounts Payable	Liabilities	\$ 0.00	\$ 45,138.60	\$ 45,138.60
4100	Sales Revenue	Income	\$ 0.00	\$ 697.36	\$ 697.36
5100	Cost of Goods Sold	Expenses	\$ 551.19	\$ 0.00	\$ 551.19

Debits and Credits do not balance — difference: 109.20

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

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Search or jump to... (Ctrl+K)

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Back Financial statements Render any report layout for a date range, with an optional comparison column

Statement of financial position 01/01/2026 09/14/2026 mm/dd/yyyy mm/dd/yyyy USD

Expand all Collapse to summary

Statement of financial position — USD

Line	Amount
Assets	
Assets	45,393.97
1100 Cash	796.91
1200 Accounts Receivable	9.65
1300 Inventory	44,587.41
Total assets	45,393.97
Liabilities	
Liabilities	45,138.60
2100 Accounts Payable	45,138.60
Total liabilities	45,138.60
Equity	
Equity	146.17
CY Profit for the period	146.17
Total equity	146.17
Total liabilities and equity	45,284.77

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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

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Search or jump to... (Ctrl+K)

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Home / Accounting / Charts-of-accounts / Tax-return

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VAT return

Output minus input for a date range, then file the clearing journal

RunFile return

01/01/202609/14/2026

Output 0.00, input 0.00, net payable 0.00, refund 0.00. Zero-rated base 0.00.

Boxes

No VAT transactions in this range.

Lines

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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

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Search or jump to... (Ctrl+K)

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BackLedger Health

Checks that the general ledger agrees with itself and with subledgers

Refresh

5 passed, 8 failed, of 13 checks. Run at Sep 14, 2026, 7:35:10 AM.

Check	Result	Count	Detail
Every journal entry balances in functional currency	Fail	2	2 unbalanced. Examples: POS-2027450, POS-2027455
Trial balance debits equal credits	Fail	1	Debits 46517.49 vs credits 46408.29; difference 109.20.
No lines on inactive or non-postable accounts	Pass	0	No lines on inactive or non-postable accounts.
Every entry sits in a covering fiscal period	Pass	0	106 entries are inside their fiscal period.
Required system account keys are mapped	Fail	2	Missing: FX_GAIN, FX_LOSS
Payment methods have a settlement account	Pass	0	Every payment method has a settlement account.
Every journal line has an exchange rate greater than zero	Pass	0	Every line has an exchange rate.
Posted invoices have a journal entry	Fail	109	109 of 152 invoices have no journal. Examples: 1, 2, 3, 4, 5
Approved supplier invoices have a journal entry	Pass	0	0 approved supplier invoices have a journal entry.
Stock receipts have a journal entry	Fail	11	11 of 14 receipts with cost have no journal. Examples: 8909, 2085, 2126, 2129, 2130
AR control equals open credit invoices	Fail	1	AR control 9.65 vs open invoices 6.83; difference 2.82.
AP control equals open supplier invoices	Fail	1	AP control 45138.60 vs open supplier invoices 0.00; difference 45138.60.
Inventory GL equals stock at moving average cost	Fail	1	Inventory GL 44587.41 vs stock at moving average cost 136207.92; difference -91620.51.

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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