



SmartSync+

Integrating Zahara
with your accounts or ERP system





Introduction

Zahara can integrate with your on-premise accounts / ERP system with the use of our on-premise tool SmartSync+

SmartSync+ is a Windows service tool that connects to Zahara using your API key. It can poll for new invoices selected for export and can push in newly created suppliers and codes. Once installed on-premise, on your network, it will maintain a SQL database of suppliers, codes, purchase orders, invoices and settings like Divisions and Business units. The database can also be used for reporting. Just connect your reporting tool, like Power BI, to the database and create reports to suit.

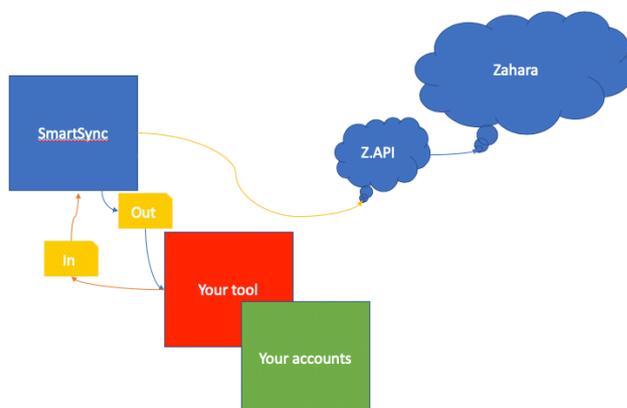
How to consume invoice data

To avoid duplicate keying, you will want any invoices recorded in Zahara to be made available to your accounts system. (When we say accounts, we mean accounts / finance ERP). The exported invoices will be picked up by the SmartSync+ tool and the invoice data will be recorded in the SQL database. You can then pick up the invoice data in several ways:

- Script to collect the invoice lines from the SQL tables
- Collect an XML file from a watch folder
- Collect a CSV file from a watch folder
- Collect an Excel spreadsheet from a watch folder
- Collect a JSON file from a watch folder

The SmartSync+ settings will allow you to set the export path and the type of file.

Feedback – Zahara has the ability to change the invoice status from 'Pending Export' to 'Exported'. We can also signal failure. Part of your integration plans could be to drop a fail file with reason into a folder that we watch. Then we can feedback to the user that an invoice failed to export and provide the reason to allow them to retry.





Sample invoice XML file

```
<?xml version="1.0" encoding="utf-8"?>
<Company>
  <Transactions>
    <Transaction>
      <Id>12</Id>
      <TransactionType>PurchaseInvoice</TransactionType>
      <AccountReference>CON001</AccountReference>
      <TransactionDate>2019-05-16T00:00:00</TransactionDate>
      <PostedDate>2019-05-16T00:00:00</PostedDate>
      <DueDate>2019-05-16T00:00:00</DueDate>
      <Reference>PI1</Reference>
      <PaymentReference>12</PaymentReference>
      <NominalCode>5000</NominalCode>
      <Department>1</Department>
      <Fund>001</Fund>
      <ProjectRef>PRJ1</ProjectRef>
      <ProjectItem>LAB1</ProjectItem>
      <Details>Purchase Invoice</Details>
      <NetAmount>100</NetAmount>
      <TaxCode>1</TaxCode>
      <TaxAmount>20</TaxAmount>
    </Transaction>
    <Transaction>
      <Id>13</Id>
      <TransactionType>PurchaseInvoice</TransactionType>
      <AccountReference>CON001</AccountReference>
      <TransactionDate>2019-05-16T00:00:00</TransactionDate>
      <PostedDate>2019-05-16T00:00:00</PostedDate>
      <DueDate>2019-05-16T00:00:00</DueDate>
      <Reference>PI1</Reference>
      <PaymentReference>12</PaymentReference>
      <NominalCode>5001</NominalCode>
      <Department>1</Department>
      <Fund>001</Fund>
      <ProjectRef>PRJ1</ProjectRef>
      <ProjectItem>LAB1</ProjectItem>
      <Details>Purchase Invoice</Details>
      <NetAmount>100</NetAmount>
      <TaxCode>1</TaxCode>
      <TaxAmount>20</TaxAmount>
    </Transaction>
  </Transactions>
</Company>
```

The above file is an example of the output file SmartSync+ can provide that you could consume with a script or scheduled task.

The Invoice CSV equivalent would be:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	Division	Supplier Code	Invoice Number	Invoice Date	Due Date	Currency	Project	Quantity	Product Code	Description	Unit Price	discount	Tax Code	Tax Amount	GL Code	Cost Code	Total Net	
2	Sales	NORT01	6657771	23/10/2019	23/11/2019	GBP	1001	5.00	FC5771	Dell extra Vision	230	10 TO		46	5000	CON	1035	
3	Sales	NORT02	6657772	23/10/2019	23/11/2019	GBP	1001	1.00	RC3666	Dell 20GB	100	0 TO		20	5000	CON	120	
4	Sales	NORT03	6657773	23/10/2019	23/11/2019	GBP	1001	1.00	GH7773	Dell 40GB	1500	0 TO		300	5000	CON	1800	
5	Marketing	ABB89	171991001	24/10/2019	24/11/2019	GBP		4.00		Gravy Bones	120	0 TO		24	6050		504	
6																		

Invoice Link

The final column of the invoice CSV file will also have a link to the invoice in Zahara. You can use this URL to hyperlink to the record in Zahara.

Invoice PDF

SmartSync+ can also be set to download the PDF of the invoice from Zahara and place it into a location of your choice.



Syncing suppliers with Zahara

You can drop a CSV file into the SmartSync+ Input watch folder as per our specification. All suppliers included in this file will be pushed up to Zahara. Incrementally added suppliers can be imported into Zahara.

Keeping your suppliers in Sync

One of the decisions to make is where are new suppliers created? Our preference is for you to originate new suppliers in Zahara. When an invoice is recorded for this supplier, we can drop the invoice file and a respective file with the supplier's details. You could then script to import the supplier record first, and then the invoice file.

Importing GL, Tax Rates and Cost Centres

Importing codes is very easy as there are generally two or three fields we need – code & description. Dropping a CSV file in the folder with an intelligent filename will allow automatic pickup and loading

Prefix with GL_ Tax_ or Cost_ will allow us to import correctly.

The format of the CSV file is then documented further on in this document

Importing Purchase Orders & Invoices

As part of the initial setup and staging you may want to bulk load some existing orders and invoices into Zahara. This can be done using formatted CSV files and the correct naming convention of invoices_ or po_

The specification section next shows you the format of the input document we can work with. These are broadly similar to the input files you can use in the Zahara interface.



Import Files - CSV Specifications

The prefix of the filename determines the import routine we expect to use. You can have anything you like after the _ Place a file in our watch folder with the correct specification and file name prefix and the data will be imported into Zahara.

GL Import – GL_*****.csv

	A	B
1	Code	Name
2	5000	Materials Purchased
3	5001	Import charges
4		
5		
6		
7		

Tax Code Import - Tax_*****.csv

	A	B	C	D
1	Code	Name	Percentage	
2	VAT	20% VAT	20	
3				
4				
5				
6				
7				

Cost Code Import – Cost_*****.csv

	A	B	C
1	Code	Name	
2	CON	Consultancy	
3	PUB	Public	
4			
5			

Project Import - Project_*****.csv

	A	B	C	D	E	F
1	Name	Project Code	Description	Budgeted Amount	Start Date	End Date
2	Regency House	1009	Refurb of basement	48000	23/12/2019	15/03/2020
3						
4						
5						
6						
7						
8						



Invoices – Invoices_*****.csv

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	Division	Supplier Code	Invoice Number	Invoice Date	Due Date	Currency	Project	Quantity	Product Code	Description	Unit Price	discount	Tax Code	Tax Amount	GL Code	Cost Code	Total Net	
2	Sales	NORT01	6657771	23/10/2019	23/11/2019	GBP	1001	5.00	FC5771	Dell extra Vision	230	10 TO		46	5000	CON	1035	
3	Sales	NORT02	6657772	23/10/2019	23/11/2019	GBP	1001	1.00	RC3666	Dell 20GB	100	0 TO		20	5000	CON	120	
4	Sales	NORT03	6657773	23/10/2019	23/11/2019	GBP	1001	1.00	GH7773	Dell 40GB	1500	0 TO		300	5000	CON	1800	
5	Marketing	AB889	171991001	24/10/2019	24/11/2019	GBP		4.00		Gravy Bones	120	0 TO		24	6050		504	

Each line in the CSV is a line of the invoice

Repeat fixed values for each line – the invoice is joined on the invoice number

Division = must be set to one Division

Product Code, Discount, Project, Cost Code are options

Supplier should be the suppliers account code, not the suppliers name

Custom fields value can be added after total net and must match exactly with the custom field name in Zahara

Purchase Orders – PO_*****.csv

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Second Ref	Division	AcctCode	Date Required	Currency	QTY	Product Code	Description	Price	Discount	TaxRate	Nominal code	ProjectCode	CostCode	
2	1009	Sales	NORT01	23/12/2019	GBP	4		Green doors	300	0	20	5001	1001	CON	
3	1009	Sales	NORT01	23/12/2019	GBP	1		Delivery	25		20	5005	1001	LOG	
4	1122	Stores	BGT992	10/12/2019	GBP	1		Alarm test	125		20	5000			

In this example, the Second Ref field is used as the sequence number so we know when the PO will start and stop. The first order has 2 lines and the second order has 1 line. You will need to enable the 'second ref' field in Business > Settings > Defaults

Suppliers – suppliers_*****.csv

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	
1	Name	EU Vat Num	Account Ref	Contact Name	Telephone	Email	Default Nom	Default Tax	Default Cost	Address Line	Postcode	Country Code	Currency	ID	Type	Terms days	Term Type				
2	XYZ Ltd		XYZ001	George Harrington	01225 65411	george.harri	5000	T1		1 Green Lane	Southwark	London			NW1 1FV	GB		1	XYZ Type	30	ID

Payment terms options:

Blank – we will default to 30 days from Invoice Date

Term Type:

ID = Invoice Date

EOCM = End of Current Month

EOFM = End of Following Month



Summary

If you are interested in integrating with Zahara, the SmartSync+ tool will be the basis of that integration, responsible for the bidirectional flow of data to and from the cloud-based application. The movement of data from SmartSync+ into your application will be your responsibility.