LedgerFlow

SETUP & OPERATIONS MANUAL

Connect your POS. Keep your books in step.

Sales Intellect + LedgerFlow

ERPNext • Manager IO • QuickBooks Online

Xero • Zoho Books

Detailed connection steps, account mappings,

first-sync checks and day-to-day troubleshooting.

ledgerflow.tech

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YOUR GUIDE

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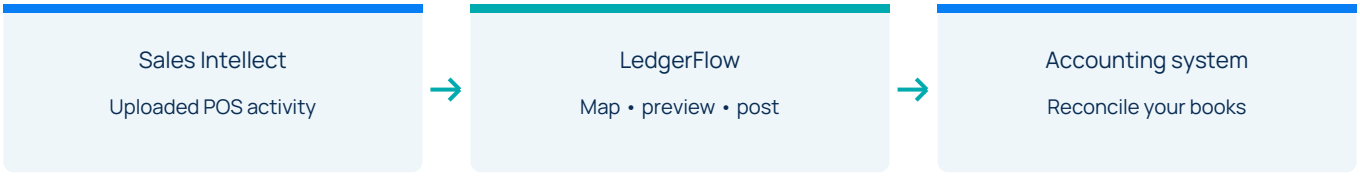
ABOUT THIS EDITION

This manual follows LedgerFlow's current connection and posting behaviour. Account names shown are examples, not a universal chart of accounts. Confirm accounts, VAT treatment and corrections with your accountant.

01 / GET READY

Before you connect

One source connection, one selected accounting destination, and a careful first trading-day check.



Sign in to LedgerFlow

Open https://ledgerflow.tech and sign in with your email and password. Use the workspace that belongs to the business you intend to sync.

Gather access and accounts

Have your Sales Intellect API access ready, plus access to the correct accounting company. ERPNext and Manager IO require their own server credentials; QuickBooks, Xero and Zoho use their official approval pages.

Check company, dates and mode

Confirm the accounting company before posting. Start with Invoice by invoice and one completed trading day unless your accountant has chosen Daily totals. Keep the same posting mode for dates already synced.

Know what the integration sends

LedgerFlow posts financial sales, received payments, tax liability amounts, payout expenses and optional cost journals. It does not sync physical stock quantities, refunds or separate payment-provider fee entries.

CUSTOMER SETUP

Customers do not need to create developer apps or enter client IDs, client secrets or callback addresses for QuickBooks, Xero or Zoho. If a Connect button says the integration is not configured, contact the LedgerFlow administrator.

MULTI-BRANCH CAUTION

Shop-to-branch mapping is not implemented yet. If several Sales Intellect shops share one API feed, do not assume branch separation. Confirm the feed and accounting arrangement before live posting. Financial stock balances are not warehouse-level stock tracking.

02 / CONNECT & CONFIGURE

Sales Intellect

Start here: connect the source of your sales, payments and expenses.



BEFORE YOU BEGIN

- Sales Intellect API access
- Your API base URL
- Your API key

01 Get API access

Sales Intellect

- Ask your Sales Intellect administrator or support team for API access and an API key for your business.
- The API base URL is usually https://api.salesintellectpos.com/v1.0. Confirm with Sales Intellect if your business uses a different address.
- Confirm you have access to the business whose transactions you want to sync. Use the API URL, not the address of the Sales Intellect developer documentation.

Field / setting	What to use
API base URL	https://api.salesintellectpos.com/v1.0
API key	Keep this private

> CHECK BEFORE CONTINUING
>
> Never send API keys in screenshots or share them with other users.

02 Connect Sales Intellect

LedgerFlow → Integrations

- Open Integrations and find the Sales Intellect section.
- The API base URL is usually https://api.salesintellectpos.com/v1.0 and is preloaded for new connections. Keep it unless Sales Intellect supplies a different address; saved addresses are preserved.
- Enter your API key, then select Save & test.
- Wait for a successful connection result. If it fails, check the URL, API key and API permissions with Sales Intellect.

Field / setting	What to use
API base URL	https://api.salesintellectpos.com/v1.0
API key	••••••••••••

CHECK BEFORE CONTINUING

When updating an existing connection, leave a saved secret blank to keep it.

03 Make shift activity available

Sales Intellect POS → Enable Shift Management

- Enable Shift Management in Sales Intellect POS.
- Open a shift, record payouts with their reasons, then close the shift for Payout Reasons to start showing on the LedgerFlow App. Confirm the shift report and transactions have uploaded to Sales Intellect's cloud.
- Recorded payouts and their reasons can only be discovered after the cloud API returns them. A reason saved in the POS but not used in an uploaded payout will not appear in Mappings.
- In LedgerFlow → Mappings, select Refresh after upload and wait for discovery to finish.

CHECK BEFORE CONTINUING

Close Balance, opening/closing balance, cash-up and float are cash-count entries, not expenses. Payout notes become expense descriptions; without a note, the payout reason is used.

04 Choose your destination

LedgerFlow → Integrations → Accounting system

- Select ERPNext, Manager IO, QuickBooks Online, Xero or Zoho Books as your destination.
- Follow that system's Help tab to connect it, map accounts and verify your first sync.

03 / CONNECT & CONFIGURE

ERPNext

Connect your company and post sales, payments and expenses into ERPNext.



BEFORE YOU BEGIN

- An ERPNext site and company
- A user with posting permissions
- API key and API secret

01 Prepare your company

ERPNext → Company / Chart of Accounts

- Set up your company and chart of accounts in ERPNext. Note the company name exactly as it appears in ERPNext.
- Create or identify your Sales income account, cash and bank accounts, expense accounts, VAT output liability account and Debtors (accounts receivable).
- Create a walk-in customer for the default customer mapping. Your API user needs permission to read accounts and customers and create and submit the accounting documents used by your chosen posting mode.

> CHECK BEFORE CONTINUING
>
> For POS cost journals, use suitable cost-of-goods-sold and non-stock inventory cost accounts. ERPNext Stock In Hand requires stock transactions; physical inventory sync is not part of the current setup.

02 Generate API credentials

ERPNext → User → API Access

- Open the User record for your integration user.
- In API Access, generate an API key and API secret. Copy the secret securely when it is displayed.
- Give this user only the permissions needed for the integration. Do not use credentials from a user who cannot access your company.

Field / setting	What to use
API key	From your ERPNext user
API secret	Copy when generated

CHECK BEFORE CONTINUING

A 401 error usually means the key or secret is invalid. Permission errors can also require changes to the user's roles or company access.

03 Save and test

LedgerFlow → Integrations → ERPNext

- Select ERPNext under Accounting system.
- Enter the site URL without an /api/resource suffix, the exact company name, the API key and API secret.
- Select Save & test. Resolve any error before continuing to Mappings.

Field / setting	What to use
Site URL	https://yourcompany.erpnext.com
Company name	Exact ERPNext company name
API key / API secret	••••••••••••

04 Map your accounts

LedgerFlow → Mappings

- Confirm the selected accounting system. Each system keeps its own mappings.
- Assign every sales category to an income account, every received payment method to its bank or cash account (Credit is unpaid and uses receivables), and every expense category to an expense account.
- Set the required control accounts below. Select a sales-tax liability account, not an expense account. To include costs, map both Cost of goods sold and Inventory / stock account. Save your mappings and resolve any warnings.

CHECK BEFORE CONTINUING

A new payment method must be mapped before its payments can post. Use Refresh if a new category or payment method has not appeared yet. Pay-outs from Sales Intellect use the note written on the payout as the description on the posted expense; if a payout has no note, its reason is used instead.

05 Preview, then post

LedgerFlow → Overview → Sync now

- In Settings, choose Daily totals or Invoice by invoice. Use one posting mode consistently to avoid counting the same revenue twice.
- Open Sync now, choose a small date range and turn on Preview only (don't post) to read your real Sales Intellect transactions without posting.
- Review the destination, records and errors in Sync history. A preview sends nothing to your accounting system.
- When the preview is correct, run the same dates with Preview only off. Compare invoices, payments, VAT and income in the destination system against Sales Intellect.

04 / CONNECT & CONFIGURE

Manager IO

Set up Manager Cloud, connect an access token and map your business accounts.

BEFORE YOU BEGIN

- An API-enabled Manager server
- Your Manager business
- An access token

01 Prepare your business

Manager → Business → Customize / Settings

- Open your business and enable Customers, Sales Invoices, Receipts, Payments, Bank and Cash Accounts.
- Create actual bank/cash accounts, income, expense and VAT liability accounts. A Cash control-account group is not a bank/cash account.
- Set Default customer in LedgerFlow Control accounts to a customer name or GUID. A name can be found or created; an empty mapping blocks invoices and receipts.
- LedgerFlow enables descriptions and supplied sale time on new invoices. For manually created invoices, use Sales Invoices → Form Defaults → Description column.
- In LedgerFlow → Mappings → Control accounts, set Default customer to a customer name or GUID. LedgerFlow can find or create a customer by the supplied name; an empty mapping blocks invoices and receipts.

> CHECK BEFORE CONTINUING
>
> Manager's chart of accounts depends on enabled features and your business setup. Review accounts with your accountant rather than assuming a default list is complete.

02 Create an access token

Manager Cloud → Access Tokens

- Create an access token in Manager Cloud/server administration for the intended business. Copy it privately and note your HTTPS server address.
- Use an API-enabled server; a local Desktop Edition file alone is not a reachable server.

Field / setting	What to use
Server URL	https://yourbusiness.manager.cloud
Access token	Keep this private

CHECK BEFORE CONTINUING

Use a token for the intended business and do not share it in screenshots.

03 Save and test

LedgerFlow → Integrations → Manager IO

- Select Manager IO as the accounting system.
- Enter the HTTPS Manager server URL, without /api2 at the end, and paste your access token.
- Select Save & test and wait for a successful result.

Field / setting	What to use
Manager server URL	https://yourbusiness.manager.cloud
Access token	• • • • • • • • • • • •

CHECK BEFORE CONTINUING

Use HTTPS. If you see an invalid GUID error, check the server URL and customer/account mappings before retrying.

04 Map your accounts

LedgerFlow → Mappings

- Confirm the selected accounting system. Each system keeps its own mappings.
- Assign every sales category to an income account, every received payment method to its bank or cash account (Credit is unpaid and uses receivables), and every expense category to an expense account.
- Set the required control accounts below. Select a sales-tax liability account, not an expense account. To include costs, map both Cost of goods sold and Inventory / stock account. Save your mappings and resolve any warnings.

CHECK BEFORE CONTINUING

A new payment method must be mapped before its payments can post. Use Refresh if a new category or payment method has not appeared yet. Pay-outs from Sales Intellect use the note written on the payout as the description on the posted expense; if a payout has no note, its reason is used instead.

05 Preview, then post

LedgerFlow → Overview → Sync now

- Choose one posting mode in Settings. Preview one completed day using Overview → Sync now → Preview only. Fix errors in Sync history.
- Post the same dates with Preview only off. In Manager, confirm invoice descriptions, receipts, payouts, VAT and costs in the intended business. Already posted records are skipped; verify live records, not just the preview.

05 / CONNECT & CONFIGURE

QuickBooks Online

Authorize your QuickBooks company and connect it to Sales Intellect.

BEFORE YOU BEGIN

- A QuickBooks Online company
- Permission to approve app access
- LedgerFlow's Intuit connection configured

01 Prepare QuickBooks

QuickBooks Online → Chart of accounts

- Create or identify Sales income, bank/cash, expense, sales-tax liability, clearing and accounts receivable accounts in your company.
- Have a company administrator available to approve the connection.
- You do not need a client ID, secret or developer app — just click Connect and sign in with your own QuickBooks login.

> CHECK BEFORE CONTINUING
>
> If Connect to QuickBooks reports that it is not configured, ask the LedgerFlow administrator to complete the Intuit app setup.

02 Authorize your company

LedgerFlow → Integrations → QuickBooks Online

- Select QuickBooks Online under Accounting system.
- Switch Sandbox company off for your real company, or leave it on only for an Intuit test company.
- Select Connect to QuickBooks. Sign in on Intuit's page, select the correct company and approve access.
- After returning to LedgerFlow, confirm the connection result. Use Test if the connection is already saved.

Field / setting	What to use
Sandbox company	On for test companies only
Connect to QuickBooks	Approve through Intuit

> CHECK BEFORE CONTINUING
>
> Never use the sandbox setting for a live company. Reconnect if access is revoked or the authorization expires.

03 Map your accounts

LedgerFlow → Mappings

- Map sales categories to income accounts such as Sales of Product Income. Do not map sales to Cash or Bank.
- Map incoming payment methods to Bank-type accounts or Undeposited Funds. A Bank-type account named Cash Till can represent cash in the drawer. Expense paid-from must be a Bank-type account.
- Set Accounts receivable to Accounts Receivable (A/R) and sales tax payable to a suitable tax liability account. Sales clearing can remain unmapped for invoice-by-invoice posting.
- Walk-in / default customer accepts a QuickBooks customer ID or name. A name such as Walk In Customer is looked up and created if it does not exist.
- For costs, map Cost of goods sold to Cost of Goods Sold and Inventory / stock account to a suitable Inventory Asset account. Both are required. Save and resolve warnings.

> CHECK BEFORE CONTINUING
>
> A new payment method must be mapped before its payments can post. Use Refresh if a new category or payment method has not appeared yet. Pay-outs from Sales Intellect use the note written on the payout as the description on the posted expense; if a payout has no note, its reason is used instead.

04 Open your QuickBooks company

Intuit Developer → My Hub → Sandboxes / QuickBooks Online

- For a development connection, open Intuit Developer → My Hub → Sandboxes, find the test company you authorized and use its View/open action to inspect the books.
- For production, open your real QuickBooks Online company. Check the company matches the one approved during connection.
- A sandbox contains test data and is separate from your live company. Filter reports by the sync date when comparing invoices, payments, expenses and costs.

> CHECK BEFORE CONTINUING
>
> The Intuit developer app is the connection configuration, not the accounting company. Production credentials and authorization must be configured before using a real company.

05 Preview, then post

LedgerFlow → Overview → Sync now

- In Settings, choose Daily totals or Invoice by invoice. Use one posting mode consistently to avoid counting the same revenue twice.
- Open Sync now, choose a small date range and turn on Preview only (don't post) to read your real Sales Intellect transactions without posting.
- Review the destination, records and errors in Sync history. A preview sends nothing to your accounting system.
- When the preview is correct, run the same dates with Preview only off. Compare invoices, payments, VAT and income in the destination system against Sales Intellect.

06 / CONNECT & CONFIGURE

Xero

Connect the right Xero organisation, map sales, payments, VAT and payouts, then verify your first trading day.

BEFORE YOU BEGIN

- A Xero organisation or activated Demo Company
- Permission to approve app access
- A tested Sales Intellect connection

01 Open the company you want to connect

Xero → Organisation menu / My Xero

- Sign in to Xero and open the organisation that should receive your Sales Intellect transactions. Note its exact name.
- For a test run, open My Xero and activate or open the Demo Company before connecting. If Xero says you have no organisation set up and Allow access is disabled, create an organisation or activate the Demo Company first.
- Use an account with permission to approve app access and manage the accounts needed for posting. A Xero developer app alone is not an accounting company.
- In LedgerFlow, connect and test Sales Intellect first. Its API address is usually https://api.salesintellectpos.com/v1.0.

> CHECK BEFORE CONTINUING
>
> Demo Company is separate from your live books. Accounts created in one organisation do not appear in another.

02 Approve one Xero organisation

LedgerFlow → Integrations → Accounting system → Xero

- Select Xero under Accounting system, then select Connect to Xero. The approval page opens in a new tab; allow the tab if your browser blocks it.
- Sign in to Xero, select only the organisation you intend to use and select Allow access. For testing, select your activated Demo Company.
- After approval, return to LedgerFlow and open Integrations. Read the Organisation name on the Xero connection and confirm it matches the company you have open in Xero.
- Select Test and wait for Xero OK before mapping accounts. This checks access, not whether transactions have been posted.

Field / setting	What to use
Accounting system	Xero

Field / setting	What to use
Connect to Xero	Select one organisation → Allow access

CHECK BEFORE CONTINUING

The connection uses the first organisation returned by Xero. Approve only the intended organisation. To change it, use Reconnect Xero and review the returned Organisation name before syncing.

03 Prepare accounts in the connected company

Xero → Connected organisation → Accounting → Chart of accounts

- In the same organisation shown in LedgerFlow, identify or create Sales revenue, till/bank, payout expense and suitable VAT liability accounts.
- For cash sales, use a Xero Bank-type account representing the till. Card and mobile-money receipts can use their own Bank-type accounts so deposits can be reconciled separately.
- For the Sales tax payable mapping, create a normal Current Liability account such as VAT Payable with an unused account code. Do not select Xero's built-in tax account or another account labelled (Xero system account) for invoice or journal lines.
- If you want financial cost-of-sales journals, identify a Direct Costs account and a suitable non-system inventory cost account with your accountant. These journals do not update physical stock.
- Return to LedgerFlow → Mappings and select the circular refresh button next to Save mappings after creating an account.

CHECK BEFORE CONTINUING

Demo account codes below are examples, not universal defaults. Use accounts from your connected company and confirm their purpose with your accountant.

04 Map sales, payments and payouts

LedgerFlow → Mappings → Xero

- Confirm Xero is selected. Map every Sales category to a Revenue account, such as 200 - Sales in the Demo Company. Never choose Bank for sales. Invoice lines post directly to the mapped income account; a separate Xero item for every sales category is not required.
- Map each payment method you actually use to the Bank-type account receiving that money. Demo examples include 090 - Business Bank Account and 091 - Business Savings; use a separate till or mobile-money account where appropriate.
- Map each Sales Intellect payout reason to its actual Expense account, for example 477 - Wages and Salaries for wages. Do not map wages, rent and other reasons indiscriminately to one account.
- For missing payout reasons, Enable Shift Management in Sales Intellect POS, open a shift, record payouts with reasons, close the shift and confirm cloud upload. Refresh Mappings after upload.
- Payout notes become expense descriptions; if no note was entered, the payout reason is used. Close Balance, opening/closing balances, cash-up and float are not expenses and are excluded.

CHECK BEFORE CONTINUING

Mappings are separate for each accounting system. Review all Xero mappings even if ERPNext, Manager IO or QuickBooks are already working.

05 Complete the control accounts

LedgerFlow → Mappings → Control accounts

- Sales tax payable: choose the normal VAT Payable / Current Liability account you prepared, not Xero's built-in system tax account. LedgerFlow posts the Sales Intellect tax amount as a separate liability line; this does not configure Xero's tax return.
- Accounts receivable: identify the receivables account for customer balances. Xero manages receivables on its sales invoices; do not use this system account as a sales-category or manual-journal line account.
- Account expenses are paid from: choose a Bank-type account. For drawer payouts, use the same till account receiving your cash payments.
- Walk-in / default customer: enter a contact name such as Walk-in Customer, or an existing Xero contact ID. LedgerFlow looks up the name and creates the contact if needed.
- Cost of goods sold: choose a Direct Costs account, such as 310 - Cost of Goods Sold in the Demo Company. Also map Inventory / stock account to a suitable non-system inventory cost account. Both are needed to post supplied costs.
- Sales clearing / suspense can remain unmapped for Invoice by invoice. Daily totals uses manual journals; review suitable non-system journal accounts with your accountant because Xero restricts Bank and system accounts on manual-journal lines.
- Select Save mappings and resolve warnings before syncing.

CHECK BEFORE CONTINUING

Changing a mapping does not rewrite transactions already posted. Do not switch posting modes for dates already synced without reviewing the existing entries.

06 Preview one completed day

LedgerFlow → Overview → Sync now

- In Settings, choose Invoice by invoice for individual Xero sales invoices and payments.
- On Overview, select Sync now. Set From and To to one completed trading day, enable Preview only (don't post), then select Start sync.
- Open the run in Sync history and check Xero is the destination. Review the planned invoices, payments, payouts and costs. Fix missing mappings and preview again if necessary.
- A preview does not send transactions to Xero and cannot prove Xero will accept every posting. Continue with a small live test only when the plan is correct.

CHECK BEFORE CONTINUING

For payout verification, use a day whose closed shift has uploaded. For costs, Sales Intellect must supply non-zero cost and both cost mappings must be saved.

07 Post and reconcile in Xero

LedgerFlow → Overview / Sync history; Xero → Invoices / Bank accounts / Reports

- Run the same day with Preview only off. Review posted, failed and skipped records in Sync history.
- In the connected Xero company, find the sales invoices by date and invoice number. Check line descriptions, amounts and the mapped income account. POS invoices use the sale date as both invoice date and due date.
- Check payments in the mapped bank/till accounts and that they settle the correct invoices. Payments can only post after their invoice succeeds.
- Check payouts as Spend Money bank transactions with the mapped expense account and note/reason description. Reconcile cash left in the drawer separately; banking transfers and owner withdrawals are not created from Close Balance.
- Check cost journals and Profit and Loss for the same date range. Compare revenue, payments, VAT, payouts and costs against the uploaded Sales Intellect activity; confirm tax treatment with your accountant.
- If a record fails, read its short Xero error in Sync history, fix the cause and use Retry failed or rerun the dates. Successfully posted records are skipped, not corrected or reposted.

> CHECK BEFORE CONTINUING
>
> Check the actual records in Xero, not only LedgerFlow's preview. If an invoice failed, fix that invoice error first; its dependent payment may say Invoice not posted yet.

08 Choose a schedule and maintain access

LedgerFlow → Settings → Automatic sync

- For Invoice by invoice, Every hour is suggested; Manual only is also available. Sync now remains available with every schedule.
- For Daily totals, use Once a day and choose a CAT / Harare (UTC+2) hour after closing. The default is 02:00 CAT. Review Xero manual-journal account restrictions before changing mode.
- Confirm the live timer is running by checking Sync history after the due hour. A saved schedule alone is not proof an automatic run happened.
- Close and upload shifts so transactions are available. If a shift arrives after its scheduled daily run, manually sync that date again.
- If access stops working, select Test in Integrations. Reconnect Xero if access was revoked or renewal fails, then confirm the Organisation name again before posting.

> CHECK BEFORE CONTINUING
>
> Hourly sync is a periodic check, not instant transaction posting. Keep the same posting mode for dates already posted.

07 / CONNECT & CONFIGURE

Zoho Books

Connect your Zoho Books organisation, map sales, payments, VAT and payouts, then verify your first trading day.



BEFORE YOU BEGIN

- A Zoho Books organisation
- Admin access in Zoho Books
- A tested Sales Intellect connection

01 Open the organisation you want to connect

Zoho Books → Organisation menu

- Sign in to Zoho Books and open the organisation that should receive your Sales Intellect transactions. Note its exact name.
- LedgerFlow connects your default Zoho Books organisation. If you have several, make the intended one your default in Zoho Books first.
- Connect and test Sales Intellect first. Its API address is usually https://api.salesintellectpos.com/v1.0.

02 Approve access

LedgerFlow → Integrations → Accounting system → Zoho Books

- Select Zoho Books, then Connect to Zoho Books. The approval page opens in a new tab.
- Sign in to Zoho and select Accept.
- Return to Integrations, confirm the Organisation name matches, and select Test until you see Zoho Books OK.

Field / setting	What to use
Accounting system	Zoho Books
Connect to Zoho Books	Sign in → Accept

03 Prepare accounts

Zoho Books → Accountant → Chart of Accounts

- Identify Income accounts for sales, Bank or Cash accounts for your till, card and mobile money, Expense accounts for payouts and an Other Current Liability account such as VAT Payable.
- For cost journals, use a Cost of Goods Sold account and a journal-compatible stock value account. If Zoho rejects its built-in Inventory Asset account, create an Other Current Asset account such as POS Stock and map it instead.

Confirm this treatment with your accountant. These journals do not move physical stock.

- After creating an account, return to Mappings and select the refresh button.

04 Map sales, payments and payouts

LedgerFlow → Mappings → Zoho Books

- Map every Sales category to an Income account. Never choose a Bank or Cash account for sales.
- Map each payment method you use to the Bank or Cash account that receives the money.
- Map each Sales Intellect payout reason to its Expense account. Payout notes become expense descriptions; without a note, the reason is used. Close Balance, cash-up and float are excluded.
- Missing payout reasons? Enable Shift Management in Sales Intellect POS, open and close a shift, confirm cloud upload, then refresh Mappings.

05 Complete the control accounts

LedgerFlow → Mappings → Control accounts

- Sales tax payable: an Other Current Liability account such as VAT Payable.
- Accounts receivable: Zoho's Accounts Receivable account.
- Account expenses are paid from: the Bank or Cash till account.
- Walk-in / default customer: enter a name such as Walk-in Customer, or an existing Zoho contact ID. LedgerFlow finds or creates the contact. If the field is blank, it uses Walk-in Customer.
- Cost of goods sold and Inventory / stock: map both if you want cost of sales posted.

06 Preview, post and reconcile

LedgerFlow → Overview → Sync now

- In Settings choose Invoice by invoice and your automatic sync schedule.
- Preview one completed day, fix any missing mappings, then post.
- In Zoho Books, check Sales → Invoices, Payments Received, Purchases → Expenses and Accountant → Manual Journals. Payments post only after their invoice. Re-runs never post twice.
- Choose Every hour for invoice-by-invoice, or Once a day at a CAT (UTC+2) hour for daily totals.

> CHECK BEFORE CONTINUING
>
> Already posted records are skipped. A preview is not proof of a successful accounting post; confirm the records in your accounting system after the live run.

08 / MAPPINGS

Account mapping reference

Map accounts by their purpose, not by the similarity of their names. Account numbers vary by company.

Mapping	Purpose	Check
Sales categories	Sales / income	Never map sales to cash or bank.
Received payment methods	Matching bank / cash account	Cash, card and mobile money are separate. Credit is unpaid and uses receivables, not a received-payment account.
Expense categories	Expense account	Use the account for the actual expense type.
Sales tax payable	VAT output / tax liability	Not a tax expense or income account.
Sales clearing	Clearing / suspense	Dedicated clearing account; optional for invoice-by-invoice posting.
Accounts receivable	Debtors / accounts receivable	Used for customer balances.
Default customer	Customer/contact record or name	Not a ledger account. Set an explicit default for clarity. Zoho falls back to Walk-in Customer if blank.
Expenses paid from	Bank / cash account	Where expense payments leave your business.
COGS + inventory (optional)	Cost of goods sold + inventory cost account	Both required for costs. QuickBooks: Inventory Asset; ERPNext: non-stock POS cost account. No physical stock tracking.

CONTROL ACCOUNT RULES

COGS and inventory mappings are optional as a pair, but both are required to post supplied costs. Clearing/suspense is optional for ordinary invoice-by-invoice posting; a daily journal with an unsettled difference needs it. A customer is not an account.

09 / QUICK REFERENCE

Account choices by system

Use these type checks alongside the detailed setup chapter. The names below are examples.

System	Account types / examples
ERPNext	Income account; cash/bank receiving account; output VAT liability; Debtors; COGS plus non-stock POS inventory cost account.
Manager IO	Sales income; actual Bank and Cash Accounts (not the Cash control group); expense and tax liability accounts; customer name or GUID. Review inventory journal accounts with your accountant.
QuickBooks Online	Sales of Product Income; Bank-type account or Undeposited Funds for receipts; Bank-type paid-from for payouts; A/R; liability; COGS plus suitable Inventory Asset.
Xero	Revenue for sales; Bank-type for receipts and payouts; normal Current Liability for VAT; Direct Costs plus non-system inventory cost account. Bank and system accounts are restricted in manual journals.
Zoho Books	Income; Cash or Bank receiving account; Tax Payable or suitable liability; Accounts Receivable; COGS plus journal-compatible POS Stock / Other Current Asset if required.

Credit means unpaid, not a card payment

Credit sales keep their invoices outstanding in Invoice by invoice mode; LedgerFlow intentionally skips the Credit payment. Daily totals debits Accounts receivable rather than cash or bank. Map the Accounts receivable control correctly; do not treat Credit as received money. Card payments are different and use the account receiving the funds.

Suggested till and reconciliation accounts

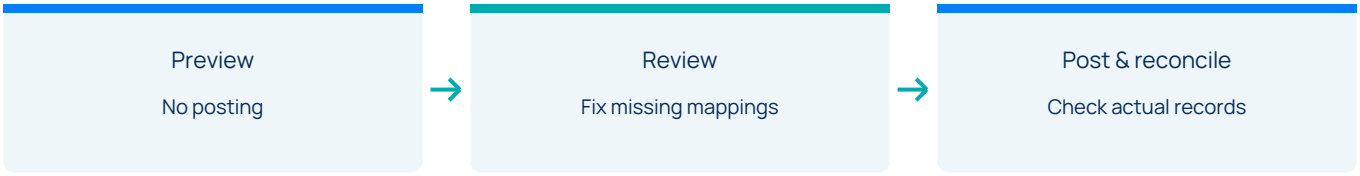
- Create a separate Cash Till account for drawer receipts and payouts. Add mobile-money and bank accounts where they represent actual balances.
- Use Cash in Transit for cash handed over for banking and Cash Over/Short only for confirmed differences. These are reconciliation entries you record in the accounting system, not automatic Close Balance expenses.
- Use the default customer field for a customer/contact, such as Walk-in Customer. For ERPNext, setting an existing customer explicitly is the safest setup.

> DAILY TOTALS
>
> Daily totals uses journals rather than individual sales invoices and receipts. Destination journal restrictions still apply. In particular, review Xero Bank/system account restrictions before choosing daily totals or posting Credit amounts through a receivables journal.

10 / FIRST LIVE RUN

Preview, post and verify

A successful preview is a plan check. A successful live post must be checked in the destination company.



1. In Integrations, select and test the accounting system you want to receive the transactions. Mappings are separate for each system.

2. In Settings, choose Daily totals or Invoice by invoice. Keep one mode for dates already posted: switching modes can create a second representation of the same sales.

3. Use Preview only (don't post) when checking real sales, so nothing is sent to your books until you are ready.

4. On Overview, select Sync now, set From and To to one completed day, enable Preview only (don't post), then select Start sync.

5. In Sync history, open the run and review its destination, record types and errors. Resolve missing mappings and preview again if needed.

6. Repeat the same dates with Preview only off. Confirm invoices or journals, payments, VAT, expenses and costs in the accounting system, not just the preview.

Read the result correctly

Result	Meaning / next action
Posted	The destination accepted the record. Find it by date/number in the accounting system.
Failed	Open the record-level error; fix the cause, then use Retry failed.
Skipped	Read the reason: commonly Already posted, or Credit intentionally left unpaid.
Partial	Some records succeeded and others failed. Fix failed records without recreating successful ones.
Preview	Nothing was sent. Repeat with Preview only off after reviewing the plan.

DEPENDENT RECORDS

Payments depend on their invoices. Invoice not posted yet usually means the invoice failed first. Cost journals are separate records: COGS appearing does not prove the sale or payment posted. Check each record type.

11 / DAY-TO-DAY

Choose automatic or manual syncing

All schedule hours are Central Africa Time (CAT / Harare, UTC+2).

01 Open Settings → Automatic sync. For Daily totals, use Once a day after trading closes, then choose the hour. The default is 02:00 CAT and the run reads yesterday's activity.

02 For Invoice by invoice, Every hour is suggested: new activity is checked at the top of each hour. The first hour after midnight also rechecks yesterday for late arrivals.

03 Manual only disables automatic runs. Sync now remains available with every schedule, including for earlier dates and urgent checks.

04 Automatic runs depend on the live site's timer and working connections. Verify a scheduled run in Sync history after its due hour; selecting a schedule alone is not proof it ran.

05 Close and upload Sales Intellect shifts as required so cloud transactions are available. If a shift arrives after its daily sync, manually sync that date again.

Choice	When to use it
Every hour	Invoice-by-invoice checks. Periodic polling, not instant posting.
Once a day	Daily totals after closing, at your selected CAT hour. Default: 02:00 CAT = 00:00 UTC.
Manual only	No automatic run. Use Sync now when ready.

KEEP IN MIND

Hourly means periodic checks, not instant posting. Real-time transaction webhooks and an automatic shift-end trigger are not available.

12 / DAY-TO-DAY

Send Sales Intellect payouts as expenses

Recorded pay-out reasons from Sales Intellect become your expense mapping choices.

01 Enable Shift Management in Sales Intellect POS and open a shift. Record the payout with the correct reason and, where useful, a note explaining the expense. Close the shift and confirm it uploaded to the cloud for Payout Reasons to start showing on the LedgerFlow App.

02 In Mappings, select Refresh and wait for discovery. Reasons are found across payout history, not from a separate reason list; an unused reason will not appear.

03 Under Expense categories → expense accounts, map each reason to its actual expense account, such as transport or office supplies.

04 Set Account expenses are paid from to the bank/cash account the money leaves. For a drawer payout, this should be the same till account receiving your cash sales.

05 Save mappings, preview the payout's date, then post. The payout note becomes the expense description in QuickBooks, Manager IO, ERPNext, Xero and Zoho Books; without a note, the reason is used.

06 Close Balance, opening/closing balances, cash-up and float reasons are excluded from expenses. Do not map a closing cash count as an expense.

> KEEP IN MIND
>
> If a balance entry was already posted by an older version, excluding it now does not reverse it. Review and correct that entry in your accounting system.

13 / DAY-TO-DAY

Reconcile the drawer and cash handed over

Cash-up is the cash counted at closing, not a new sale or an expense.

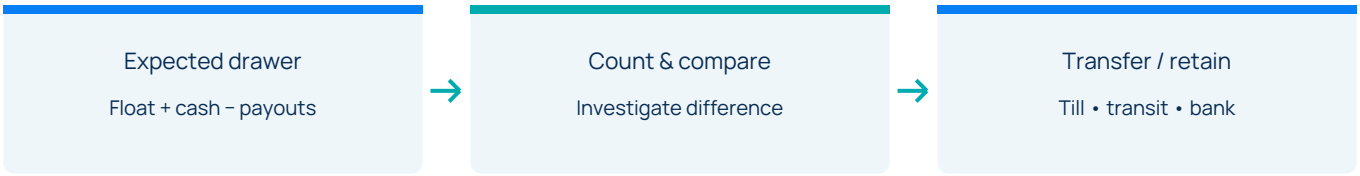
01 Compare counted cash with the expected till balance: opening float plus cash received, less payouts, refunds and other cash removed. Card and mobile-money sales are not drawer cash.

02 Cash left in the drawer stays in the till account. Do not deduct expense payouts again: they have already reduced cash when posted.

03 When cash is banked, record a transfer from Till to Bank in your accounting system. If it is handed over before deposit, use Cash in Transit and clear it when deposited.

04 If the owner is holding cash for banking, use Cash in Transit. If they keep it personally, use Owner's Drawings for a sole trader or the appropriate director/shareholder account for a company, with your accountant's advice.

05 Investigate a mismatch first, then record only the confirmed difference as Cash Over/Short. Keep the shift report and banking evidence.



KEEP IN MIND

Cash counts, banking transfers, owner withdrawals and cash discrepancies are reconciled in your accounting system; LedgerFlow does not automatically create these from Close Balance.

14 / DAY-TO-DAY

Include cost of sales without physical stock sync

Sales revenue and the cost of those sales are separate accounting entries.

01 In Mappings → Control accounts, set both Cost of goods sold and Inventory / stock account. A COGS mapping alone does not post costs.

02 For QuickBooks, use Cost of Goods Sold and a suitable Inventory Asset account. The debit increases COGS and the credit reduces the mapped inventory cost balance.

03 For ERPNext, use a suitable COGS account and a non-stock POS inventory cost account. Stock In Hand accounts require stock transactions and are not suitable for these journal-only costs.

04 For Xero, use a Direct Costs account and a suitable non-system inventory cost account; both mappings are required. These are financial manual journals, not physical stock movements.

05 For Manager IO, identify the matching cost-of-sales and inventory cost accounts with your accountant.

06 Sales Intellect must supply a non-zero cost. Costs post as separate journals per sale in both posting modes, alongside invoices or the daily sales journal.

07 Check Profit and Loss for cost entries. Financial cost journals do not move physical stock quantities or provide ERPNext stock valuation for its Gross Profit report.

Cost journal	Effect
Debit: Cost of goods sold	Increases the recorded cost of sales.
Credit: Stock value account	Reduces the mapped financial stock value.
Physical quantity	Unchanged: no warehouse stock movement is created.

ZOHO COST ACCOUNTS

For Zoho, if Inventory Asset is rejected with Involved account types are not applicable, use a journal-compatible stock value account (for example POS Stock, Other Current Asset) after checking with your accountant.

KEEP IN MIND

After adding both cost mappings, rerun the affected dates to pick up missing cost journals. Already posted invoices and daily sales journals are skipped, not rebuilt when mappings change.

15 / RESOLVE PROBLEMS

Troubleshooting

Read the error on the individual record, not only the overall run status.

Sales posted, but income is wrong or missing.

Check sales-category mappings first: use income accounts, never Cash or Bank. Confirm dates, destination, posting mode and whether the run was a preview. Changing a mapping does not correct an existing document. Ask your accountant to review linked invoices, payments and cost journals before correcting posted transactions.

QuickBooks rejects my payment account.

Map payment methods to a QuickBooks Bank-type account or Undeposited Funds. A Bank-type account called Cash Till can represent your drawer. Account expenses are paid from must be a Bank-type account for QuickBooks expenses. Do not choose an income or expense account for incoming payments.

Zoho approval works, but no organisation is found.

A Zoho login is not a Zoho Books organisation. Open Zoho Books in the same data-centre region and with the same login, create or open your company, make the intended company the default, then reconnect. Confirm the Organisation name and use Test.

Zoho costs posted, but sales are missing.

Open the sale invoice result first. An earlier Missing mapping: Default customer error can be resolved by setting Walk-in Customer in Control accounts and saving. Current LedgerFlow also supplies this Zoho default when blank. Retry failed; the existing cost journal is skipped. Payment cannot post until its invoice succeeds.

A new Xero account is missing from Mappings.

First compare the Organisation name in LedgerFlow → Integrations with the company open in Xero. Demo Company and live organisations have separate accounts. Create the account in the connected company, then use the circular refresh button next to Save mappings. Lists are sorted by account code; a long code may be near the end. If the company is wrong, use Reconnect Xero, approve only the intended organisation and review all mappings before syncing.

Xero rejects a VAT account or invoice.

Use a normal Current Liability account such as VAT Payable for Sales tax payable, not an account labelled (Xero system account). Sales categories use Revenue accounts and payments use Bank-type accounts. Xero invoice lines do not require a separate item per category. Read the short record-level error in Sync history; fix failed invoices before retrying their payments. LedgerFlow posts the POS tax amount as a liability line, not as a Xero tax-rate calculation. Confirm tax reporting separately with your accountant.

Xero approval is blocked or shows a connection error.

If you have no organisation and Allow access is disabled, activate the Demo Company in My Xero or create an organisation, then reconnect. Allow the new approval tab if your browser blocks it. Invalid redirect_uri requires the administrator to register the exact LedgerFlow callback address; invalid scope requires checking requested permissions. After approval, confirm the Organisation name and use Test in Integrations.

What goes in Walk-in / default customer?

Use a customer record, not a ledger account. QuickBooks accepts the customer ID or a name such as Walk In Customer; it finds or creates that name. Manager IO can also find or create a customer by name. Xero accepts an existing contact ID or a contact name and finds or creates that name. For ERPNext, use the exact name of an existing customer. Zoho accepts a contact name or ID and defaults to Walk-in Customer when blank.

How do I recover a failed or partial sync?

Open the run in Sync history, read the record-level error, fix the connection or mapping and select Retry failed. You can also run the same dates again. Successfully posted records are skipped within the same destination and posting mode. Retrying does not revise already-posted documents or reverse entries.

A category, payment method or payout reason is missing.

Confirm your Sales Intellect connection. For payout reasons, Enable Shift Management in Sales Intellect POS, open a shift, record payouts with reasons, then close the shift and confirm it uploaded. Select Refresh in Mappings. Saved mappings appear before background discovery finishes. Payout reasons appear only when used on a payout returned by the cloud API. Close Balance, opening/closing balances, cash-up and float are intentionally excluded.

Manager invoice descriptions or sale time are missing.

LedgerFlow enables line descriptions on its new Manager invoices and includes sale time when Sales Intellect provides it. For manually created invoices, check Sales Invoices → Form Defaults → Description column. Manager has no separate invoice-time field, so the time is included in the description.

Where should VAT or sales tax go?

Use a sales-tax payable/output-VAT liability account, not an expense account. Review the tax supplied by Sales Intellect and the resulting invoice or journal with your accountant. Financial tax postings are not a guarantee that a destination's tax-return or fiscalisation workflow is configured.

Are refunds, physical inventory and payment fees included?

Refund receipts are currently excluded; reconcile refunds separately in your accounting system. Physical stock quantities and stock valuation are not synced. Payment-provider fees are not posted as separate fee entries. Compare gross payments and actual deposits and account for fees separately with your accountant.

Can I switch accounting systems or posting modes?

Each accounting system keeps its own mappings and posted-record checks. Select the destination in Integrations and review its mappings before syncing. Posting to another system is a separate copy. Do not switch between Daily totals and Invoice by invoice for dates already posted: the different document types can count the same revenue twice.

A connection stopped working.

Use Test in Integrations and read the error. Check the server address, permissions and saved access credentials. QuickBooks and Xero may need reconnecting if authorization was revoked or refresh access expired. Keep secrets private; end users should not enter Intuit or Xero developer secrets.

16 / READY TO RUN

Go-live checklist

Complete this once, then repeat the reconciliation checks as part of your normal close.

- The Sales Intellect API connection tests successfully.
- The exact accounting company / organisation is confirmed.
- QuickBooks Sandbox company is off for a live company; the LedgerFlow administrator has configured production access.
- Sales categories map to income, not bank or cash.
- Received payments map to valid receiving accounts; Credit remains unpaid.
- Payout reasons and paid-from account match the real expense and till.
- Default customer and tax liability mappings are confirmed.
- Both cost accounts are set if cost journals are required, and the source supplies costs.
- A completed trading day has been previewed, posted and read back in the destination.
- Refunds, payment fees, cash counts, banking and owner withdrawals have a separate reconciliation process.
- The selected CAT schedule has produced an actual run in Sync history.
- Only one posting mode is used for dates already posted.
- Multi-shop feeds are not assumed to be automatically separated by branch.

> SECURITY & COMPANY CHECK
>
> Keep API keys, access tokens and passwords private. Do not share screenshots containing secrets. Test after permission changes or reconnecting. Never approve a different company without reviewing the destination and mappings before your next sync.

More help

Sign in at ledgerflow.tech and open Help for the current illustrated guides. Use Integrations for connection checks, Mappings for account choices, Settings for schedules, and Sync history for individual record results.

This is an operational setup guide, not accounting or tax advice. Provider menus and account availability can vary by edition, region and permissions. Consult your accountant for statutory reporting and changes to entries already posted.