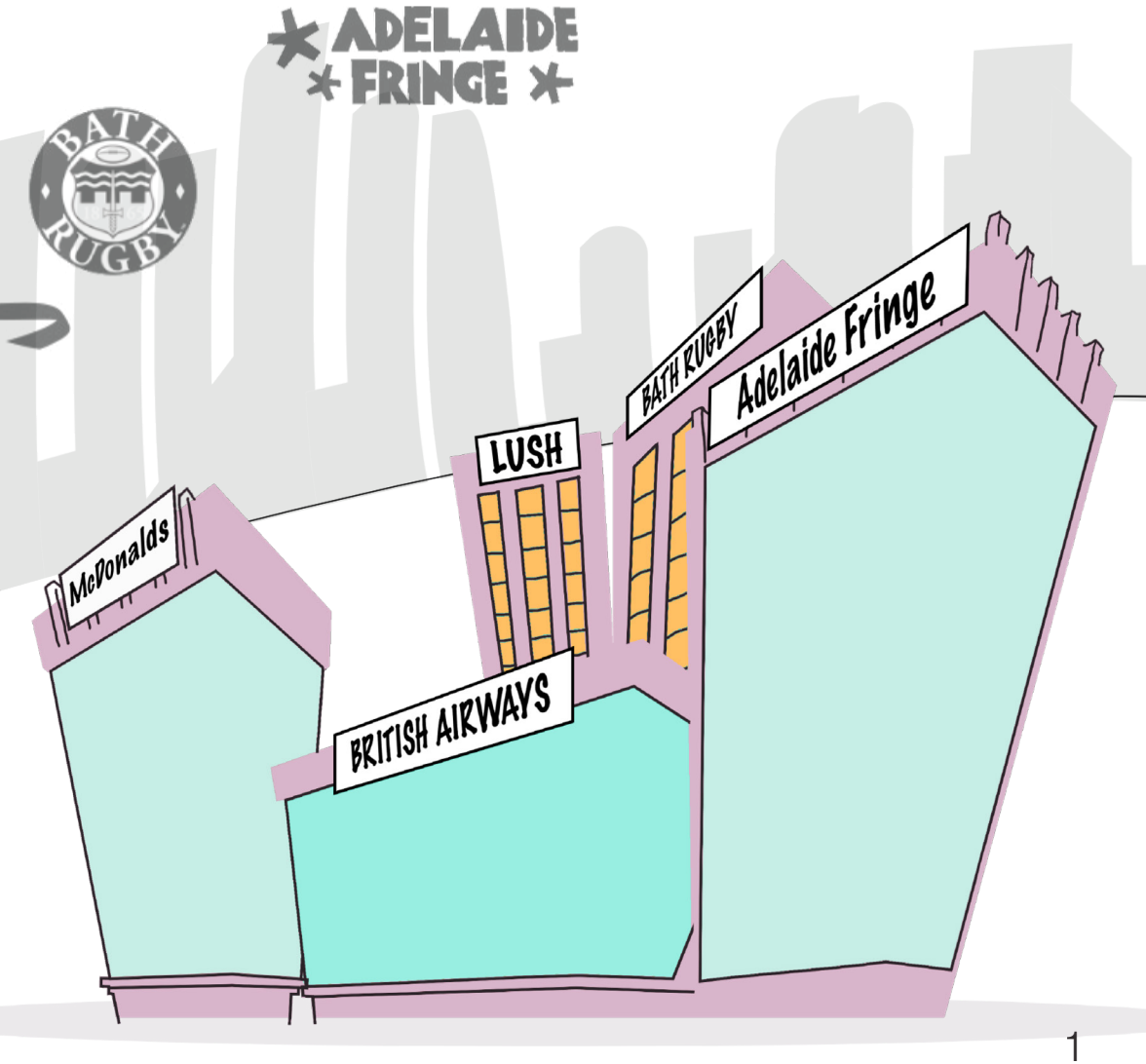
# Zahara

# Used by Trusted Brands Across the World

Zahara is the choice for organisations wanting to control spend and improve payables efficiency. With an audit trail behind every purchase or every invoice, we are well suited to service based organisations including those listed below:

- Asset Management
- Not for Profits
- Care sector
- Events
- Sports & Leisure
- Construction
- Ground Works
- Education
- Technology companies

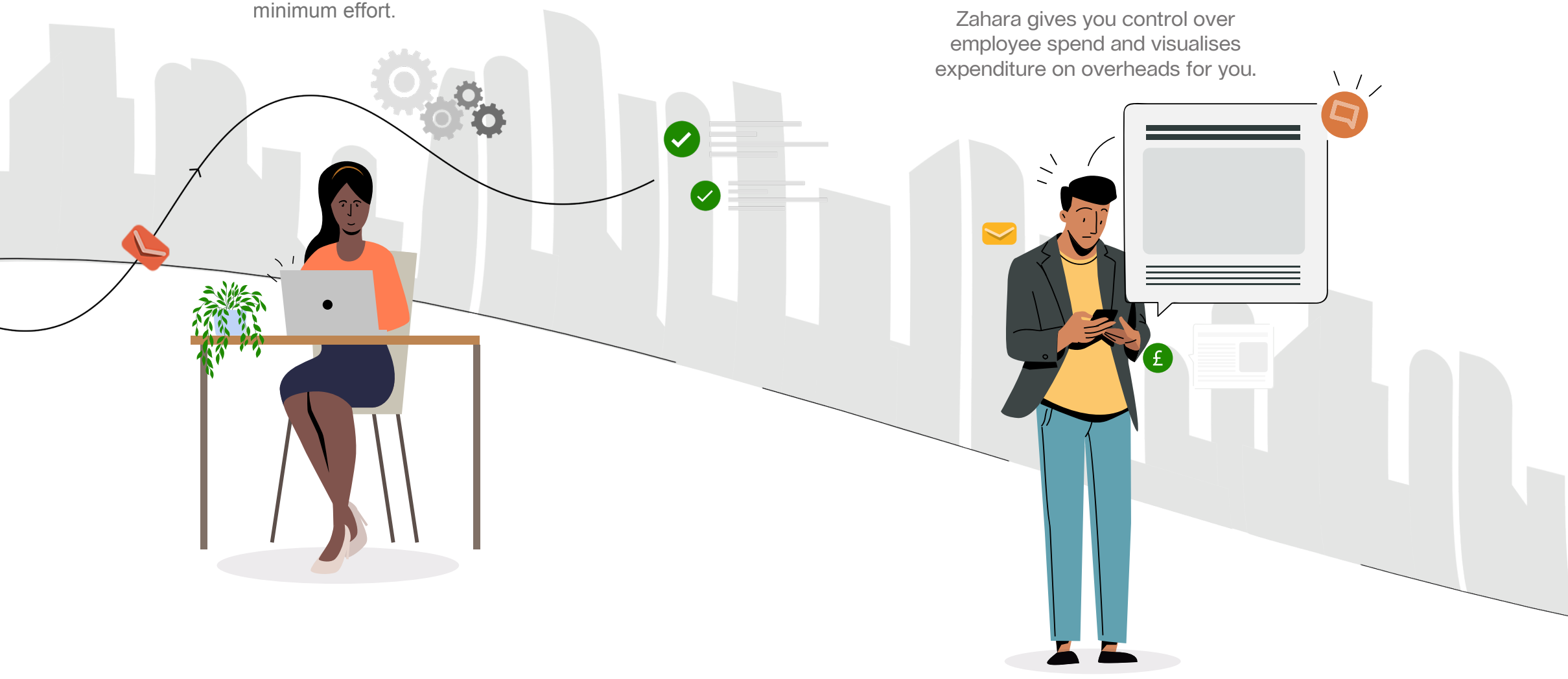


## Invoice Processing

Supplier's invoices are received, routed for approval and paid, with minimum effort.

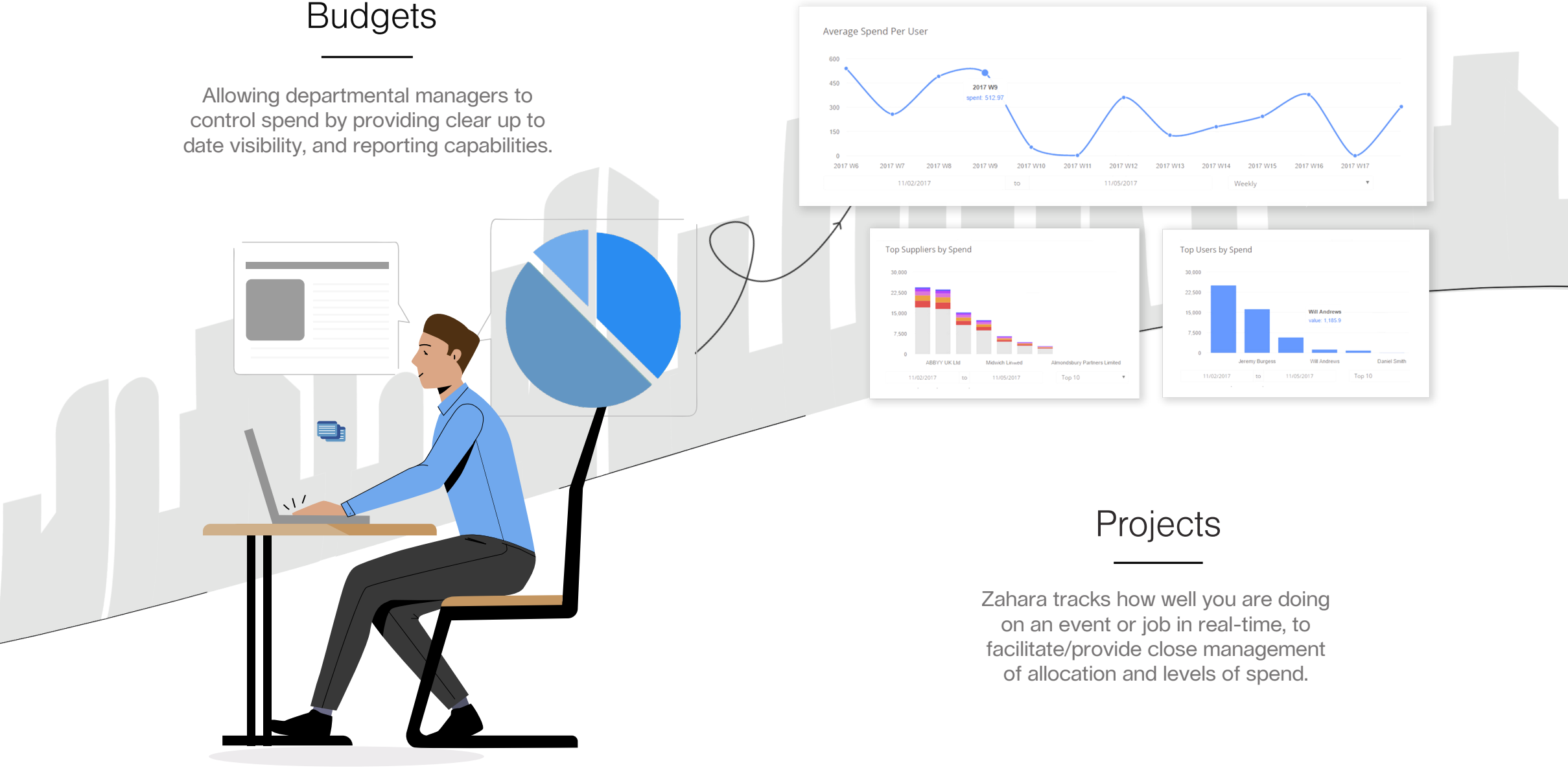
## Purchase Controls

Zahara gives you control over employee spend and visualises expenditure on overheads for you.



# Budgets

Allowing departmental managers to control spend by providing clear up to date visibility, and reporting capabilities.



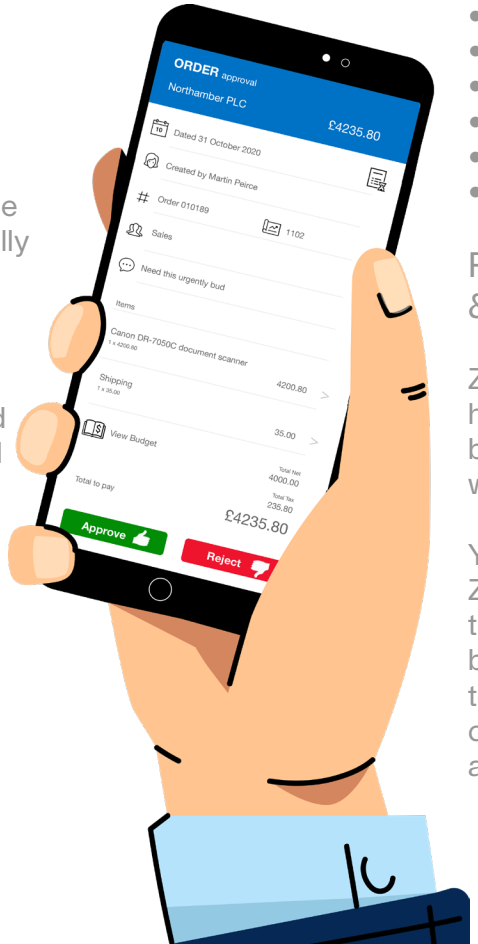

# Projects

Zahara tracks how well you are doing on an event or job in real-time, to facilitate/provide close management of allocation and levels of spend.

# Invoice Processing

Supplier's invoices are received, routed for approval and paid, with minimum effort.

- Email your invoices into Zahara
- Invoices are matched with the suppliers and collected into the invoice inbox where they can be quickly and easily processed.
- If the invoice has a matching Purchase Order, Invoice Express will bring over the PO line items so it is all fully coded and preapproved. At which point the invoice is automatically sent for any required approvals via customised workflows.
- Zahara world-class workflows platform can be used to route the invoices to the right person for approval - it could be no approval is required and the invoice simply needs to be paid. Approvers can approve directly from their emails or from Zahara's Individual Approval Dashboards, meaning there are no delays to supplier payments.



# Purchase Controls

Zahara gives you control and helps to manage your buying with pre-spend approvals. We also visualise it for you.

- Create multi-step approval processes
- Numerous conditions for complete control
- Group approvals with dynamic allocation
- Raise and create requests in Zahara
- Bulk-upload orders from third-party systems
- Control pricing and preferred vendors
- Cloud-based purchase requisition system
- Approve supplier invoices with an approval workflow
- Create departmental and project budgets

## Reduce Waste, Reduce Fraud & Improve Profits

Zahara is good for the bottom line. With departmental heads approving spend before it's committed, you will be able to catch wastage and detect potential fraud - whether that's internal or external.

You can control pricing and the choice of suppliers. Zahara is about moving the approval process away from the invoice - when the service or goods have already been delivered, but instead, to when an individual wants to buy something. With the option to use Budgets, you can also empower buyers to spend within their limits yet approve over-spend automatically.

# Budgets

Control your buying with departmental or project Budgets, managing and administering spend with flexibility.

- Create departmental or project budgets
- Decide on period - weekly to indefinite
- Decide on granularity - GL Codes / Cost Codes / Absolute amounts
- Set additional approvals based on budget breach
- Track budget performance - every purchase can show the budget state
- Set alerts for Budget creep
- See in real-time how the budget is performing
- Empower your staff to buy within set parameters

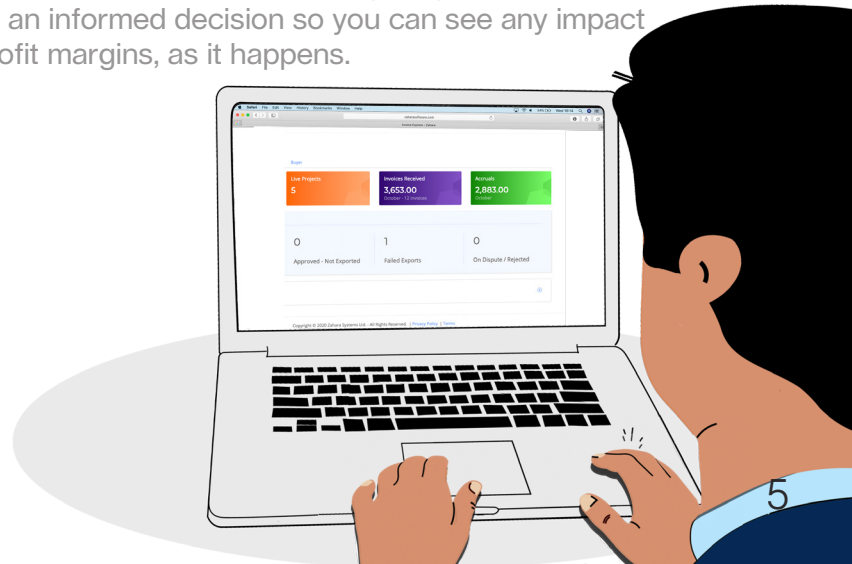
Whether you are running a festival for example or running construction sites, or just wanting to give your departmental teams more autonomy, Zahara's budgets really helps control spend. You can set the period and granularity, and adjust the spend as you need to. You can enable monthly carry over or set absolute amounts. And if a budget is exceeded, customisable approval processes can trigger automatically. Having a clear view of who's buying what, is the core principle of Zahara. But setting out in advance how much can be spent, allows the buyers to work within an easy to use framework. This is the path to control, which then leads onto profit. There will always be emergency spend requests, but real-time budgeting will allow you to make an informed decision so you can see any impacts as it happens.

# Projects

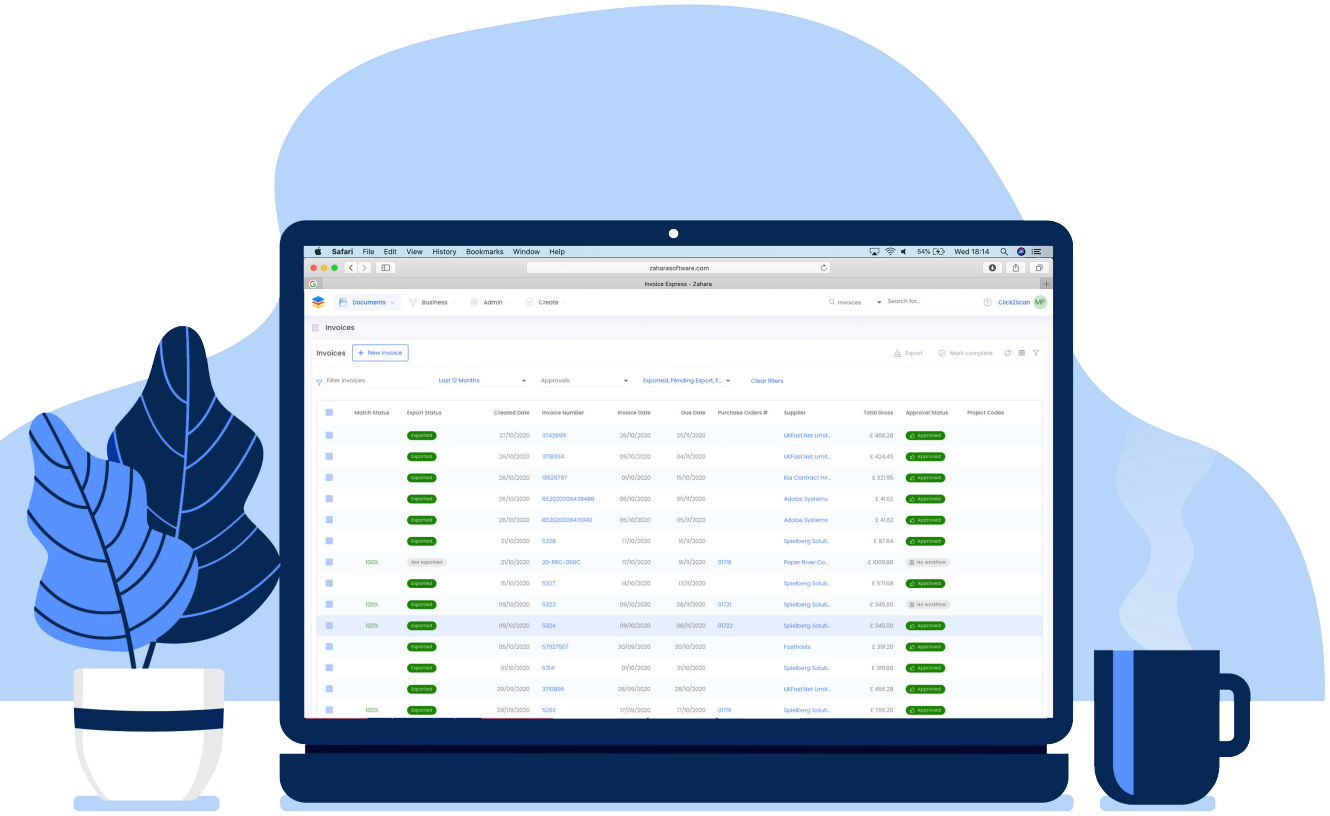
Controlling expenditure can make all the difference to achieve success for any project.

- Create projects for specific spend allocation
- Start and end dates
- Job reporting and spend amounts
- Project budget by Value, Account or Cost Code
- Immediate raising of PO's via mobile app

For example, on a new construction site the difference between success and failure of the project, is the amount of spend. Having a clear view of who is buying what for the project, is the core principle of Zahara. But setting out in advance how much can be spent, allows the buyers to work within an easy to use framework. This is the path to control which then this leads onto maximising profits. There may be unforeseen spend requests within any project, but real-time project budgeting will allow you to make an informed decision so you can see any impact on profit margins, as it happens.



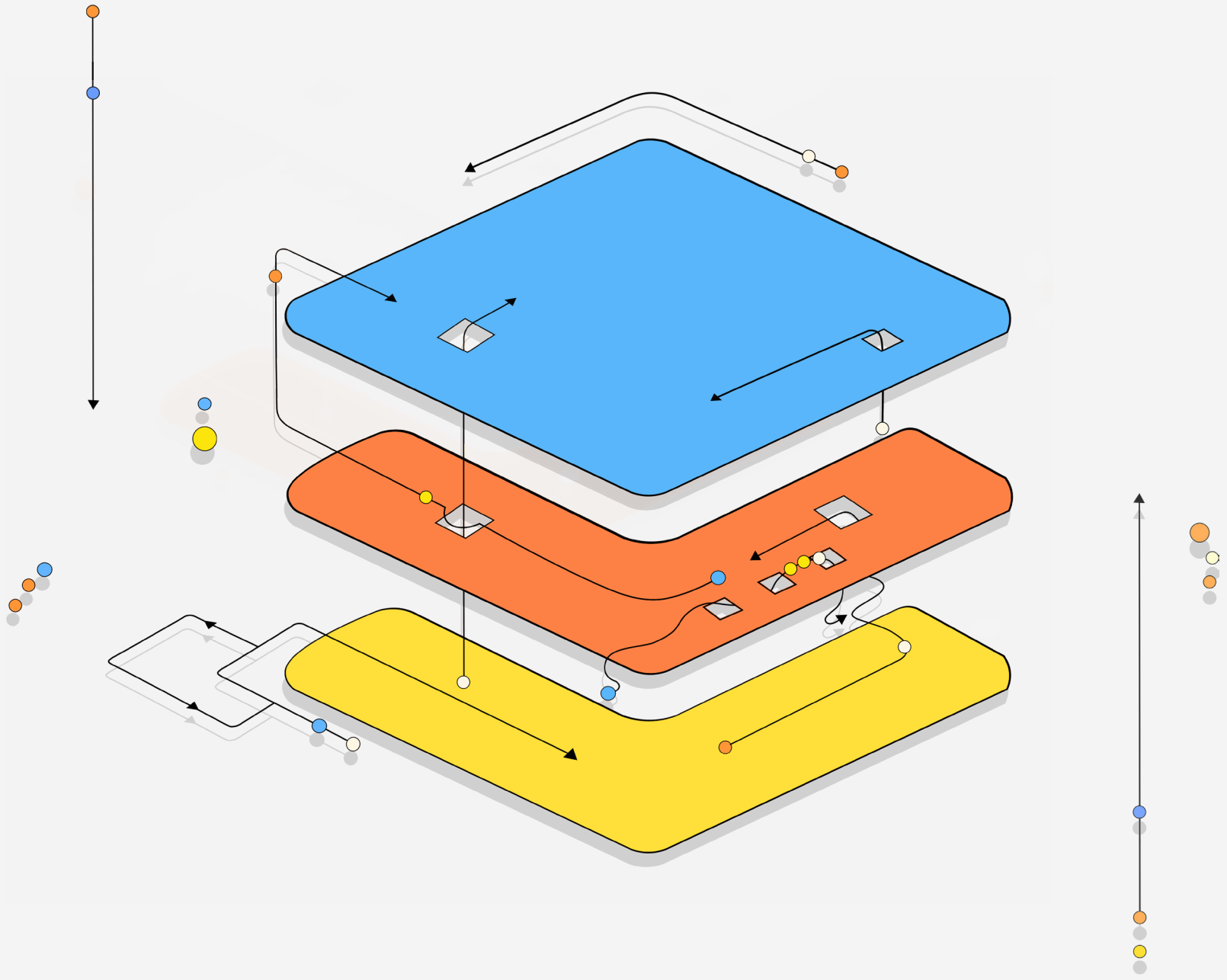
# Why Zahara?



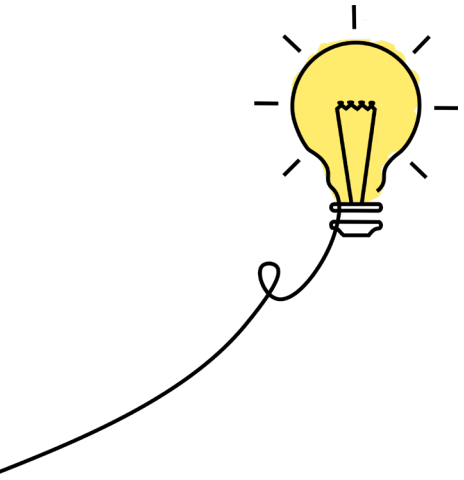
Many businesses have no formal control over their company spend. They find their purchase ordering system too complex, or too focused on stock, so they make do with a clunky spreadsheet or a badly designed Word document. We knew we could make something better, simpler, and beautiful.

Zahara automates the Accounts Payable, streamlines processes, and is all about approvals. When colleagues need to buy, they can raise a request and track its progress though 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 Finance team will have more control and higher visibility of spend, enabling them to pay vendors faster. Your buyers will also be more efficient with faster ordering.

Zahara is perfect for organisations that lack control of spend, especially those operating across multiple sites, or running numerous concurrent projects, e.g construction, hospitality, healthcare, etc. Built from the ground up for ease of use and fast to deploy, with connectors for many accounts systems, allowing all supplier and nominal codes to be imported easily, as Zahara seamlessly integrates into current systems. Zahara is designed for indirect expenses or costs of sale, and is particularly useful to service based organisations.



Ultimately, our service is designed to bring significant efficiencies to an organization's finance team; providing visibility of spend; controlling expenditure; streamlining processes; automating common tasks. All delivered via a cloud-based system to fully enable remote working, and so allow staff to focus on the business and the real issues that matter.



But Zahara isn't really about us, it's about how our team can help you and your business work smarter.

Please get in touch to book a demo or take a trial of Zahara.

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