

Accounts Guide

Financial ledgers, expenses, and accounting-related POS tools.

Contents

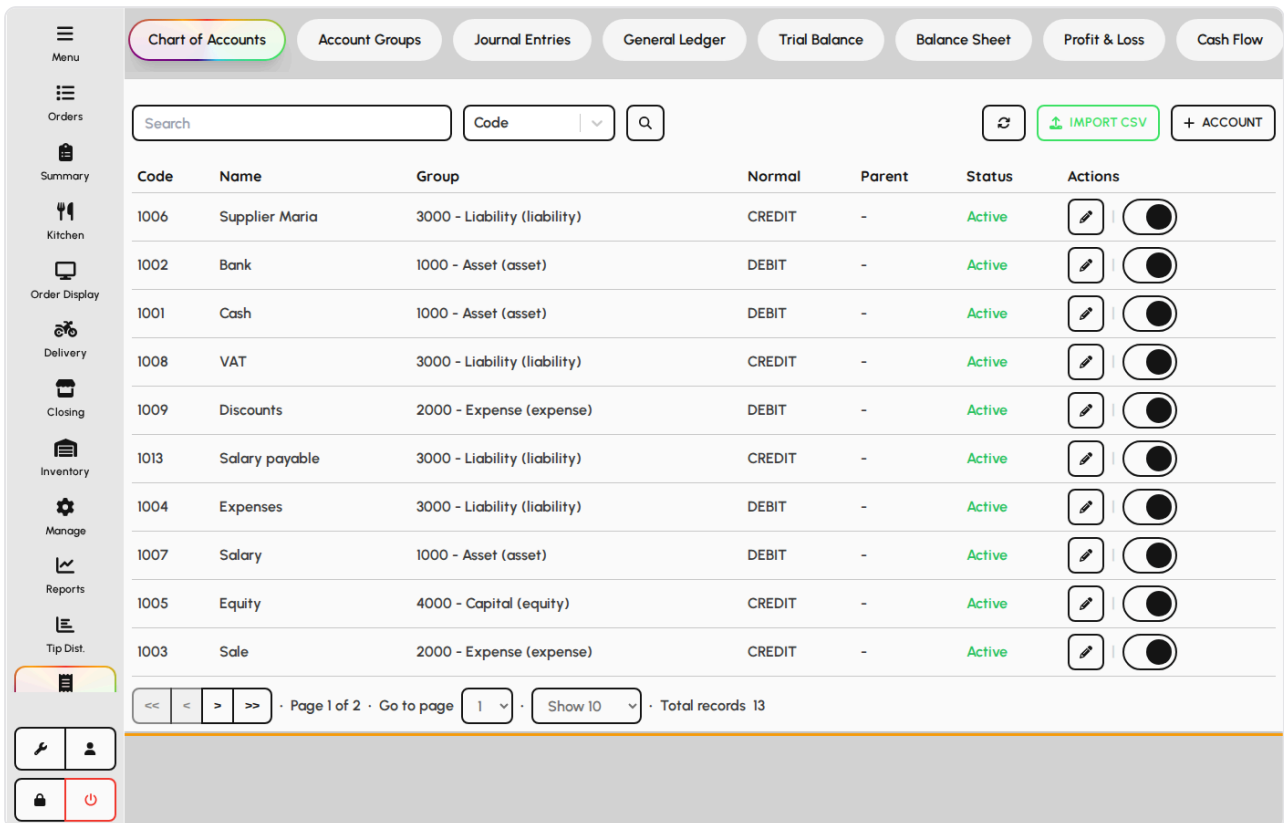
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Accounts overview

Accounts is the financial hub for the chart of accounts, journals, ledgers, and statements. Open it from the sidebar when your role includes accounts access.

Open Accounts

1. Sign in with a user that has accounts access.
2. Tap Accounts in the sidebar.
3. The screen opens on Chart of accounts by default.



The screenshot displays the 'Accounts' screen with the 'Chart of Accounts' tab selected. The interface includes a sidebar with navigation icons, a top bar with tabs, a search bar, and a table of accounts.

Code	Name	Group	Normal	Parent	Status	Actions
1006	Supplier Maria	3000 - Liability (liability)	CREDIT	-	Active	 
1002	Bank	1000 - Asset (asset)	DEBIT	-	Active	 
1001	Cash	1000 - Asset (asset)	DEBIT	-	Active	 
1008	VAT	3000 - Liability (liability)	CREDIT	-	Active	 
1009	Discounts	2000 - Expense (expense)	DEBIT	-	Active	 
1013	Salary payable	3000 - Liability (liability)	CREDIT	-	Active	 
1004	Expenses	3000 - Liability (liability)	DEBIT	-	Active	 
1007	Salary	1000 - Asset (asset)	DEBIT	-	Active	 
1005	Equity	4000 - Capital (equity)	CREDIT	-	Active	 
1003	Sale	2000 - Expense (expense)	CREDIT	-	Active	 

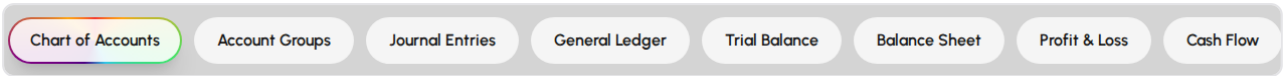
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Accounts screen with tab bar and chart of accounts.

Tab navigation

Tabs group setup, posting, and reporting. Switching tabs may require manager PIN approval depending on your role.

1. Scroll the tab bar horizontally when many tabs are visible.
2. Setup tabs: Chart of accounts and Account groups.
3. Reporting tabs: General ledger, Trial balance, Balance sheet, and more.



Accounts tab bar.

Chart of accounts

1. Maintain GL accounts used by journals and reports.
2. Add or edit accounts with codes, names, and types.
3. Account structure drives ledgers, trial balance, and statements.

Search		Code	Q	Refresh	IMPORT CSV	+ ACCOUNT
Code	Name	Group	Normal	Parent	Status	Actions
1006	Supplier Maria	3000 - Liability (liability)	CREDIT	-	Active	Edit Toggle
1002	Bank	1000 - Asset (asset)	DEBIT	-	Active	Edit Toggle
1001	Cash	1000 - Asset (asset)	DEBIT	-	Active	Edit Toggle
1008	VAT	3000 - Liability (liability)	CREDIT	-	Active	Edit Toggle
1009	Discounts	2000 - Expense (expense)	DEBIT	-	Active	Edit Toggle
1013	Salary payable	3000 - Liability (liability)	CREDIT	-	Active	Edit Toggle
1004	Expenses	3000 - Liability (liability)	DEBIT	-	Active	Edit Toggle
1007	Salary	1000 - Asset (asset)	DEBIT	-	Active	Edit Toggle
1005	Equity	4000 - Capital (equity)	CREDIT	-	Active	Edit Toggle
1003	Sale	2000 - Expense (expense)	CREDIT	-	Active	Edit Toggle
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Chart of accounts panel.

Journal entries and account groups

Post financial transactions with journal entries, and organize the chart using account groups. Day-to-day cash expenses at closing are separate from these GL journals.

Journal entries

- 1. Open the Journal entries tab.
- 2. Create balanced debit/credit lines for the transaction.
- 3. Save to post into the general ledger (approval rules may apply).

Menu

Orders

Summary

Kitchen

Order Display

Delivery

Closing

Inventory

Manage

Reports

Tip Dist.

Chart of Accounts

Account Groups

Journal Entries

General Ledger

Trial Balance

Balance Sheet

Profit & Loss

Cash Flow

Search

Entry #

Q

+ JOURNAL ENTRY

Entry #	Date	Module	Source ID	Memo	Debit	Credit	Status	Actions
3	2026-06-28 14:02	-	-	-	11,500.00	11,500.00	Posted	
11	2026-07-15 12:33	pos-core	order:8dlkh0re9agg2fi149on3	POS sale (SaleCompleted)	1,650.00	1,650.00	Posted	
44	2026-08-04 16:37	pos-core	order:ze8gewsyvm2qjoqlgb6e	POS sale (SaleCompleted)	1,500.00	1,500.00	Draft	
4	2026-07-12 17:50	pos-core	order:g2nziyotcrkok6q3pesg	POS sale (SaleCompleted)	1,101.00	1,101.00	Posted	
25	2026-07-26 17:15	pos-core	order:7ugddp75mlnabk4gpy4j	POS sale (SaleCompleted)	1,700.00	1,700.00	Draft	
45	2026-08-04 17:37	pos-core	order:elehw6q4whw0rh37sade	POS sale (SaleCompleted)	1,999.00	1,999.00	Draft	
9	2026-07-14 11:43	pos-core	order:6px0owjpn79uc3idj2d	POS sale (SaleCompleted)	1,700.00	1,700.00	Posted	
31	2026-07-30 18:24	inventory-core	inventory_issue:vmhuwfy9ubs28vg6p3a4	Kitchen issue / COGS (InventoryIssued)	1,200.00	1,200.00	Draft	
13	2026-07-15 12:33	pos-core	order:zqw4cxw0u95sgjjygx7w	POS sale (SaleCompleted)	1,101.00	1,101.00	Posted	
30	2026-07-30 18:08	inventory-core	inventory_issue:u9dlykto2tq9kix077bi	Kitchen issue / COGS (InventoryIssued)	4,600.00	4,600.00	Draft	

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Journal entries tab.

Account groups

Groups help organize accounts for statements and reporting rollups.

1. Open the Account groups tab.
2. Create groups that match your reporting structure.
3. Assign accounts to groups from the chart or group forms.

The screenshot shows the 'Account Groups' tab selected in a software interface. The top navigation bar includes tabs for 'Chart of Accounts', 'Account Groups' (highlighted), 'Journal Entries', 'General Ledger', 'Trial Balance', 'Balance Sheet', 'Profit & Loss', and 'Cash Flow'. A left sidebar contains various icons for navigation, including Menu, Orders, Summary, Kitchen, Order Display, Delivery, Closing, Inventory, Manage, Reports, and Tip Dist. The main content area displays a table of account groups with columns: Code, Name, Main head, Normal, Status, and Actions. The table lists five accounts: 5000 Revenue (INCOME, CREDIT, Active), 4000 Capital (EQUITY, CREDIT, Active), 3000 Liability (LIABILITY, CREDIT, Active), 1000 Asset (ASSET, DEBIT, Active), and 2000 Expense (EXPENSE, DEBIT, Active). Each row has an edit icon and a toggle switch. Below the table is a pagination bar showing 'Page 1 of 1', 'Go to page 1', 'Show 10', and 'Total records 5'. At the bottom left, there are four icons: a wrench, a person, a lock, and a power button.

Code	Name	Main head	Normal	Status	Actions
5000	Revenue	INCOME	CREDIT	Active	
4000	Capital	EQUITY	CREDIT	Active	
3000	Liability	LIABILITY	CREDIT	Active	
1000	Asset	ASSET	DEBIT	Active	
2000	Expense	EXPENSE	DEBIT	Active	

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Account groups tab.

Ledgers, P&L, and cash flow

Review posted activity and period balances: general ledger detail, trial balance, and balance sheet.

General ledger

1. Open the General ledger tab.
2. Filter by account and date range to inspect posted lines.
3. Use this view to drill into journal activity for an account.

Menu Orders Summary Kitchen Order Display Delivery Closing Inventory Manage Reports Tip Dist.	Chart of Accounts	Account Groups	Journal Entries	General Ledger	Trial Balance	Balance Sheet	Profit & Loss	Cash Flow
	All ledgers		2026-08-01 00:00	2026-08-31 23:59	LOAD			
	Account	Opening	Debit	Credit	Balance	Actions		
	1001 - Cash	27,668.86	15,757.00	0.00	43,425.86			
	1002 - Bank	16,217.89	0.00	0.00	16,217.89			
	1003 - Sale	-44,268.65	0.00	15,008.94	-59,277.59			
	1004 - Expenses	1,500.00	0.00	0.00	1,500.00			
	1006 - Supplier Maria	0.00	0.00	0.00	0.00			
	1008 - VAT	-2,470.57	0.00	748.06	-3,218.63			
	1009 - Discounts	1,402.47	0.00	0.00	1,402.47			
	1010 - Tips	-50.00	0.00	0.00	-50.00			
	1011 - Inventory	-2,500.00	0.00	0.00	-2,500.00			
	1012 - COGS	8,500.00	0.00	0.00	8,500.00			
	1013 - Salary payable	-6,000.00	0.00	0.00	-6,000.00			

General ledger tab.

Trial balance

Trial balance lists debit and credit totals by account for a period.

1. Open the Trial balance tab.
2. Choose the period or as-of date your venue uses.
3. Confirm debits equal credits before relying on statements.

Menu					
Orders					
Summary					
Kitchen					
Order Display					
Delivery					
Closing					
Inventory					
Manage					
Reports					
Tip Dist.					
Chart of Accounts					
Account Groups					
Journal Entries					
General Ledger					
Trial Balance					
Balance Sheet					
Profit & Loss					
Cash Flow					
2026-08-14 10:28					
LOAD					
Account	Total Debit	Total Credit	Closing Debit	Closing Credit	
1001 - Cash	44,925.86	1,500.00	43,425.86	0.00	
1002 - Bank	17,217.89	1,000.00	16,217.89	0.00	
1003 - Sale	0.00	59,277.59	0.00	59,277.59	
1004 - Expenses	1,500.00	0.00	1,500.00	0.00	
1006 - Supplier Maria	1,000.00	1,000.00	0.00	0.00	
1008 - VAT	0.00	3,218.63	0.00	3,218.63	
1009 - Discounts	1,402.47	0.00	1,402.47	0.00	
1010 - Tips	0.00	50.00	0.00	50.00	
1011 - Inventory	16,000.00	18,500.00	0.00	2,500.00	
1012 - COGS	8,500.00	0.00	8,500.00	0.00	
1013 - Salary payable	0.00	6,000.00	0.00	6,000.00	
Total	90,546.22	90,546.22	71,046.22	71,046.22	

Trial balance tab.

Balance sheet

1. Open the Balance sheet tab.
2. Review assets, liabilities, and equity for the selected date.
3. Other statement tabs (Profit & loss, Cash flow) follow the same pattern.

Menu Orders Summary Kitchen Order Display Delivery Closing Inventory Manage Reports Tip Dist.	Chart of Accounts Account Groups Journal Entries General Ledger Trial Balance Balance Sheet Profit & Loss Cash Flow					
	2026-08-14 10:29					LOAD
	Assets		Liabilities		Equity	
	1001 - Cash	43,425.86	1004 - Expenses	-1,500.00	No data.	
	1002 - Bank	16,217.89	1006 - Supplier Maria	0.00		
	1011 - Inventory	-2,500.00	1008 - VAT	3,218.63		
	Total Assets	57,143.75	1010 - Tips	50.00		
			1013 - Salary payable	6,000.00		
			Total Liabilities	7,768.63	Total Equity 0.00	
	Accounting Equation Check (Assets vs Liabilities + Equity)					57,143.75 vs 7,768.63

Balance sheet tab.

Profit & loss

Income statement for the selected period: revenue, cost of sales, and operating expenses.

1. Open Accounts and the Profit & loss tab.
2. Set the date range or period to match your reporting cycle.
3. Expand account groups to review category totals.
4. Export or print when the period is closed.

The screenshot displays the 'Profit & Loss' tab in a financial management software. The interface includes a sidebar with various menu items and a main content area with a top navigation bar and a data table.

Top Navigation Bar:

- Chart of Accounts
- Account Groups
- Journal Entries
- General Ledger
- Trial Balance
- Balance Sheet
- Profit & Loss** (selected)
- Cash Flow

Date Range: 2026-08-01 00:00 to 2026-08-31 23:59. A 'LOAD' button is present.

Income		Expense	
No income entries for selected range.		1003 - Sale	-15,008.94
Total Income	0.00	Total Expense	-15,008.94
Net Profit / Loss			15,008.94

The bottom section of the interface is a large grey area, likely intended for a detailed breakdown of the income and expense entries.

Profit & loss statement tab.

Cash flow

Summarizes cash movement from operations, investing, and financing for the period.

1. Open the Cash flow tab in Accounts.
2. Choose the same period used for other statements.
3. Review opening balance, net change, and closing cash position.
4. Use alongside P&L to explain cash vs. accrual differences.

The screenshot shows a software interface with a sidebar on the left containing icons for Menu, Orders, Summary, Kitchen, Order Display, Delivery, Closing, Inventory, Manage, Reports, and Tip Dist. The top navigation bar includes tabs for Chart of Accounts, Account Groups, Journal Entries, General Ledger, Trial Balance, Balance Sheet, Profit & Loss, and Cash Flow (which is highlighted). Below the tabs, there are two date input fields: '2026-08-01 00:00' and '2026-08-31 23:59', followed by a 'LOAD' button. The main content area is divided into two panels. The left panel, titled 'Cash Flow By Source Module', contains a table with the following data:

Source Module	Bucket	Net Cash
pos-core	Operating	0.00

The right panel, titled 'Cash Flow Summary', contains a table with the following data:

Operating	0.00
Investing	0.00
Financing	0.00
Net Cash Movement	0.00

Below these panels is a large grey rectangular area.

Cash flow statement tab.