



30 Minute
Setup Guide

Menus:

The **Business** menu is where you configure and setup your business

The **Admin** menu is for creating new Business's (Business Units) and for managing your users

You can control what menus your users see and what they can do by managing their permissions

Step 1:

Business Structure – Divisions

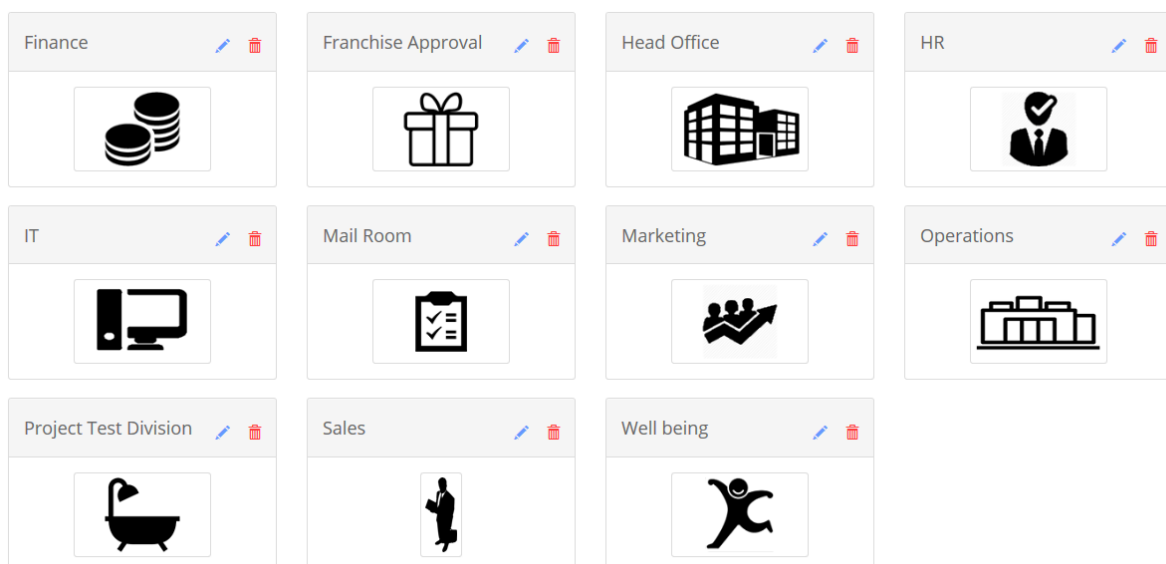
Your first real decision is on the structure of your Business.

Divisions are natural groupings of people inside the organization and are used mainly for approvals and budgets. If you are using Zahara for approvals of purchases (pre-spend) or Invoices (supplier / vendor) then these approvals will be created in the Divisions.

Therefore, step 1, create some Divisions. Ie Marketing / HR / London Central Office – call them what you want, but the next step soon will be to assign users to them.

You can create multiple Business Units, but this creates more admin overhead. There is more to manage. As a rule of thumb, create the same number of Business Units in Zahara that you have as Companies in your accounts / ERP system. Business Units are ring fenced areas and you have to switch between them.

To understand more about the structure, have a read of the [planning guide](#)



Step 2:

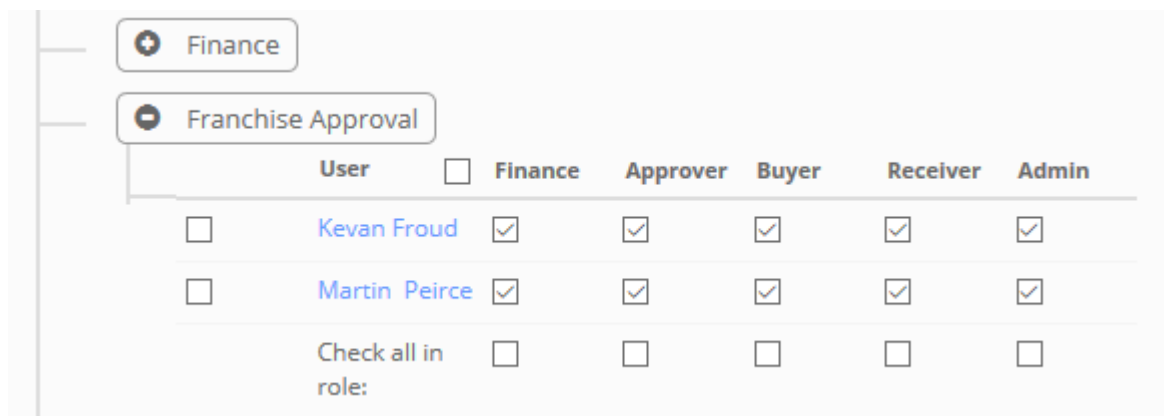
Add your users

Now you have your Divisions created, we recommend you add your users to them. You can do this by heading to the Admin > Settings. Page down and see where you can add users from the Wizard, Manually or Bulk import them. The thing to remember here is that it's a 3-step process

1. Create the users – First Name, Last Name, Email etc
2. Assign the users to the Divisions
3. Set the role for the User in the Division

There is a lot to learn around permissions and roles but to start with, at least get the users assigned to the Divisions.

Read the [help article on users](#) to understand how to add and configure users.



| | User | <input type="checkbox"/> Finance | <input type="checkbox"/> Approver | <input type="checkbox"/> Buyer | <input type="checkbox"/> Receiver | <input type="checkbox"/> Admin |
|--------------------------|--------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> | Kevan Froud | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> | Martin Peirce | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| | Check all in role: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Step 3:

Business Settings

Before you go further, just take a minute to refine some settings in Business > Settings.

- Under formatting, you can set the correct Date format.
- You can add your logo
- You can set your Time zone
- Make sure you have the correct country set
- You can rename elements under labels
- Set you default delivery address under the defaults tab

Familiarise yourself with the different tabs. One of the key settings here is the Integrations tab. If you are a Xero or QuickBooks Online user, now is the time to connect to your accounts system so you can sync your suppliers, account codes, cost codes and tax rates, if you haven't already done so.

There are several choices.

SmartSync

If you are a UK Sage 50 user, then select “SmartSync+” – you will be able to download our Sage 50 on-premise sync tool and connect to Sage 50 as well. Choose the correct version of Sage – ie 2020

Read the article on [setting up SmartSync](#) to familiarise yourself with the process and the re-requisites

Step 4:

Suppliers & Coding

If you have managed an accounts system sync, then you should by now have some suppliers and coding. If not, you can head into each of these in the Business menu and either type them in manually or more than likely import them. For each we have a template that you can download under the import button.

Suppliers – there are 2 fields we need – Default currency and Country Code. Make sure you use the correct ISO country code like “GB” or “US” and make sure you read the [help article](#) on this.

Step 5:

Approval workflows

At this point you should have Divisions created and have assigned users to the Divisions. Now you can edit each Division and create a workflow. First though, set your Division head as you may want to use that as a Variable when copying workflows over.

- You can pretty much achieve anything with our approvals but remember the key principles:
- You add approval steps – as many as you need
- You can have a step for individual approvals, group approvals, sending an email and sending a PO to a supplier.
- An approval starts at step 1 and ends up at the last step
- Each workflow step can have a condition to decide whether the step is used or not
- Each workflow you create per Division, can have a condition as well to decide whether you use it or not.

Please read our help article [“Understanding workflows & Approvals”](#) as it covers all approval and workflow functionality

Order Approval Copy

- Step 1** Department Head - Email Approver
- Step 2** Business Unit Head - Email Approver
- Step 3** Finance Director - Email Approver
- Step 4** Confirmation Email to Buyer - Send Email
- Step 5** Send to supplier - Send Purchase Order to Supplier

Email Approver - Business Unit Head Remove step 2

Conditional Start ON

| Property | Comparison | Value | |
|-----------|--------------|----------|------------------------------------|
| Net Value | Is More Than | 10000.00 | ✖ |

Name

Approver

Email from address

On Rejection, Reply to

Email subject

Insert placeholder

Approval Workflows for Invoices

Invoice Approval - Order Difference Copy ✖

- Step 1** Buyer to approve - Email Approver
- Step 2** Management approval - Email Approver
- Step 3** Send email to Finance - Send Email

Invoice Approval - No Order Copy ✖

- Step 1** Department Head Approval - Email Approver
- Step 2** GM Approval - Email Approver
- Step 3** CFO Approval - Email Approver

Set your default workflows.

Typically, you will have one workflow for an invoice and one for an order – possibly more. If you have multiple workflows with conditional starts, set the default workflow as “Automatic” or “Automatic Invoice”. Otherwise set the default – per Division – as your created workflow

Default Purchase Order Workflow

Order Approval ▼

Default Invoice Workflow

Automatic Invoice Workflow ▼

Test Automatic Workflow

Step 6

Raise an order

If you have no intention of using Purchase Orders, skip this step. Otherwise, click the + icon and select New Order.

The first main decision is the Division. Make sure you select the one that you have just created a workflow for.

Next choose the supplier. If you have entered / synced or imported your suppliers, search or select one from the list.

Now you can populate your line items. Make something up! Notice the drop-down lists. You can control the formatting of those in Business > Settings > Formatting and you can control which ones have to be populated in the Validations tab.

On the next screen you may see a blank budget screen – this can be turned off or you can setup budgets – see the help article on that. You can set this in Business > Settings > Budgets

On the delivery address screen, you should see the default delivery address – this can be set to Business / Division or Project. You can set this in Business > Settings > Defaults.

Details

Delivery Address

| | | | |
|----------------------------------|--|----------------------|---|
| Organisation Address | <input type="text" value="6 Whitworth Road Frome"/> | Workflow | <input style="border: none; border-bottom: 1px solid #ccc; text-align: right; padding-right: 5px;" type="text" value="Order Approval"/> ▼ |
| Postal Code | <input type="text" value="BA11 4BY"/> | Required Date | <input type="text" value="04/10/2018"/> |
| CountryCode | <input style="border: none; border-bottom: 1px solid #ccc; text-align: right; padding-right: 5px;" type="text"/> ▼ | | |
| Previously Used Addresses | | | |
| <input type="text"/> | | | |

Notice the Workflow drop-down? As the tenancy admin you should be able to choose that. Your users typically won't be able to once you take away the Admin role from their permissions. This should be set to the Default you set in the Division settings.

Now you can click through and add some comments.

Then you can preview your order and click Create.

If all has gone to plan you will see your Order in the list and it should be Orange – out for approval. If you have created a workflow where you are the approver, you will now receive an email or will see the approval in your dashboard.

Step 7

Receipt the delivery

GRN'ing (Goods receipting) an order is very simple. Tick it in the Orders list and then click GRN. Now follow those steps. You can GRN the same order over and over – negative and positive quantities. Ultimately you are trying to get to a Zero balance on each line and a Grey truck icon.

Step 8

Record an invoice

You can record an invoice in several ways:

1. From the + menu, click New Invoice
2. From the Orders menu, tick an order and then select Batch Invoice
3. From the Invoices Document list, click the new invoice icon
4. From the SmartInvoice & SmartSync software – send it into Zahara via API

Let's keep it simple and record an invoice for the order you created in Step 6.

Find it in the Purchases list, tick it, and click Batch Invoice at the top.

Does this order fully match the invoice?

| Supplier | Supplier reference | Order No. | Quantity | Product Code | Description | Price | Net Value | Tax Code | Nominal code | Cost Code |
|----------------|--------------------------------------|-----------|----------|--------------|-----------------|--------|-----------|----------|--------------|-----------|
| Laptops Direct | 8bc538b1-ebcb-47e5-a027-dd59dd6af810 | 00652 | 1 | 13-4101na | HP Spectre x360 | 600.00 | 600.00 | 1 | 7552 | 101 |

| | | |
|-----------------|------------------------|----------------|
| Orders | Invoices so far | Balance |
| 00652 - £720.00 | | |
| £720.00 | £0.00 | £720.00 |

You may see a screen like the one above. If you say Yes, you will see:

Invoice Details

| | |
|----------------|---|
| Invoice Number | <input type="text"/> |
| Invoice Date | <input type="text"/> |
| Due Date | <input type="text" value="02/11/2018"/> |
| Payment Status | <input type="text" value="No"/> |

Click to choose image or PDF




or drag it here to upload it

Create

If you Say No, you will see the full invoice screen:

Invoice - Create

Click to choose image or PDF



or drag it here to upload it

Division ✕

Supplier ✕
[Create a new supplier](#)

Invoice Number ✕

Invoice Date ✕

Due Date ✕

Order Number ✕

Products ? ✕ [+ Add product line](#)

Currency ✕

Project ✕

Line Items

| Received | Quantity Invoiced | Quantity Received | Product Code | Description | Price | Discount % |
|------------------------------------|-------------------------------------|--|--|--|-------------------------------------|--------------------------------|
| <input type="checkbox"/> | <input type="text" value="1"/> | <input type="text" value="0"/> | <input type="text" value="13-4101na"/> | <input type="text" value="HP Spectre x360"/> | <input type="text" value="600.00"/> | <input type="text" value="0"/> |
| Tax Code | Tax Amount | Nominal code | Project | Cost Code | Total Net | ✕ |
| <input type="text" value="1-20%"/> | <input type="text" value="120.00"/> | <input type="text" value="7552 - Computers & So"/> | <input type="text" value="IHU2016 - Internal Harc"/> | <input type="text" value="101-Default Cost Code"/> | <input type="text" value="600.00"/> | |

[+ Add line item](#)
[+ Add 5 line items](#)
[+ Add 10 line items](#)

Total Net Value

Tax Amount

Total Gross Value

[Next >](#)

Notice how the line item is already populated from the order, but you can edit it.

If you created an invoice from the + menu, you would get the same screen as above but without the Order allocated and with blank line items.

Make sure you understand [invoice matching](#).

Step 8

Export the invoice

At the end of the process, once the invoice is approved or you are happy you will want to export the invoice to your account system. This could be as simple as producing an Excel spreadsheet that you use to import into your Accounts system, or it could be, like Xero & QuickBooks Online where the invoice and the PDF will now pass into the accounts system, fully coded and linked back to Zahara.

Firstly, you can do this manually if you have enabled it and have set the users that can export invoices in Business > Settings > Validations.

Now you will see the Export button in the Invoices list view. Tick your invoices and select Export. Based on the Integration you set in the Business > Settings > Integrations tab, the chosen method will be invoked.

Export Automatically – For Sage 50 Sync, Xero and QuickBooks Online users, you can add a workflow step to “Export” the invoice. Provided this step is after an approval, you can find your invoices proceeding into account automatically.

Step 9

Refine, test, refine, test, go live ...

Now you have got the basics right of Zahara you can spend more time on the different settings around workflows and can refine things like the PO Template and the wording of the individual emails.

Other considerations will be [Budgets](#) and setting those as well as [Projects](#). Typically, our customers build a prototype and then show their colleagues before training and going live.

Getting Help

The best place to start is to search for information in the help guide. Example.

The screenshot shows the Zahara Knowledge Base help center. At the top, there is a navigation bar with links for Home, My Area, Knowledge Base (highlighted), Community, Sign In, Sign Up, and A. Below the navigation bar is a search bar with the text "Search articles" and a magnifying glass icon. The main content area is divided into three columns, each with a folder icon and a title: Setup, General, and Business Units. Each column contains a list of articles with document icons. The Setup column includes "30 Minute Setup Guide", "How Zahara works", and "Zahara Planning Guide". The General column includes "Two factor authentication", "How to go from Trial to Paying Customer", "How to change your billing details", "Lastpass - annoying behaviour", and "Release Notes". The Business Units column includes "Labels - customising Zahara", "Formatting & Date Settings", "SMTP & Email Sending", "Create a New Business Unit", and "Tax Codes". Below each column is a "more →" link. The Setup and Business Units columns also have sub-sections: Budgets and Invoices, each with a folder icon and a list of articles. The Budgets sub-section includes "Setting up Budgets", "Consuming the budget", and "Apply Invoice to Budget". The Invoices sub-section includes "Invoice matching issues explained", "Invoices Inbox", "Recording invoices", "Invoice Matching", and "Invoice Coding Approvals".

The help page is available from within the Zahara app under the '?' menu.

Or from this URL

<https://help.zaharasoftware.com>

Once on this page, use the search facility or browse by section.

If you want to be a Zahara guru, then spend some time watching the Videos on this page:

www.zaharasoftware.com/video-demos

Typically, if you can find it, it doesn't do it! However, you can always ask by submitting a support ticket on this page:

<https://help.zaharasoftware.com/portal/newticket>

SmartSync

SmartSync is our on-premise tool for Zahara and Sage 50 / **SmartInvoice OCR**. You are more than welcome to try it out. There are some pre-flight checks though:

1. Make sure you have full admin rights to your PC – don't even try installing it if you don't.
2. To hook up to Sage 50 you need to have SDO enabled – Third Party Application
3. You need a dedicated username and password for Zahara
4. You need your Sage data on the local drive or a UNC path – not a mapped network drive. As this is the Quick Guide, Google that if you aren't sure or ask your IT people to change it.
5. If you can't install it (download link is revealed when you choose Sage 50 Sync in Business Settings Integrations) – then ask us to do it for you. We will do it very quickly and remotely if all the pre-requisites are in place.

You can download and install SmartInvoice once SmartSync is up and running. The install link for SmartInvoice is in SmartSync.

Customisations

To a certain extent Zahara is a community project. A community of like-minded organisations are using Zahara around the world.

New ideas are coming through and get on the development board. Every few weeks there are passive updates and refinements with improvements or new features that you can take advantage of. If you want something particular though, discuss it with us. We can offer an expedited module as part of your initial investment that commits to delivering the customisation you need in a few months or sooner if possible.

Feedback

If you don't like Zahara, tell us why. Feedback is good, no matter how bad!