Create,
Approve,
Pay.

Contents

£216.00

Net Value: **£172.80**

Tax Amount: **£43.20**

Invoice Balance: **£00.00**

Approved

Partial GRN

Details

Defaults

Products

Purchase History

Documents

With a simple, clean layout, you can easily stay on top of your accounts payable function.

Why Zahara?

Zahara is the leading 4-in-1 AP automation solution that's cloud-based, easy to use, and fast to deploy. Founded in 2015, the AP solution was born from listening to the wants and needs of real finance teams and their experiences with flawed manual processes. Zahara takes you all the way from purchase requests, to approval workflows, to invoice processing, and finally to payment.

Nothing to install

As a cloud-based application, you can access Zahara anywhere on any device. All you need is an internet connection and Zahara will update in real time. We use highly secure business-class data centres for added peace of mind.

Designed with the whole team in mind

We're proud that Zahara is incredibly user-friendly. You'll find the software comes with a pre-set template of divisions and workflows to help new users. Zahara is based in the cloud, making it easily accessible both on the web and via our mobile app. No two businesses has the exact same requirements, so you'll find Zahara is infinitely customisable to fit your unique needs, not the other way around.

One system forever

Effortlessly adjust your document quotas, add additional users, or switch plans at any time. Rest assured that as your business expands, Zahara will grow with you.

UK-based support team

We're a UK business with most of our team working in and close to our main office in Bath. We have an expert support team on hand to assist when needed. You can rest assured your clients are in safe hands!

Six Key Benefits

User friendly: Easy to learn for the whole team, even for those without a finance background, allowing anyone to make purchase requests while finance can control and focus on your analysis and cost savings...

Real-time visibility: Zahara's reporting and analysis show you who's buying what, when, and from whom. With a complete audit trail and the ability to record GRNs, you never have to wonder which step is holding up the process.

Purchase orders: Know your costs before you commit to spending. Set strict budgets for particular departments and use multi-step approval workflows to decline, amend or approve purchase orders.

Workflows: Infinitely customisable; you have an approver ready for every scenario. You can set strict controls for large purchases without having to bother your CFO for smaller incidental purchases.

Payment runs: Manage your payment run and keep track of your bills. Choose who has permission to approve, edit, and pay your supplier's invoices and experience the benefits of 24/7 access to 40+ currencies in over 120 countries.

OCR: Save time processing invoices with little to no keying. Watch as invoices flow through to approval on autopilot.

Purchase Orders

Request to buy something:
Users can place purchase requests with minimal effort.

Purchase approval workflow
Purchase requests can trigger multi-step approval workflows.

Update buyer:
On approval, update the buyer to let them know.

Send PO to supplier:
If enabled, POs can be sent to the appropriate suppliers.

Receipt delivery:
Users can receipt deliveries on the Zahara mobile app.

Invoices

Receive invoice:
Centrally receive your invoice into a dedicated inbox.

Read and match invoice:
Within 30 seconds, invoices are read and matched.

Invoice approval workflow:
Certain conditions will decide if the invoice needs approval.

Export invoice to accounts:
Invoice data and PDFs can be exported into the finance system.

Payments

Payment run approval:
Payment run approvals allow final checks before payment.

Payment:
Pay your invoices from Zahara with just a few clicks.

Say 'goodbye' to complicated app stacks

Zahara seamlessly oversees the entire purchase-to-pay cycle from start to finish, consolidating four essential elements: purchase orders, approvals, invoice processing, and payments. This integrated approach ensures total transparency, efficiency, and comprehensive cost control for businesses.

Harry Hoffman
hh@myzahara.net
Originator

Please Review This PO #01015

Net Value: **£87.50**   Tax Amount: **£17.50**   Invoice Balance: **£00.00**

Description

Industrial Bleach 5 Litre - Oak-Tree Care

Note

Quarterly order of cleaning bleach - cleaning manager to organise distribution between teams

Items	Unit Price	Units	Total Net
Industrial Bleach 5 Litre	£8.75	10	£87.50

Tax Deductible ✓

👍 Approve   👎 Reject   🔍 Review

Buy Better With Purchase Orders

Too many finance teams overlook the importance of purchase orders- don't make the same mistake! Zahara's PO system will help you regain control of spend, reduce risks of fraud, and simplify your entire procurement process. What's not to love? Zahara is the cloud-based purchase order software that can be up and running in hours, not weeks.

Purchase order vs purchase requisition?

While both documents are integral to the purchasing process, they serve distinct purposes. A purchase order is a request made by the buyer to procure goods or services, acting as an authorisation for the supplier to deliver these items. In contrast, purchase requisitions is an internal document, often with a separate numbering system, that is used for the approval of the spend request.
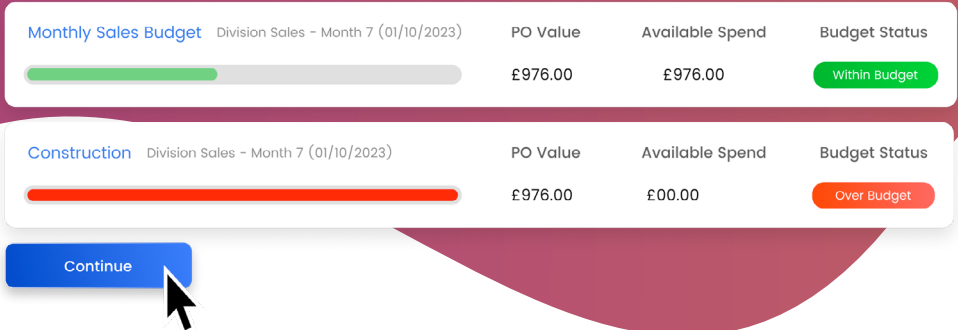
Why are purchase orders important?

Purchase orders play a crucial role in the efficient operation of businesses. They provide transparency, helping to prevent misunderstandings and disputes between buyers and suppliers. Additionally, purchase orders serve as essential financial and inventory management tools, enabling organisations to track expenses, plan budgets, and maintain accurate records of procurement activities. Overall, they contribute to smoother and more organised procurement processes, which are vital for any business's success.

Why should I use Zahara for purchase orders?

We try to keep things simple. The result is that our software doesn't take long to adopt and set up. Users quickly learn how to create purchase orders and wait for approval before placing their orders with your suppliers. Our user interface is intuitive, allowing your teams to adopt Zahara without lengthy training.

Control and Maintain Spending With Built-in Budgets

Monthly Sales Budget	Division Sales - Month 7 (01/10/2023)	PO Value	Available Spend	Budget Status
		£976.00	£976.00	Within Budget

Construction	Division Sales - Month 7 (01/10/2023)	PO Value	Available Spend	Budget Status
		£976.00	£00.00	Over Budget

Continue

Zahara Budgets act like your personal financial roadmap, designed to simplify the way you manage and keep tabs on spending. Whether you're leading a Division or managing a Project, our Budgets give you the power to stay financially disciplined. From the moment you initiate Purchase Orders to the time you process invoices, everything fits neatly into your allocated budget. This ensures you're always in control of your finances, navigating through with confidence and ease, minus the hassle.

- **Easy setup and allocation**

- **Create budgets for departments and projects**

- **Granular budgets against GL codes or cost centres with flexible periods**

- **Managers receive notifications of budget exceedances and can refer to budgets for approval decisions**

- **Users can see how purchases affect the budget when creating spend requests**

A User-Friendly Solution for Managing Suppliers and Inventory

Laptops Direct `Active`

PO awaiting Approval	Last Purchase Order	Invoices awaiting Approval
4	£9,300.00	08/09/2023	2	£3,400.00

+ New Product ⌄

- Details
- Defaults
- **Products**
- Purchase History
- Documents

	Supplier Code	Internal Code	Nominal Code	Tax-Code	Cost-Code	Edit
	P8927	I5INLAP	Technical-Hardware	1-20%	ZHL-Hardware	✎
		IIINLAP	Technical-Hardware	1-20%	ZHL-Hardware	✎
		LICKEY	Software	1-20%	ZHL-SOFT	✎
	P8927	SC200	Office-Misc	1-20%	ZHL-Hardware	✎

The secret to great buying? It's all about top-notch supplier management. We totally get how easy it is to let supplier details slip through the cracks when you're caught up in the day-to-day.

That's why we have dedicated supplier profiles. Think of them as your organiser for keeping track of all those supplier details, neatly sorted with tags like 'insurance' so you can find what you need without the headache.

- **Create or import suppliers**

- **Bulk update suppliers**

- **Import products**

- **See the buying history for the supplier**

- **Prevent users from adding or creating their own products**

- **Add documents and notes**

- **Email all or selected suppliers**

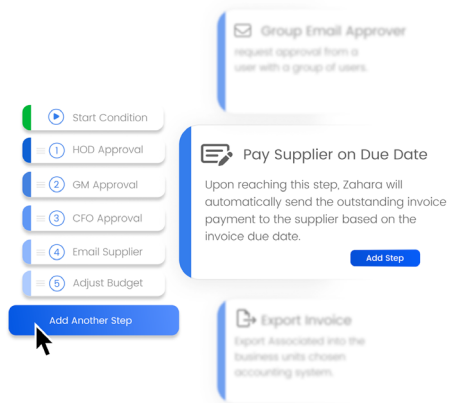- **Enable 'AutoPilot' for trusted suppliers**

Our Automation Has It Covered

If you're in search of an automated multi-step approval system, it's likely because you're fed up with disjointed and slow processes that cause delays, frustrating both you and your trusted suppliers.

We've been there too, as have thousands of our users, who have since found relief by embracing automation. Zahara's automated approval workflows are designed to address these issues and get your AP process back on track.

Simple yet sophisticated

Zahara's workflows streamline processes and minimise errors, offering a user-friendly solution for businesses. With comprehensive conditions and rules, they support every step of the accounts payable automation journey, making them ideal for enhancing efficiency.
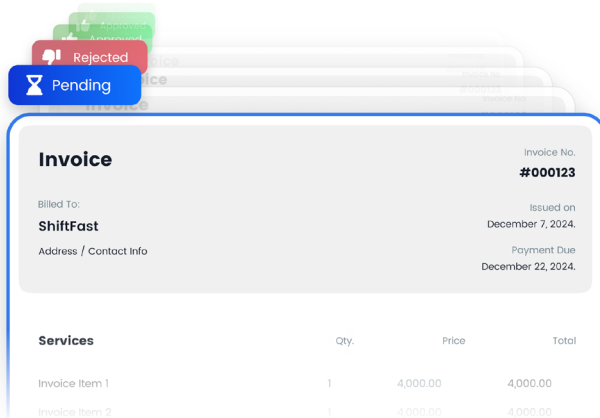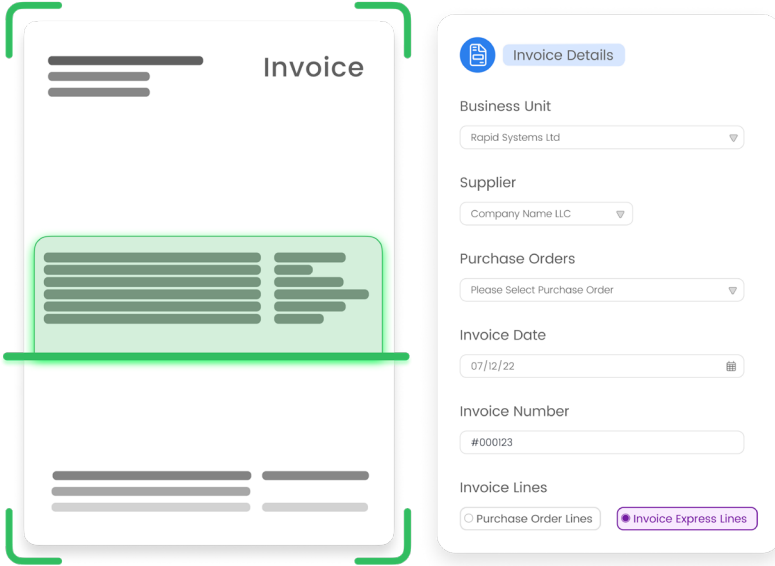

From purchase to pay

Zahara takes the hassle out of tasks. Configure your workflows to automate tasks such as sending purchase orders directly to suppliers and synchronising supplier invoice data with your accounting system.

How our multi-step approvals control and automate

- **Route POs and invoices automatically around your business**

- **Multi-step authorisation workflows**

- **Conditional approvals based on division, supplier, value, budget and more.**

- **Route invoices based on purchase order, delivery, price discrepancy and more**

- **Approve/review/reject quickly via email, mobile app, or online, on-the-go**

- **Automatically distribute purchase orders to suppliers and notify originators of approvals**

- **On approval, automatically export invoices to finance system for payment and accrual**

I Just Love Keying Invoices
Said no one ever

Invoice

Invoice Details

Business Unit
Rapid Systems Ltd ▽

Supplier
Company Name LLC ▽

Purchase Orders
Please Select Purchase Order ▽

Invoice Date
07/12/22 🗓

Invoice Number
#000123

Invoice Lines
○ Purchase Order Lines   ⦿ Invoice Express Lines

Process Invoices 9X Faster

Imagine a month-end without the hassle of chasing and encouraging colleagues to key in or approve invoices. Picture a scenario where the accruals figure is readily available, without any extra effort on your part. This is the reality with Zahara. Statistics show that finance teams utilising automation tools like Zahara can process their invoices up to 9 times faster than teams that don't.

The Invoice Inbox

Zahara's Invoice Inbox serves as a centralised hub where all supplier invoices are automatically received. Utilising an advanced recognition engine, it swiftly identifies suppliers, accurately extracts both invoice and line item details, and seamlessly links and matches any corresponding purchase orders. This means your invoice is ready for processing 9x faster.

Work the way you want to

We integrate seamlessly with your finance system of choice. You can plug Zahara directly into cloud-based systems like Xero, Sage Intact, and Quickbooks Online, and use our SmartSync tool or CSV upload to integrate with Sage 50, Sage 200, and many other on-premise systems.
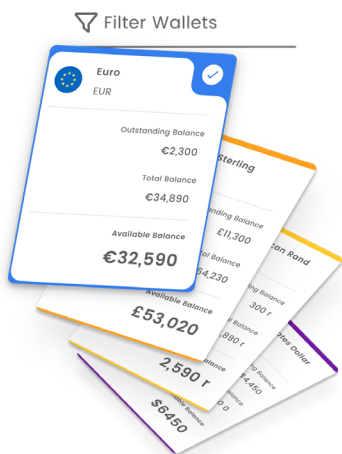
Why process invoices with Zahara

- **Fast & accurate invoice reading including line-items**

- **Automatic invoice processing and routing for trusted suppliers**

- **Match invoices with orders**

- **See order invoice difference and balance**

- **Automatic invoice data syncing to accounting system**

- **Duplicate invoice prevention**

- **Fraud detection**

Streamline Your Payments With Zahara and Currencies Direct

You can now make both domestic and international payments without the hassle of leaving the Zahara app.

We are delighted to partner with Currencies Direct to provide streamlined payments, ensuring efficiency, security, and cost reduction, through a complete payment journey all housed in one convenient place. Our collaboration allows you to make in-app payments in over 40 currencies to over 120 countries, making paying invoices easier than ever before.

▽ Filter Wallets

Euro
EUR
Outstanding Balance
€2,300
Total Balance
€34,890
Available Balance
€32,590

Sterling
...anding Balance
£11,300
...al Balance
...4,230

...an Rand
...ng Balance
300 r

Available Balance
£53,020

...e Balance
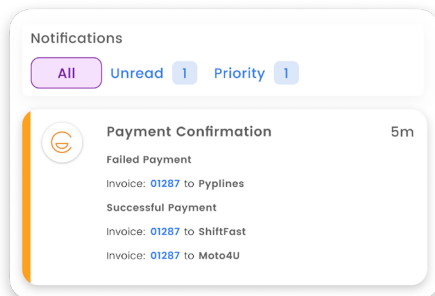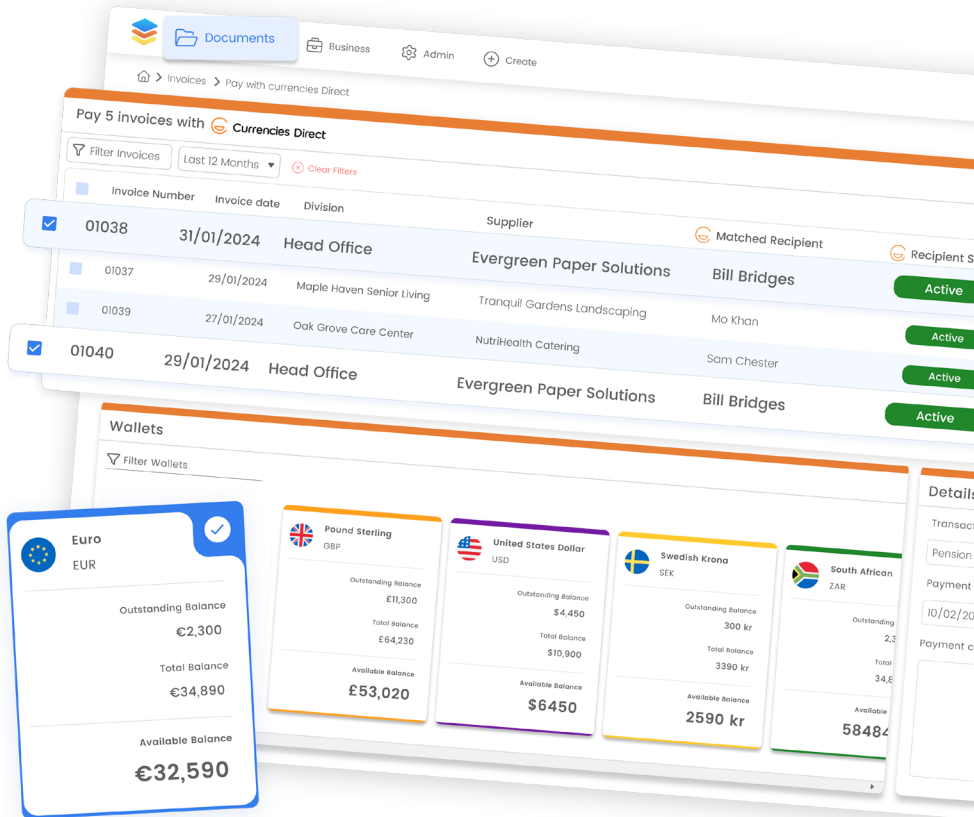...890 r

...tes Dollar

2,590 r

$6450

Excellent exchange rates

Use Zahara wallets to make payments in over 40 currencies to over 120 countries. You can choose which currency you'd like to use every time you make a payment and you'll be able to see exactly what the exchange rate is. Furthermore, Currencies Direct will help you secure an excellent exchange rate.

Grow supplier relationships

Receive notifications when invoices are approved for payment so you don't keep your suppliers waiting. Once you've paid through Currencies Direct, you will be able to send out your remittance emails. You can automate this function or edit individual emails so that your suppliers are notified when you've paid.

Notifications

All   Unread 1   Priority 1

Payment Confirmation   5m
Failed Payment
Invoice: 01287 to Pyplines
Successful Payment
Invoice: 01287 to ShiftFast
Invoice: 01287 to Moto4U

Benefits of our partnership with Currencies Direct:

- **Market leading, award winning currency transfer service**

- **40+ currencies, 120+ countries**

- **Domestic and international payments**

- **Authorised by the FCA and Level 1 credit rating from Dun & Bradstreet**

- **Enhanced transparency and control with payment run checks**

- **Track payment deadlines effortlessly with your dedicated dashboard**

Features Index

Secure and Setup

All the security, without compromising on usability

- Cloud-based - nothing to install
- Multiple Business Units & Divisions
- Flexible accounts / finance Integrations
- Control of user permissions and roles
- Multi-currency handling
- Ring-fence spend into Projects
- Create departmental or project Budgets
- Ample Document Storage
- Flexible reporting and accruals
- Purchase Order & Purchase Invoice Approvals
- Automatic invoice processing - OCR Reading
- Pay-as-you-go pricing
- Used-worldwide
- On-premise tool for syncing and reporting
- Built-in 2FA with Google Authenticator
- Login with Microsoft or G Suite

Purchase Requests (Purchase Orders)

The simplest and most efficient way to crack down on spend

- Raise purchase requests or purchase orders
- Staff expenses processing
- GRN & Receipting of Orders
- Multi-step authorisation workflows
- Order / Invoice Matching and balances
- Vendor and catalogue management
- Full audit trail and compliance for every purchase
- Spend Analytics and reporting
- Budget progress on order raise

- Multiple purchase approval conditions
- Send PO to supplier automatically
- Choose PO format - PDF / CSV / JSON
- Bulk-email suppliers

Multi-Step Approval Workflows

Infinitely customisable to suit your unique business needs

- Route purchase orders and invoices automatically around your business
- Multi-step authorisation workflows
- Conditional approvals based on division, supplier, value, budget and more.
- Route invoices based on PO, delivery, price discrepancy and more
- Approve/review/reject via email, mobile app, or online, on-the-go
- Automatically distribute POs to suppliers on approval and notify originators that their orders have been approved
- On approval, automatically export invoices to finance system for payment and accrual

Invoice Processing Features

Process your invoices 9 times faster with Zahara

- Fast & accurate invoice reading including line-items
- Automatic invoice creation and routing for trusted suppliers
- Fast create, or step-by-step check and create
- Paper-less processing - PDFs saved in Zahara
- Advanced invoice approvals including approver coding
- Automatic invoice exporting to finance system
- Match invoices with orders
- Hold invoice approvals pending GRN / Delivery
- See order invoice difference and balance
- Easily find invoices using search
- Invoice custom fields to suit
- Export invoice data in various formats
- Duplicate invoice prevention

Domestic and International Payments

Make payments within the Zahara and avoid the hassle of online banking

- Market leading, award winning currency transfer service
- Domestic and international payments
- 40+ currencies, 120+ countries
- Authorised by the FCA and Level 1 credit rating from Dun & Bradstreet
- Enhanced transparency and control
- Payment run approval process
- Track payment deadlines effortlessly with your dedicated dashboard

Mobile App Features

Better financial processes, even on the go

- Fast & accurate invoice reading including line items
- Automatic invoice creation and routing for trusted suppliers
- Fast create, or step-by-step check and create
- Paper-less processing - PDFs saved in Zahara
- Advanced invoice approvals including approver coding
- Automatic invoice exporting to finance system
- Match invoices with orders
- Hold invoice approvals pending GRN / Delivery
- See order invoice difference and balance
- Easily find invoices using search
- Invoice custom fields to suit
- Export invoice data in various formats
- Duplicate invoice prevention
- Bank account checking

Reporting & Analysis

Gain more control and visibility of spending with our real-time purchase analysis and reporting.

- Built-in Excel reports
- Report on approvals, invoices, orders
- GRNI
- GRN Accruals
- Line item analysis

Reporting API

Drill down into line-level analysis to make top-level, or everyday changes

- Connect using Power Query
- Excel or PowerBi analysis
- Create custom reports and Analytics
- Budget progress with drill-downs
- Option for dedicated reporting database

Event Driven Integrations

Event driven integrations are a fast and easy way of getting data in and out of Zahara

- Zapier
- Microsoft Power Automate

Full Integrations - Sync & Export

Full sync or use our SmartSync tool for on-premise systems

- Sage 50 UK
- Sage Intacct
- Sage 200 UK
- Xero
- QuickBooks Online
- MYOB

Invoice Export Files

Use SmartSync to bridge the gap between any ERP or accounting software and allows invoice data to flow between them

- QuickBooks IIF
- Twinfield
- Access Dimension
- Exchequer
- Agresso
- Custom export profile generator