

Complete visibility & control  
for organisation-wide spend



# PURCHASE MANAGEMENT SOFTWARE

IN THE CLOUD

Faster paper-less approvals for purchase requisitions,  
purchase orders & purchase invoices

# ZAHARA ADDS CONTROL AND VISIBILITY OF YOUR SPEND

Control and manage spend across your hospitality business

- ▷ Overheads
- ▷ Capex items
- ▷ Maintenance & repairs
- ▷ IT costs
- ▷ Marketing
- ▷ Food & Beverage

Whatever you buy, Zahara makes the buying process better. Purchase requests can be pre-approved & budgets can control spend. Dashboards give you a visual on what's on order, what's delivered and what's waiting for approval. You can record supplier invoices & save the PDF's. You can match invoices to PO's and then import transactions into your accounts system. It's fast to setup and fast to learn. Your staff will find it intuitive and helpful, and you will like the pricing. There is nothing to install and you have the peace of mind that Zahara runs 24 x 7 with no maintenance or upgrades for you to worry about.

## ACCOUNTS PAYABLE JUST GOT A WHOLE LOT FASTER...

### USE BUDGETS TO CONTROL YOUR DEPARTMENTAL SPEND

- ▷ Set business-unit budgets
- ▷ Set divisional budgets
- ▷ Enable spend prevention when budget used
- ▷ Linear or individual phased period budgets
- ▷ Option to roll-over unused spend
- ▷ Optional budget limited to specific cost codes

### ALLOCATE SPEND TO JOBS

- ▷ Create projects for specific spend allocation like promotions or marketing campaigns
- ▷ Set start and end dates
- ▷ Job reporting and spend amounts
- ▷ Project budget by Account or Cost Code



### CREATE BUSINESS DIVISIONS

- ▷ Create divisions with unique settings
- ▷ Set budgets & approval processes
- ▷ Assign members and heads of department
- ▷ Set default costs codes & PO number pattern
- ▷ Create division specific approval workflows

### INTEGRATIONS

- ▷ Link Zahara to Sage, Xero & QuickBooks
- ▷ Sync your suppliers and chart of accounts
- ▷ Export invoices data in various formats
- ▷ Import projects into Zahara
- ▷ Optional Invoice OCR tool - SmartInvoice
- ▷ Optional document-management addon
- ▷ Optional email attachment tool - Santiago

# WHY USE ZAHARA?

Zahara is all about approvals. When colleagues need to buy they can raise a request and track its progress through the flexible, multi-layered approvals process you create.

Purchase requests become purchase orders and corresponding invoices can be matched with exceptions being sent for approval when thresholds are breached. Invoices without PO's can be routed to the right department and people for approval.

The AP & Finance team will have more control and higher visibility of spend, enabling them to pay suppliers faster. Your buyers will also be more efficient with faster ordering.

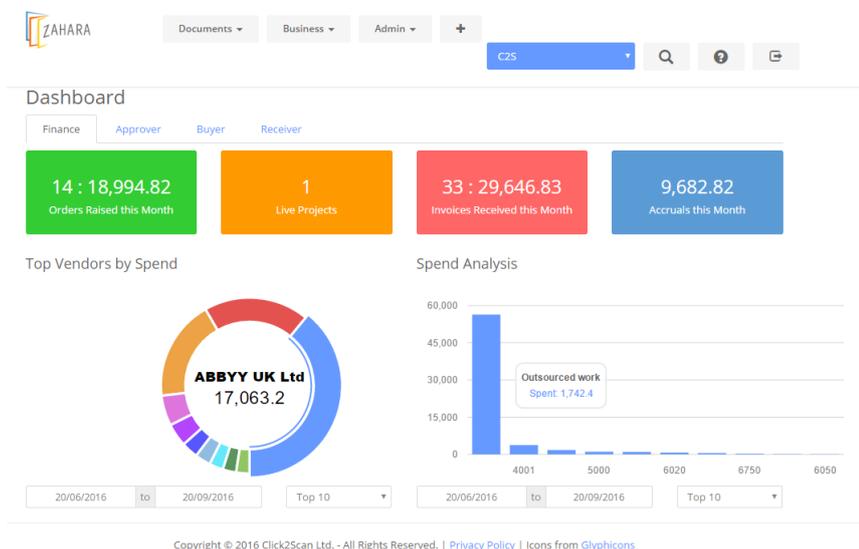
Zahara allows a hospitality chain to monitor what the remote sites are ordering, making sure they buy from your preferred suppliers at the prices you have agreed. You are more likely to catch duplicate purchases or even internal / external fraud with Zahara. Every saving in unnecessary costs will go straight on the bottom line.

Zahara is designed for indirect expenses and overheads and is particularly useful to service based organisations that don't buy inventory. They find their accounts system purchase ordering too complicated or too focused on stock, so they make do with a clunky spreadsheet or a badly designed Word document.

We knew we could make something better, simple and elegant to use.

Zahara is flexible enough to interface with most accounts / ERP systems - whether that is a direct integration like Xero, Sage 50 & QuickBooks or flexible export files like we have for Exchequer. You can also create a Zap in Zapier or a Flow in Microsoft Flow for event driven integrations.

Zahara's reporting allows you to see what's on order, what's waiting for approval and who is spending the organisations money and what they are spending it on.



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- ▷ Friendly dashboards and reporting give you an instant visual on what's on order or out for approval
- ▷ Spend analysis shows how much you are spending with your key vendors and where potential savings are to be found
- ▷ You manage everything yourself, with documented support and backup when you need it.
- ▷ Zahara is hosted on Microsoft Azure so is secure, robust and elastic with minimal personal data being stored

## WHAT THEY SAY ABOUT IT ...

“Zahara has definitely helped us control overheads of the individual restaurants. Food was never an issue but now we can see every expense and get very few surprises”

CFO  
UK Restaurant Chain

# Create sophisticated approvals

Zahara's approvals have numerous conditions to help you create the perfect workflow, including:

- ▷ Over-budget approvals
- ▷ Price conditions - spend limits
- ▷ Supplier or supplier type conditions
- ▷ Originator
- ▷ Project
- ▷ Product
- ▷ Custom field values e.g Opex / Capex / Maintenance
- ▷ Order / Invoice Difference threshold



## KEY FEATURES

- ▷ Setup each location individually
- ▷ Setup Projects, Budgets & Coding
- ▷ Create purchase approval processes
- ▷ Approvals by email and dashboard
- ▷ Send PO's to suppliers automatically
- ▷ Full purchase audit-trail and history
- ▷ Easily receipt deliveries
- ▷ Record & match purchase invoices
- ▷ Record standalone invoices
- ▷ Store invoice PDF's in the cloud
- ▷ Store supplier documents
- ▷ Route supplier invoice PDF's into Zahara automatically
- ▷ Manage users and permissions
- ▷ Flexible and affordable licensing



TAKE A TRIAL NOW

visit [www.zaharasoftware.com](http://www.zaharasoftware.com)

FOR MORE DETAILS

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