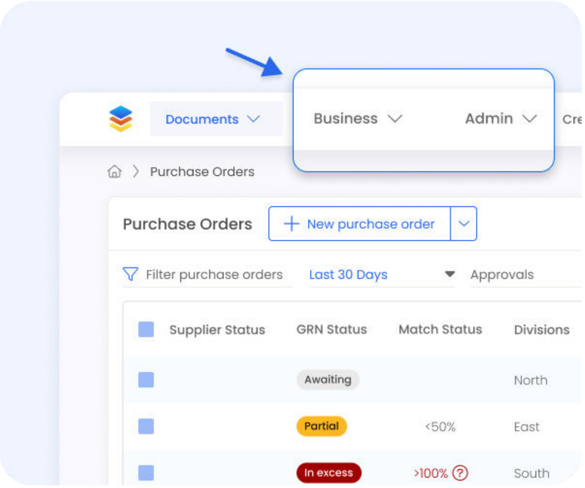
The Zahara Set-Up Guide

Set Up Guide

This is your guide to a simple set-up with Zahara. If you have any further questions, or need a finer grain of help you can find a range of guides and an assistant at: https://ask.zaharasoftware.com/news



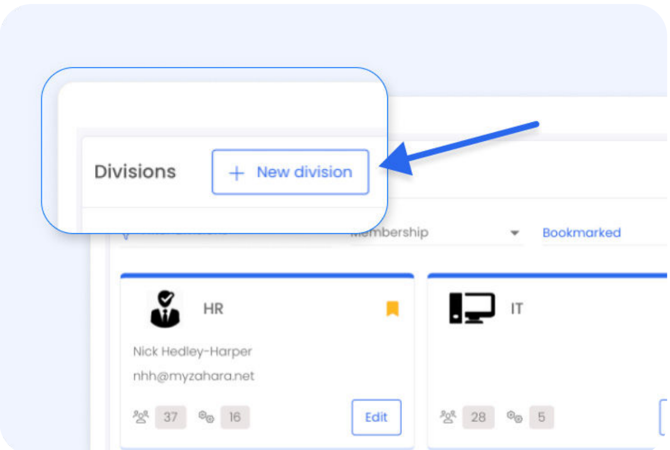
Before we begin setup, you need to understand the menus.

- **The Business Menu** is where you configure and set up your business.
- **The Admin Menu** is for creating new business (Business Units). It is also where you manage your users. You can control what menus your users see and what they can do by managing their permissions.

Step 1: Business structure

First things first, lay out the structure of your business. You do this by organising it into divisions, just as you would in the offline world.

Divisions are natural groupings of people inside your organisation. They'll mainly be used for approvals and budgets. Because they'll be used for approvals and budgets, think about which divisions of your business you'll be granting these controls. You might want to create divisions under titles like Marketing, HR, or London Head Office.



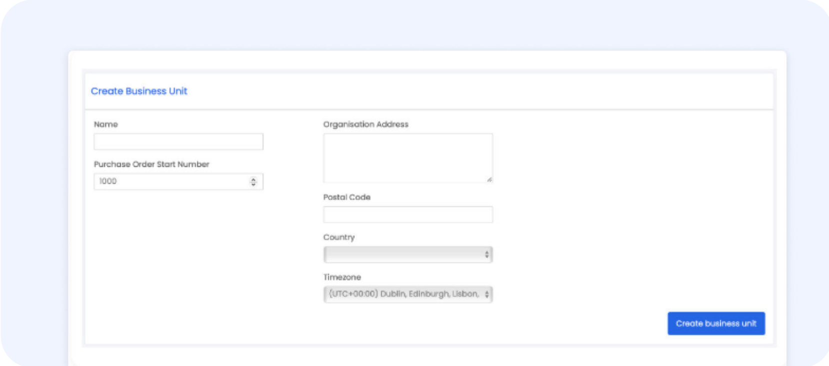
To create business divisions:

1. Go to the **Business menu**
2. Select **Divisions**
3. Click Add **New Division**

If you want to run multiple businesses on Zahara you can do that too. Each business will be a ring-fenced unit that you'll have to switch between.

To create new or mutiple business :

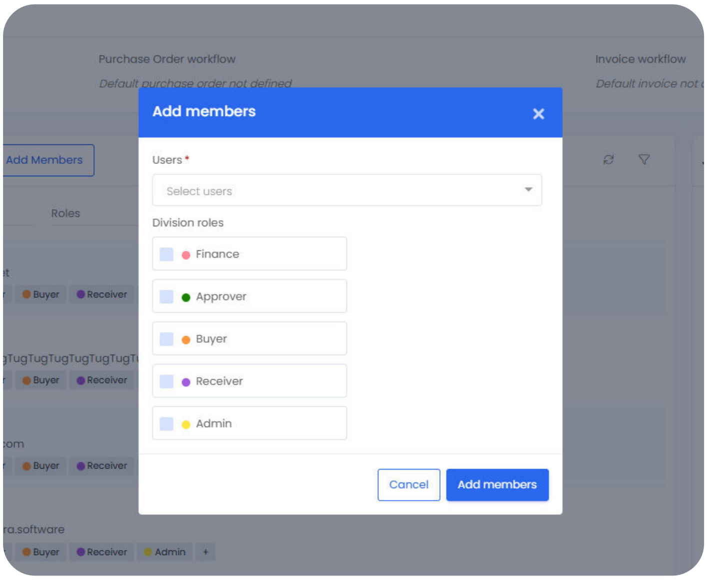
- Go to **Admin**
- Select Divisions
- Click Add New Division



Step 2: Add your Users

You've created your divisions. Now you need to add users. To do this you can

- clicking the 'edit' button on the division you want to add a members too
- navigate to the membership page
- click the add members button to bring up the modal



Step 3: Business Settings

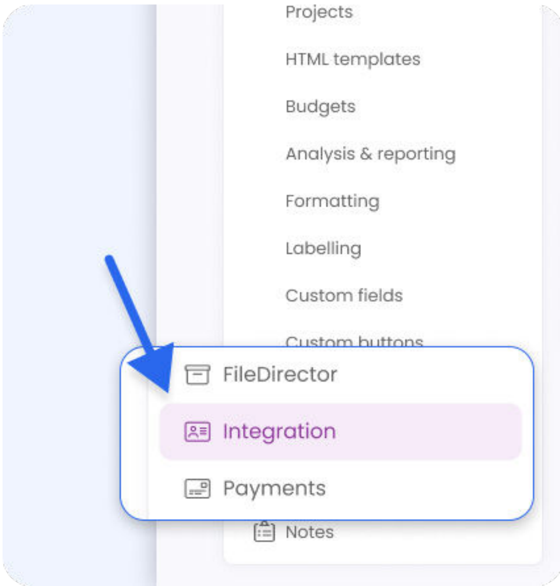
Now it's time to set your business settings. You can skip this part if you want to complete it later. In business settings you'll find the options to: Now it's time to set your business settings. You can skip this part if you want to complete it later. In business settings you'll find the options to:

- Add your business logo
- Set your time zone
- Set your country of operation
- Rename business elements
- Set your default delivery address

Step 4: Integration

Now it's time to integrate Zahara with your existing ERP systems. If you use one of the fully integrated systems like Xero, QBO or MYOB, you can **connect your ERPs under the Integrations tab of Business Settings.**

If you are a UK Sage 50 user, then select Sage 50 from the Integration Tab. You will then be able to download our Sage 50 on-premise sync tool and connect to Sage 50. Make sure to choose the correct version of Sage, i.e. 2025



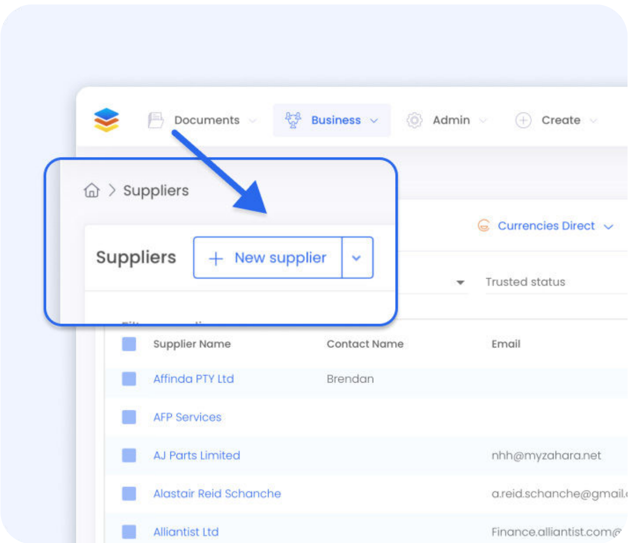
Step 5: Adding suppliers

You should start to see your suppliers and coding appearing in the lists if you click out of Business Settings. Allow time for the sync to complete.

If the sync with your accounts system was successful, you should see your complete list of suppliers and coding. If not, you can type them in manually from the Business menu.

For manual creation:

- Navigate to the **Business** menu
- Select **Suppliers**
- Click Add **New Supplier**
- Enter the required details for the new supplier



Key Information for Suppliers :

- **Default Currency:** This field is crucial for foreign currency payments and needs to be set correctly.
- **Country Code:** Use the correct ISO country code (e.g., 'GB') to ensure accurate data processing.
- **Supplier Portal:** You can give suppliers access to a portal to view and manage their information.

By this point you should have created your divisions and your divisions should have assigned users... **Now you can create a workflow.**

Step 6: Approval workflows

Remeber These Key Principles

- You can add as many approval steps 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 workflow starts at step one and ends at the last step
- Each workflow you create can have a condition to decide whether you use it or not
- Each workflow step can have a condition to decide whether the step is used or not

First set your division head. You do this by assigning the role in the member information section. To set up a new workflow, start by ensuring workflows are enabled within a specific division in Zahara's settings. To do this:

- **Go to Division settings**
- **Select Workflows**
- **Switch the workflow setting to On**

You should then have the option to create or edit workflows.

To do this:

1. Go to the **Division settings**
2. Find the workflow section to **create a new workflow or modify an existing one**
3. Give your workflow a **name and select your workflow type** from the drop-down menu on the left of your screen.
4. Set the workflow entry point: You can **set up a conditional start for the workflow,** which means the workflow **will only activate if a condition**, such as an order or invoice value, **is met.**
5. **Add approval steps:** Add one or more conditional approval steps to define the process.
6. Define conditions for Steps: **Customise each step with conditions**. For example, you can create a condition to send an invoice for approval to the CFO if the purchase amount exceeds a certain value.
7. Specify approvers: **Choose the approvers for each step**, whether it's an individual or a group.
8. Include other actions: Beyond approvals, you can also **add steps to send emails** or create a purchase order and send it to a vendor.
9. Set the workflow as default: **In the workflow settings, set the default** workflow to Automatic for Purchase Requisitions to ensure your new workflow is automatically applied when a user creates a new requisition.
10. Publish the Workflow: Once the workflow is configured and tested, publish it.
11. Set your default workflow

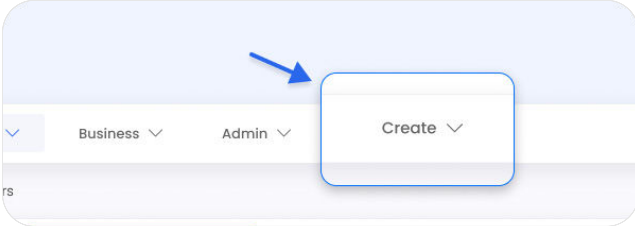
Typically, you will have one workflow for an invoice and one for a purchase order, though you may have more. If you have multiple workflows with conditional starts, set the default workflow as Automatic or Automatic Invoice. Zahara will then choose which workflow to use on a case-by-case basis. Otherwise set the default for each division as your created workflow.

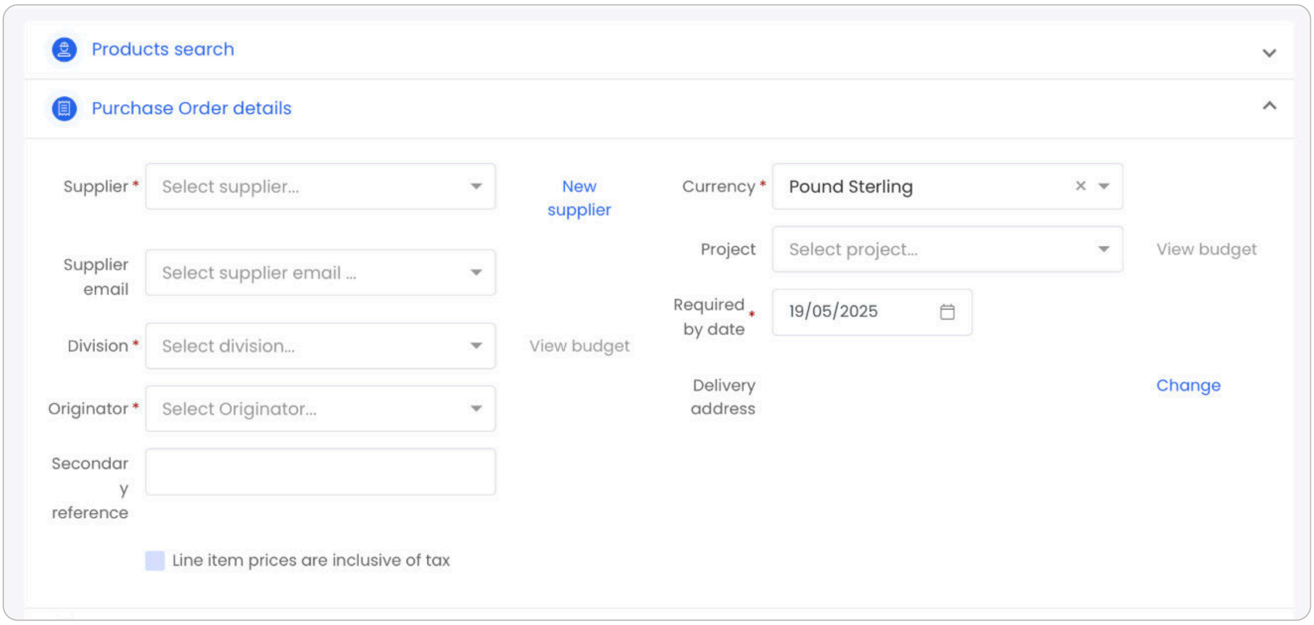
Step 7: Raising purchase orders

(If you only plan to use Zahara for invoice processing, you can skip this step.)

To raise a purchase order:

1. **Click the + icon** and **select New Order**. The first decision is the division. Make sure you select the division that you have just created a workflow for.





2. **Choose the supplier.**
3. If you have entered, synced or imported your suppliers, **search or select one from the list.**
4. **Now you can populate your line items** in the drop-down menus. These may require information by default. To change which of these drop-down menus need to be populated go to Business Settings, then Formatting. You can make changes in the validations tab.
5. **Next you'll see a budget screen. This can be turned off if needs be.** Alternatively you can set up budgets by going to Business Settings, then Budgets.
6. On the delivery address screen, **you should see the default delivery address** – this can be set to division or project. You can **set this in Business Settings under Purchase Orders.**
7. Once the relevant information has been entered, you can click through and **add some comments.** Then you can **preview your order and click Create.**
8. **The purchase order will be sent into a workflow for approval.** You will see your purchase 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 see the approval on your dashboard.
9. **Once your purchase order is approved it will be emailed to the supplier**.

Workflow choice

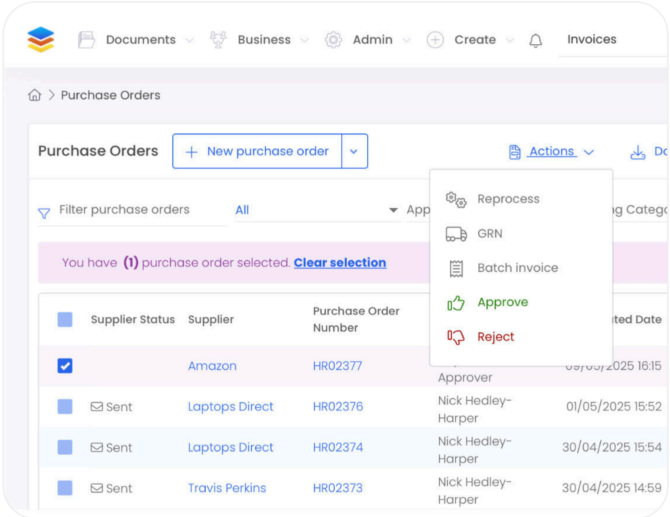
As the tenancy admin, you should be able to choose a workflow. Once you take away the admin role from their permissions, your users will no longer have that control. Your workflow should be set to the default workflow you set in your division settings.

Step 8: Receipt the deliveries

Recording goods received on a purchase order is very simple.

1. Tick it in the purchase orders list and then click GRN.

2. Now follow the steps on the screen. You can create multiple GRNs for the same order without limit. This is true for both negative and positive quantities. Ultimately you are trying to get to a balance of zero on each line as well as a delivered status icon.



Step 9: Record an Invoice

You can record an invoice in several ways:

- From the + menu, click **New Invoice.**
- From the orders menu, tick an order, then select **Batch Invoice.**
- From the invoices document list, click the **New Invoice** icon.
- From the **Invoice Inbox**

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.

At this point you can use our AI invoice recognition tools for little or no manual data entry. If you want to key in your invoice manually follow these steps:

1. From the orders menu, tick an order, then select **Batch Invoice.**

2. You should see a page with a list of fields for Invoice Number, Invoice Date, Due Date, and Payment Status.

3. Payment Status is a drop-down menu. Select **No** to see the full invoice screen.

4. Notice how the line item is already populated from the order. You can edit it here.

5. 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.

Step 10: Export an Invoice

At the end of the process, once the invoice is approved and 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. It could also work as it does in Xero, QuickBooks Online and others where the invoice and the PDF will now pass into the accounts system, fully coded and linked back to Zahara.

Exporting automaticaly

With our fully integrated finance systems, you can add a workflow step to export the invoice. Provided this step is after approval, you will find your invoices automatically exporting into the accounts system.

Exporting manually

If you have enabled it, you can export your invoices manually. This option, and the option to set the users that can export invoices, can be found in **Invoices tab of Business Settings.**

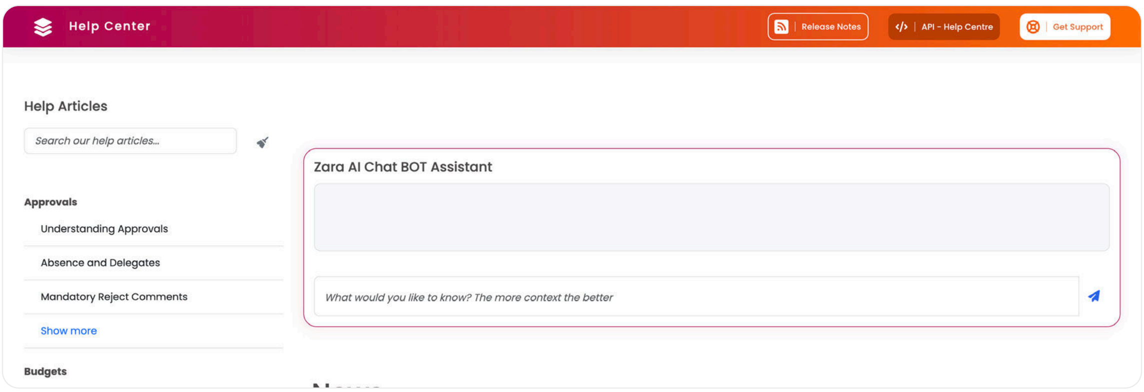
You will see the **Export button** in the invoices list view. Tick your invoices and select export. Based on the integration you set in the **Integrations tab of Business Settings**, the method you chose will be invoked.

Step 11: Refine and Test!

Now you've got the hang of the basics, you can start exploring Zahara's settings in more detail. Try experimenting with workflows, refining your Purchase Order Template, or adjusting the wording of your emails. You might also want to look at setting up budgets and projects.

Most customers build a prototype first, share it with colleagues, then move on to training and going live.

You can find lots of helpful articles at **https://ask.zaharasoftware.com** to guide you as you build your version of Zahara.



If you need a hand getting started, check out Zara, Zahara's AI Help Assistant. Zara is available on the Help Centre home page or as a chat widget on zaharasoftware.com. It's designed to guide you through setup and answer common questions. One customer said, "The Help function is one of the best I've seen."

And of course, if you get stuck, just raise a ticket and one of our support engineers will be there to help.