# Xara Financials

# User Manual

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## Introduction

***Xara Financials*** is a business management software that a company can use to collect, store, manage and interpret data from many business activities such as purchases and sales, stock movement, quotations and invoicing, payments, inventory management and service delivery.

***Xara Financials*** provides an integrated view of core business processes using common databases maintained within the system. It tracks business resources, cash, raw materials, production capacity and the status of business commitments. The applications that make up the system share data across the various departments (manufacturing, purchasing, sales, accounting, etc.) that provide the data. ERP facilitates information flow between all business functions, and manages connections to outside stakeholders.

## FEATURES

**Fully Documented**

The Xara software is fully documented. It comes complete with a detailed user manual.

**User Friendly**

The Xara software is user centered. It is easy to use and easy to learn even for novice IT users.

**Modular Design**

The Xara software is made up of units and modules. These modules can function independent of each other and also as an integrated system.

**Reliable Support**

We offer reliable customer service and support. If you have an issue that needs to be resolved, please do not hesitate to contact us so that we may provide speedy resolution to your problem.

## SYSTEM REQUIREMENTS

1. Minimum of 2GB RAM.
2. Minimum of 100GB HDD.
3. Operating systems:
    - ✓ Windows Vista, 7, 8, 10
    - ✓ Linux (all distributions) – cloud version
    - ✓ Mac OS

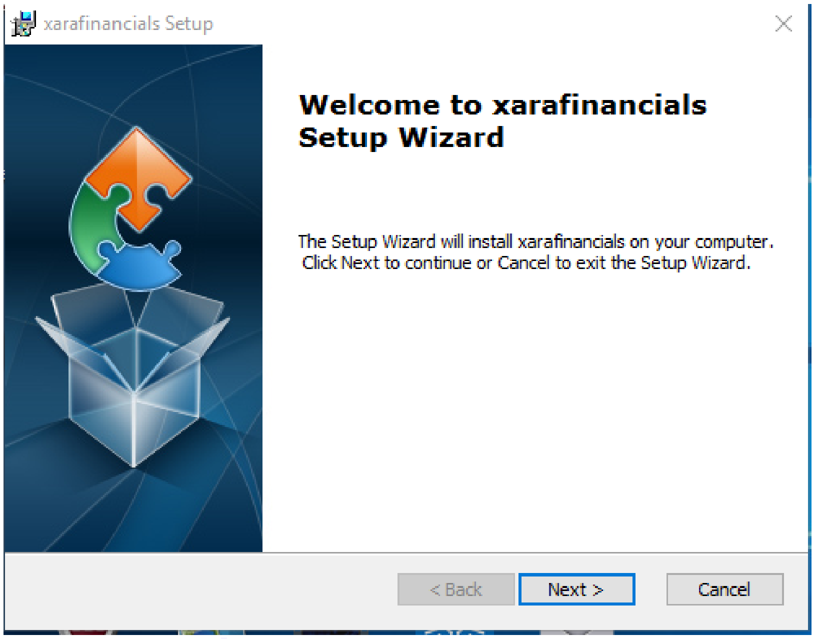


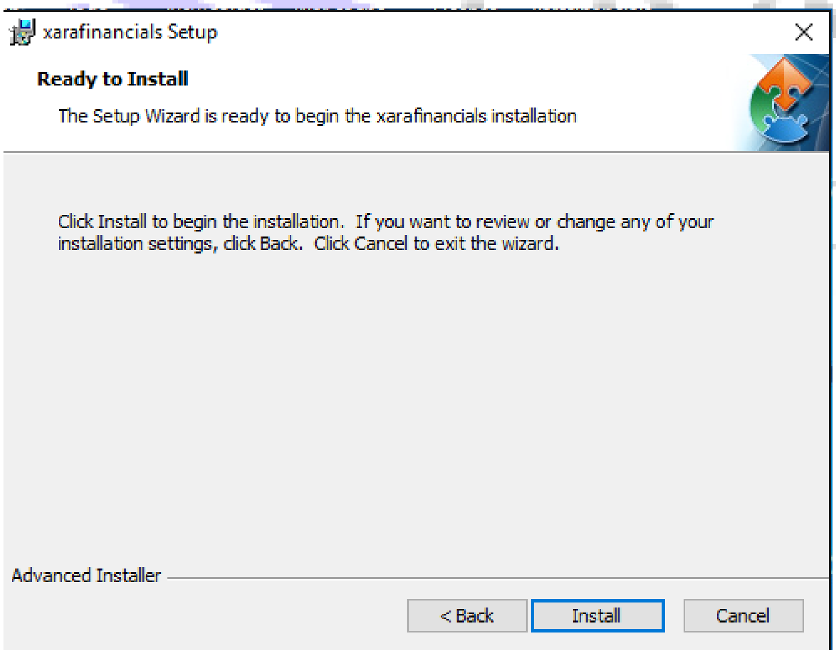
## SYSTEM INSTALLATION

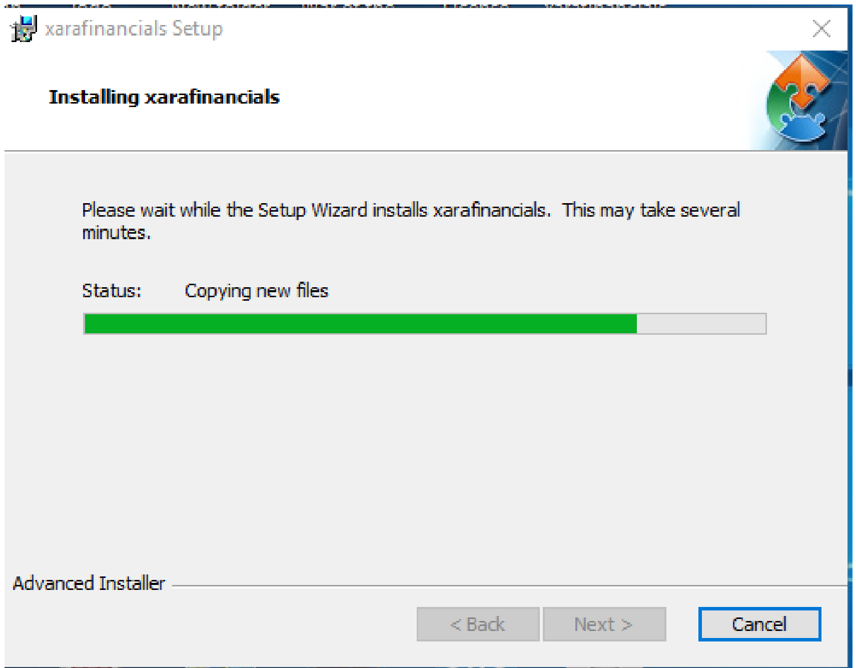
### *On Windows OS*

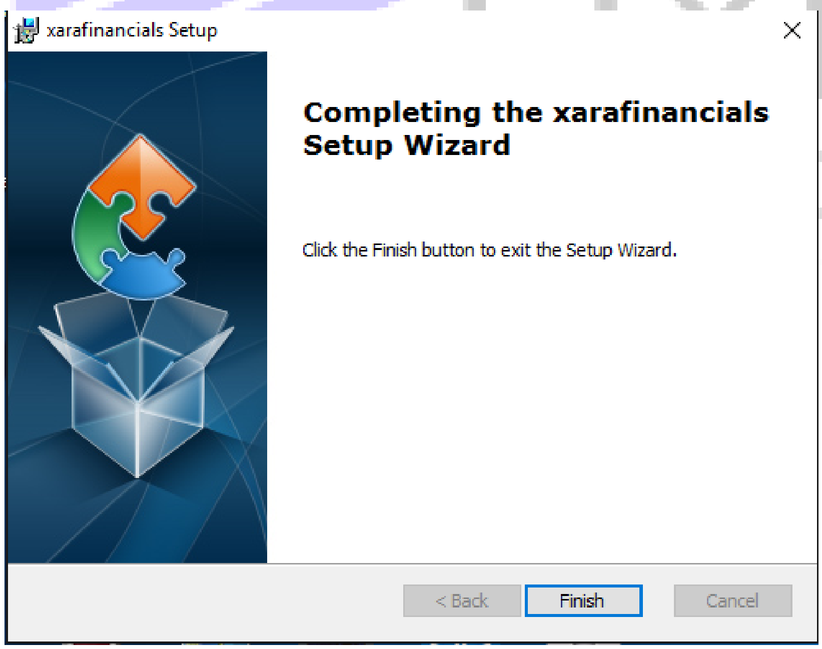
Double click on the executable file to begin the process.

Follow the prompts as given by clicking on *Next* > *Next* > *Install* > *Finish*.


xarafinancials Setup
Welcome to xarafinancials Setup Wizard
The Setup Wizard will install xarafinancials on your computer. Click Next to continue or Cancel to exit the Setup Wizard.
< Back
Next >
Cancel


xarafinancials Setup
Ready to Install
The Setup Wizard is ready to begin the xarafinancials installation
Click Install to begin the installation. If you want to review or change any of your installation settings, click Back. Click Cancel to exit the wizard.
Advanced Installer
< Back
Install
Cancel




## On Linux OS

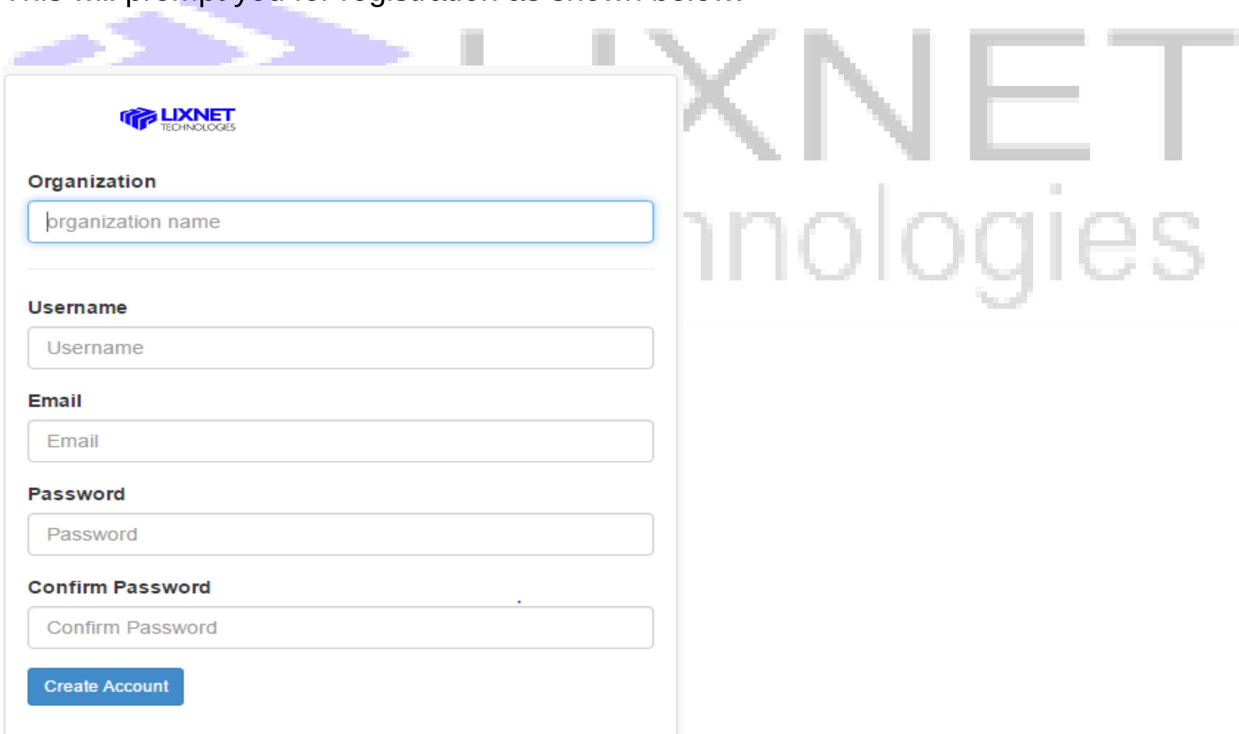
- ✓ First install the LAMP (*Linux Apache, MySql, PHP*) stack in your computer.

- ✓ Copy the *xarafinancials* files folder into *html* directory by accessing it through the path *computer/var/www/html.*
- ✓ This will install the *xarafinancials* system into your localhost apache web server.
- ✓ Access your installed system by typing the url *localhost/xarafinancials* on your browser.

## GETTING STARTED WITH XARA FINANCIALS

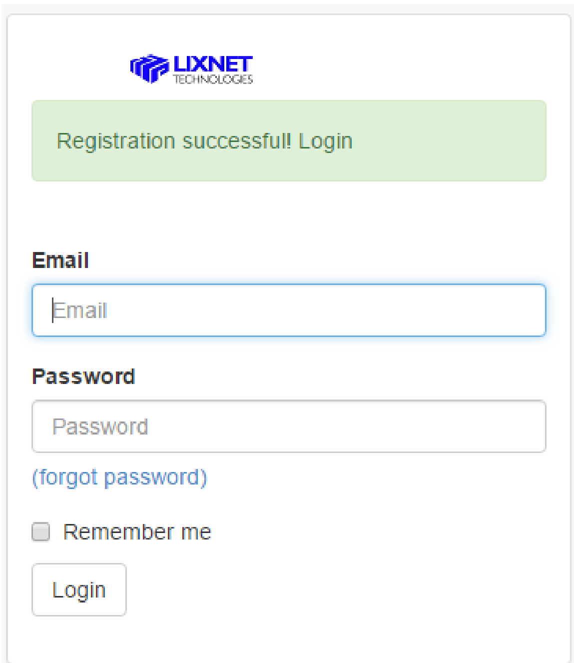
Once the installation is complete on your windows OS, double click on the desktop icon to access the system.

This will prompt you for registration as shown below.

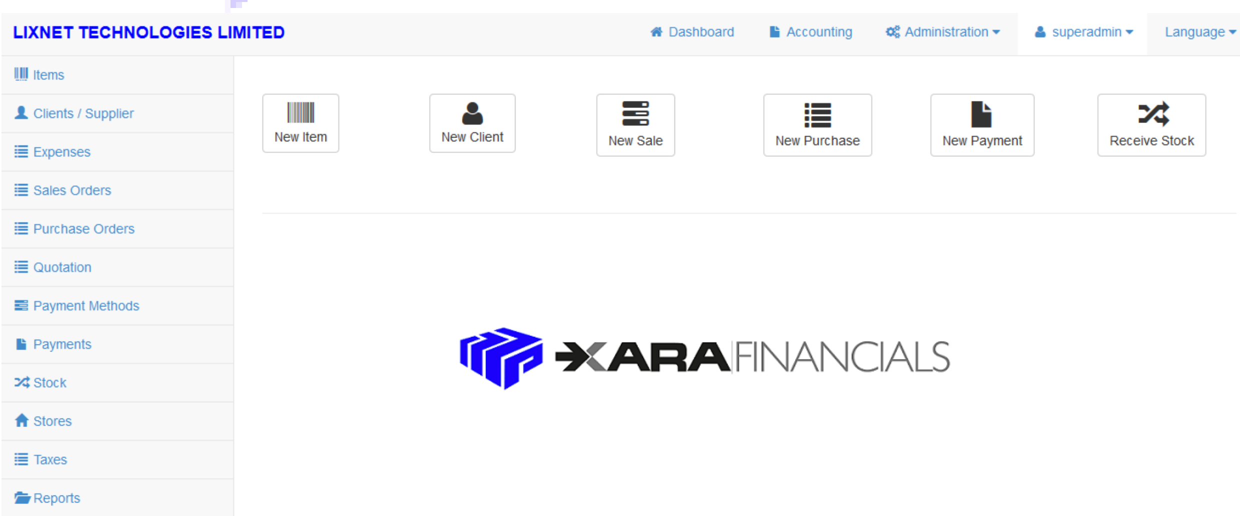



Fill in the details as required above and create a login username and password and then click on create account.

After the registration, you will be taken to the system's login page whereby you can log into the system using the username and password you have created.




The login will take you to the system's dashboard as shown below:



# SYSTEM MODULES

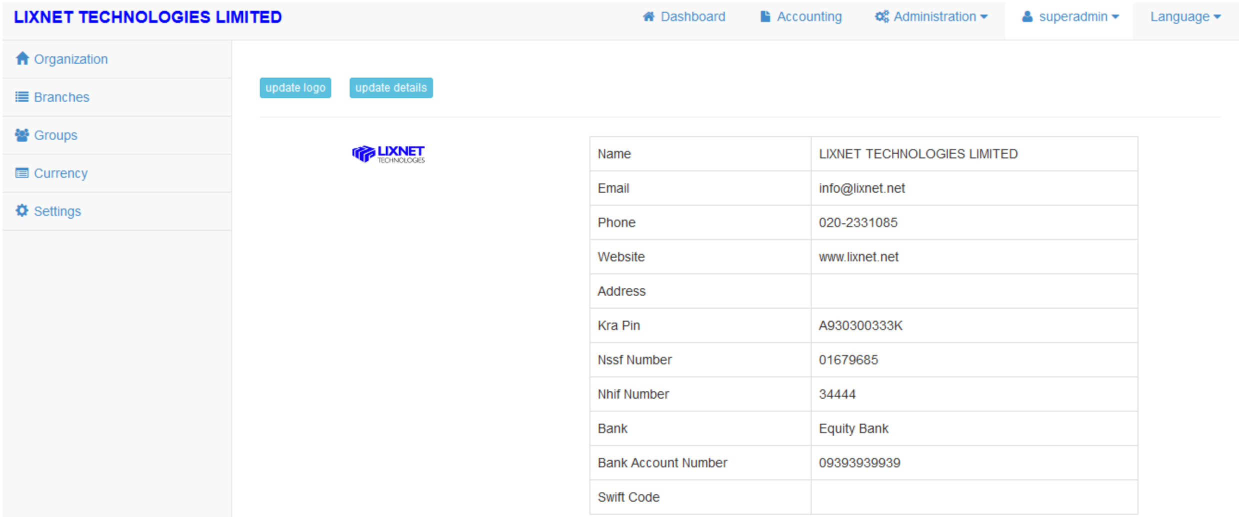
Our XARA Financials system is composed of the following major components.

1. Organization management.
2. System management.
3. Accounting management.
4. Items management.
5. Client management.
6. Expense management.
7. Sales management.
8. Purchases management.
9. Payment management.
10. Stock management.

## Organization Management

This enables you to create and add your organization's information and contact details including updating the logo.

To set up the organization's details go to *administration* > *organization* and fill in the details and update the logo by clicking on the respective links.

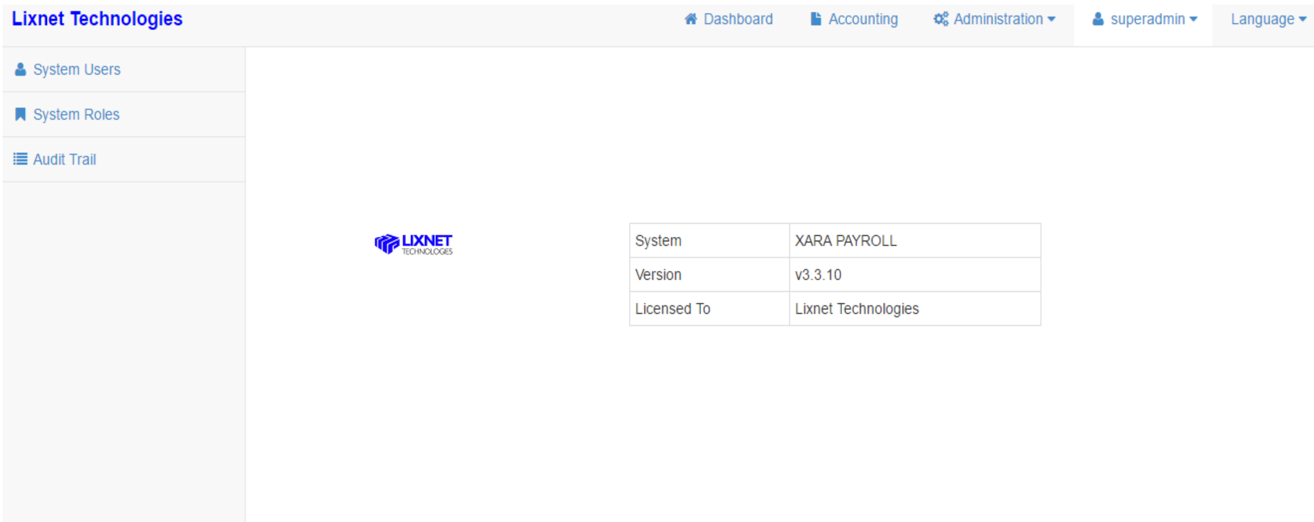



## System Management

System management enables you to create the system roles whereby different roles have different privileges and access levels on the system.

Once you have created the roles, you can then create the system users with individual users falling under the various created roles.

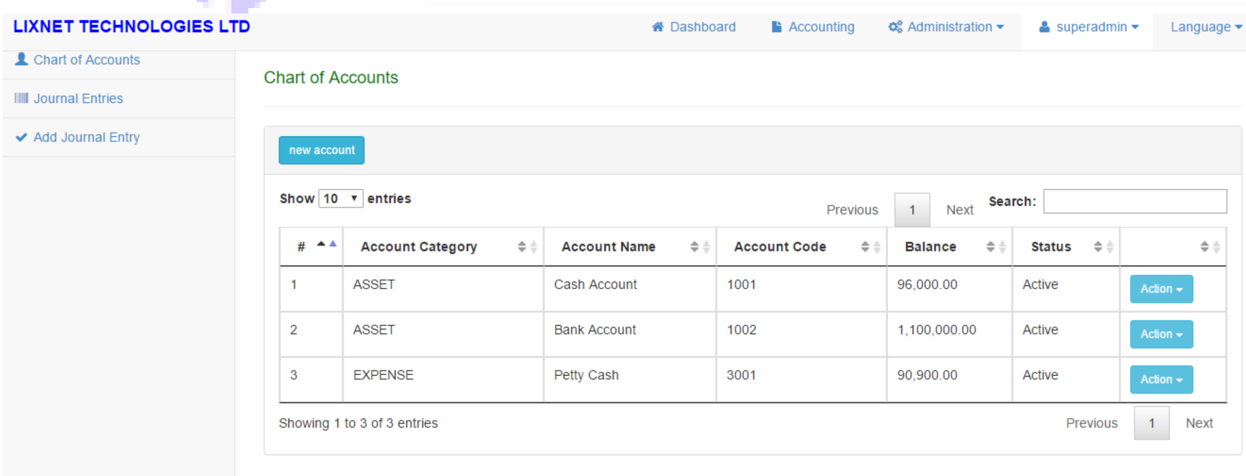
System management also enables you to check the Audit Trails and monitor every single activity within the system and the person responsible for every activity.




## Accounting Management

Under this link you are able to create new chart of accounts for multiple transactions, update and view existing chart of accounts.

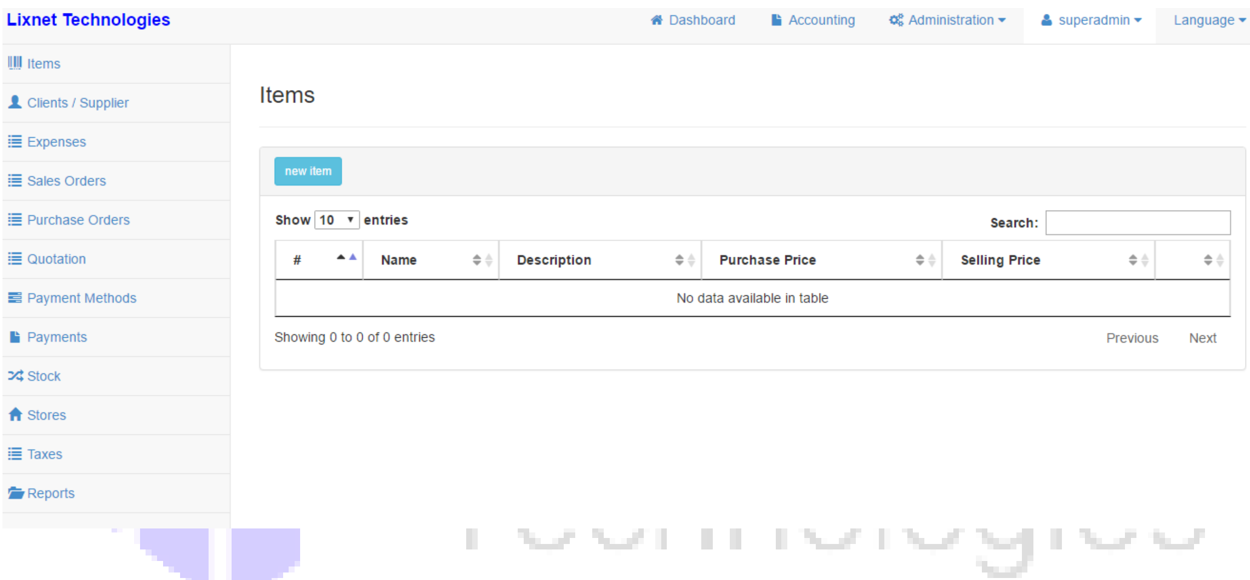
You are also able to add new journal entries and view existing journal entries for individual transactions within the system.



# Items Management

This enables you to create, view, update and delete the items that you deal with in your organization.

To add new items, click on *Items > new item* or *dashboard > new item* and fill in the details as required.

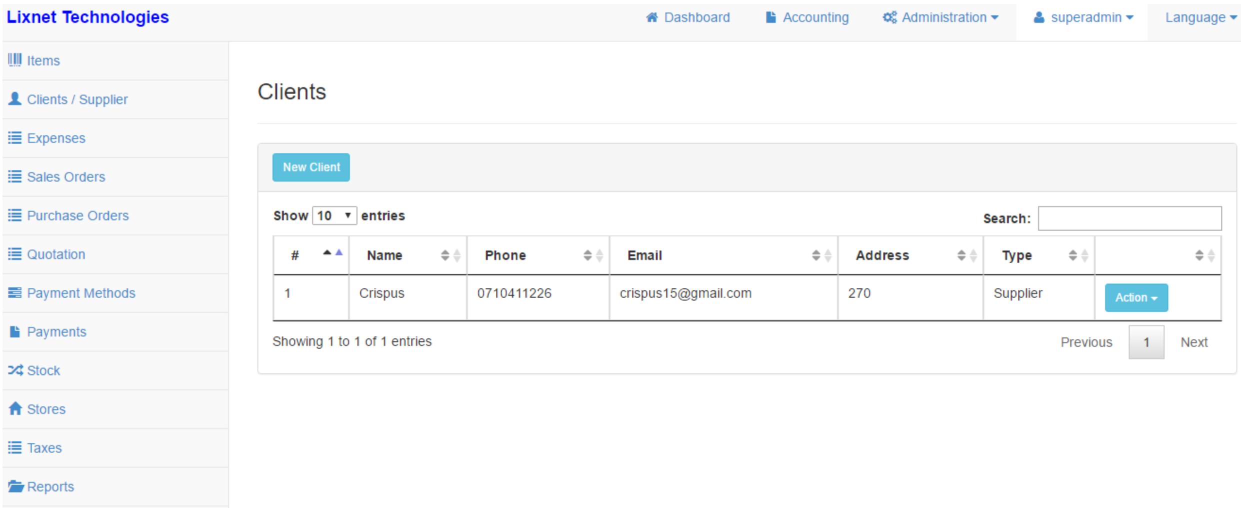



# Client Management

Under this you are able to create new clients, update or even delete existing clients.

The clients can either be customers or suppliers.

To access this, click on *client/supplier > new client* or *dashboard > new client.*

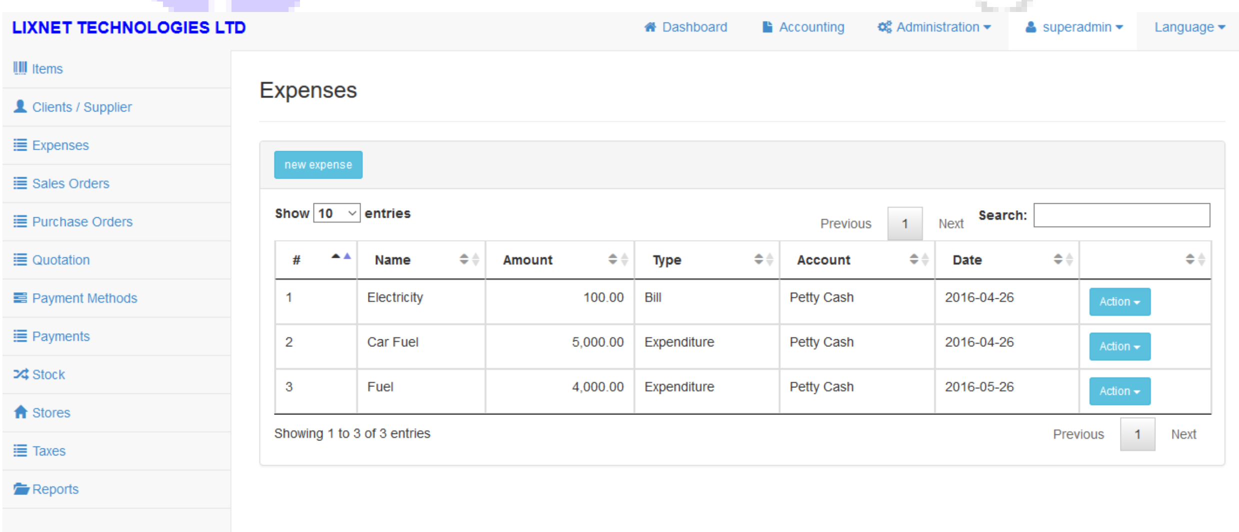



# Expense management.



Under this you are able to create new expenses, update or even delete existing expenses. The clients can either be a bill or expenditure.

To access this, click on *expenses >new expense.*

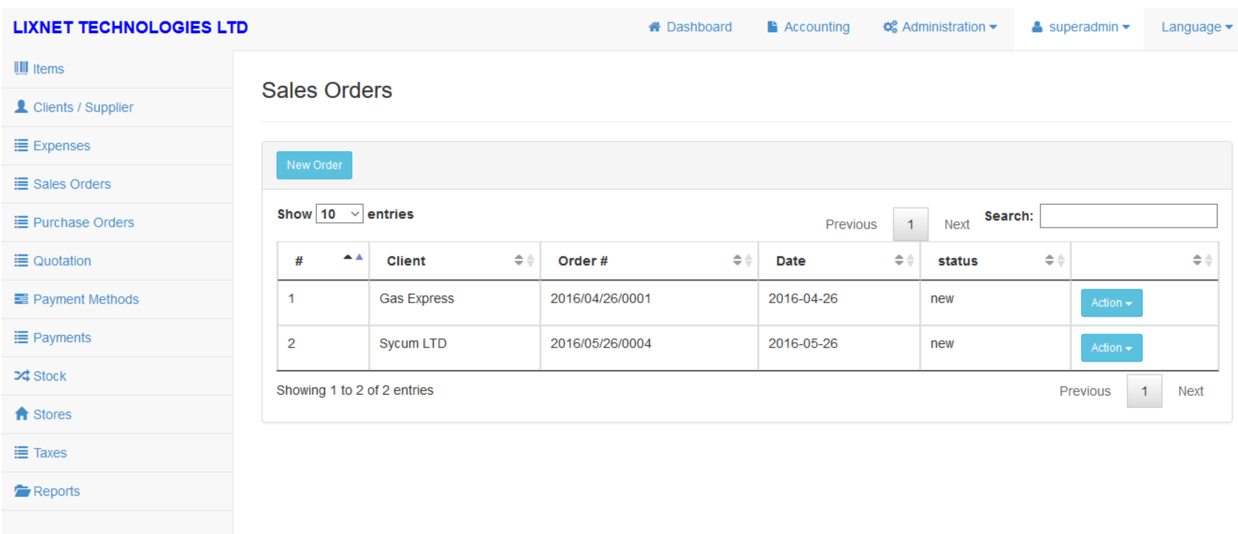


## Sales management

Under this you are able to create new sales orders, view the order status whether new or delivered, cancel an order and also generate sales invoices and receipts. The sales can either be in cash or credit.

To generate an invoice or receipt, click on the action button on the individual order and then select view. This enables you to view the order and also generate invoices and receipts.

To access this, click on *sales orders >new order.*

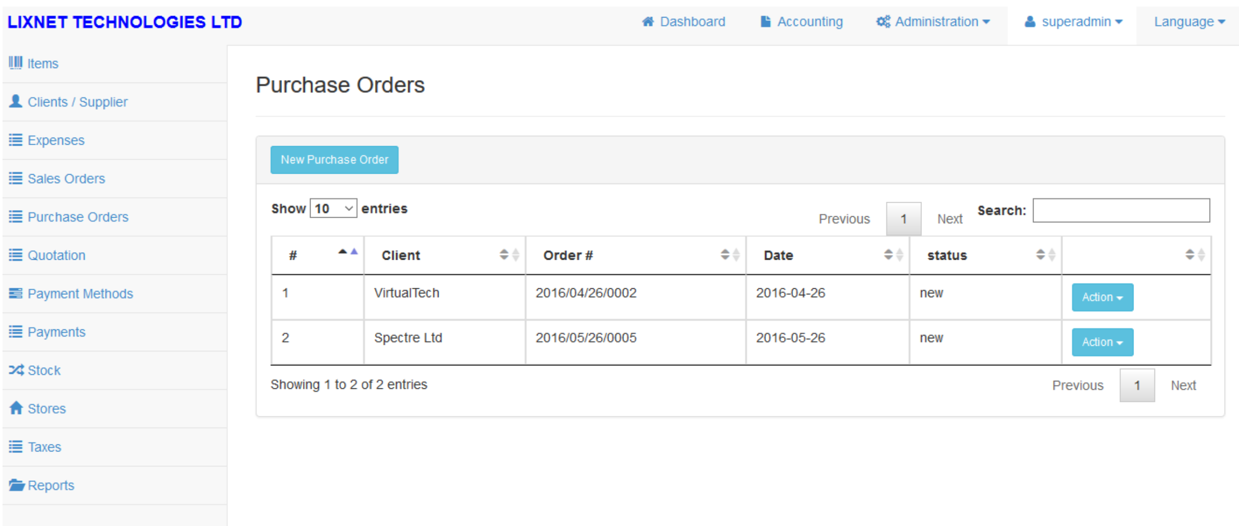



## Purchases management

Under this you are able to create new purchase orders, view the order status whether new or delivered, cancel an order and also generate general purchase orders. The purchase can either be in cash or credit.

To generate a general purchase order, click on the action button on the individual order and then select view. This enables you to view the order and also generate the general purchase order.

To access this, click on *purchase orders >new purchase order.*



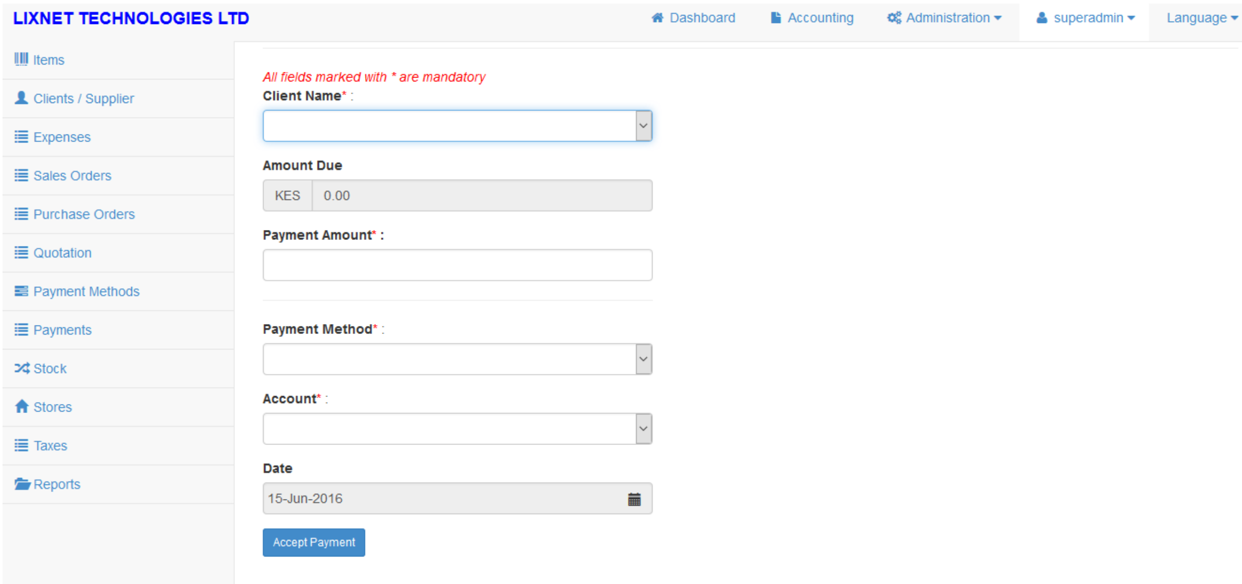

## Payment management

This module enables you to make and receive payments to customers and from suppliers.

The system automatically picks the amount due to a client once you select the client's name.

You can also update or delete individual payments.

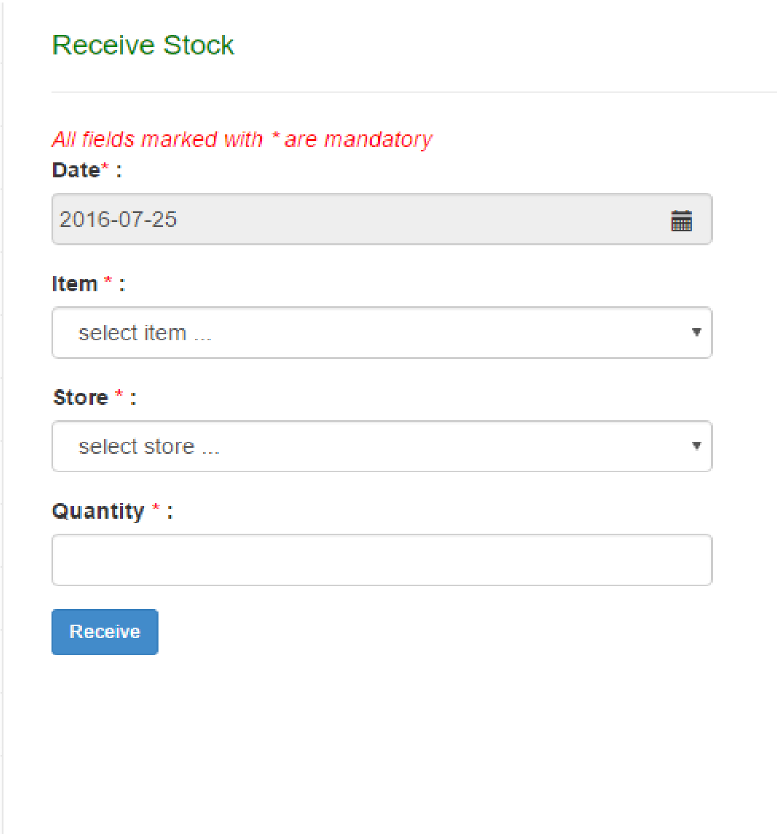
To access this, click on *Payments>new payment.*




## Stock management

This enables you to receive and update the existing stock levels.

To update stock, go to *Stock* > *receive stock* and fill in the required details.

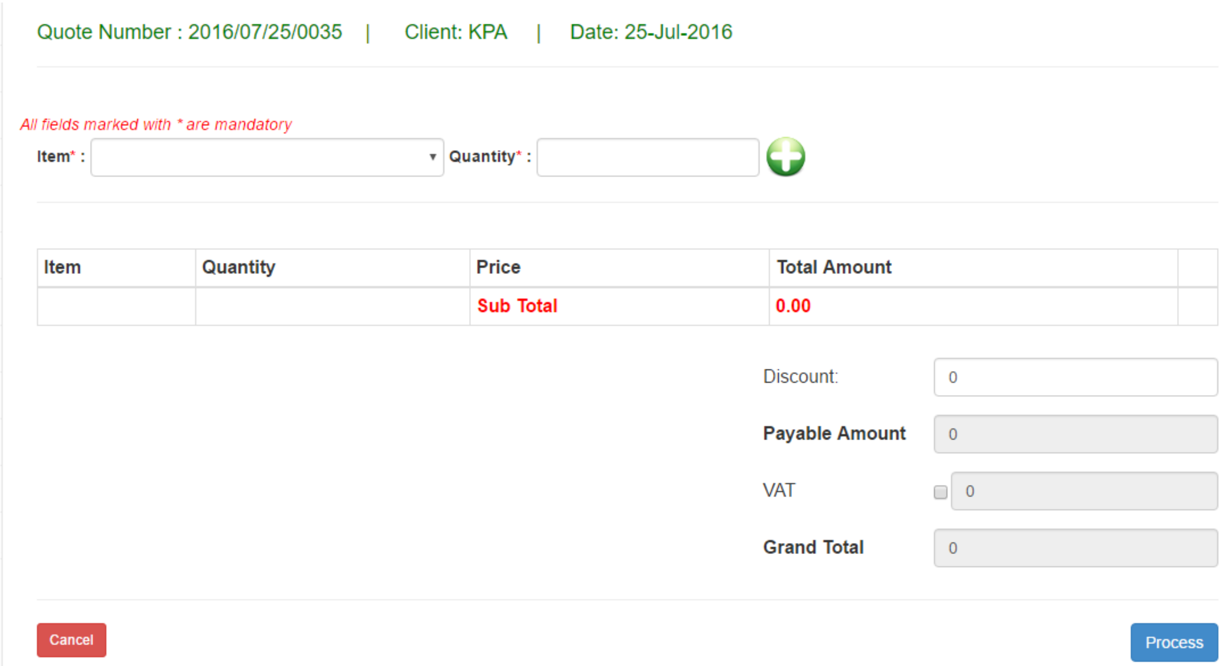


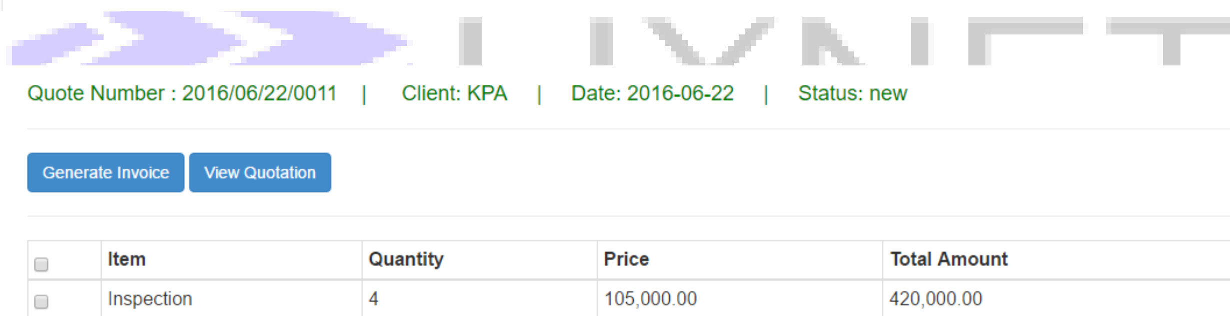

## Quotation Management

This component enables you to generate both quotations and invoices.

To access this, go to *quotations > new quotation* and fill in the details as required.

To view, save or print the quotation/invoice, click on the action button and then select view. This will take you to links to generate both the quotation and the invoice.




## Reports Management

This component enables you to generate various reports based on your transactions.

The reports include: sales report, purchases report, payments report, expense report, stock report, financial reports.

XARA FINANCIALS

# Erp Reports

- Sales
- Sales Summary
- Purchases
- Clients
- Items
- Expenses
- Payment Methods
- Payments
- Stores
- Stock report
- Price List
- Account Balances
- Blank report template