School User Guide (Android)



Connecting your business to payments

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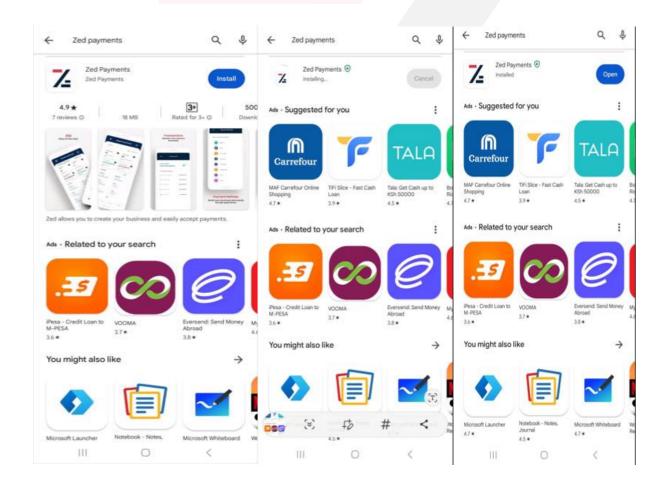


Zed Sign Up Process via Mobile

Welcome to Zed! Here's a simple guide to help you sign up, receive your login details, and even change your pin.

1. Installation:

- i. Open the Play Store on your Android device.
- ii. Search for 'zed payments' and click on 'Install.'
- iii. Wait for the app to download.



2. Sign In:

- i. Once downloaded, open the Zed app on your phone.
- ii. You will be directed to the sign-in page.
- iii. Choose your preferred sign-in method: Google, Facebook, Phone number, or Email.
- iv. Enter the 4-digit PIN sent to your email and WhatsApp during registration.

	L L L	← V
	Let's Sign you in!	Let's Sign you in!
	Select your preferred method and signin with us	access your account.
	G Sign in with Google	Phone Number*
Zed	Sign in with facebook	+254 712345678
Easy all the way!	Sign in with phone number	PIN*
	Sign in with email	Forgot PIN?
	Don't have an account? Sign up.	
		Sign in
Version: 2.9.2	III O <	
III O <		

3. PIN Reset:

- i. After successful login, you will be prompted to change your PIN for security purposes.
- ii. To reset your PIN:
 - a. Enter your current PIN as the 'Old PIN.'
 - b. Set a 'New PIN' of choice.
 - c. Confirm the new PIN.
- iii. Click the 'Reset' button.

	Reset your Pin		F	teset your Pin	
Reset your Pin			Reset your Pin		
Old Pin *		Θ	Old Pin *		o
New Pin *		Θ	New Pin *		o
Confirm Pin *		o	Confirm Pin *		•
	RESET			RESET	
111	0	<	111	0	<

4. Login with New PIN:

- i. Your PIN is now updated successfully.
- ii. Use the new PIN for future logins to the Zed App.
- iii. Now, you can either create or join a business.
- That's it! You're all set to explore and use Zed for your business needs.

School Set Up in Zed – Mobile

This guide aims to help schools set up their business on ZED by creating their service categories, adding payment options, parents and students.

Selecting A Business.

- i. Open your Zed App and sign in.
- ii. Click on the 'Create Business' button.
- iii. Click on 'Add Business'.
- iv. Choose your business type as 'School/University/College', and kickstart the setup.

<i>≡</i>	🚍 Menu	4	← Business Type
Search Image: Constraint of the cons	Businesses Add Business Requests to Join Businesses Approve Join Requests My Businesses Branches		Select Business Type School/University/College Rental Barber Shop/Salon and Spa Pharmacy Hardware Liquor shop Retail shop Wholesale shop Wholesale shop Manufacturer Suppliers and Vendors Distributors Service Station Eatery, Bar and Restaurant Rental Vetenary Events

School Details

- i. In the list of School Types, choose the one that best describes your institution:
 - University/College
 - Secondary School
 - Kindergarten/Junior High School
 - Primary School
- ii. Click the 'Start' button.
- iii. Enter school details, including name, phone number, email, address, country, and currency.
- iv. Click 'Next' and proceed.

- Business Types		÷	Set up business
Select School-Type		Set-up y	our business
University/College Add supplier name, contact details and location.	>	0	Add School Details
Secondary Junior and Senior Secondary levels (Grade 7-12)	>	0	Streams & Grades
Kindergarten/Junior/High School Elementary school (PPI, PP2), Lower and Upper Primary Levels (Grade 1-6)	>	3	Create Service Categories
Kindergarten Elementary school (PPI, PP2), Lower and Upper Primary Levels (Grade 1-6)	>	0	Create Services
Primary School Elementary school (PPI, PP2), Lower and Upper Primary Levels (Grade 1-6)	>	6	Payment Options
		6	Add Parent/Guardian and Students
			START

<u>Logo</u>

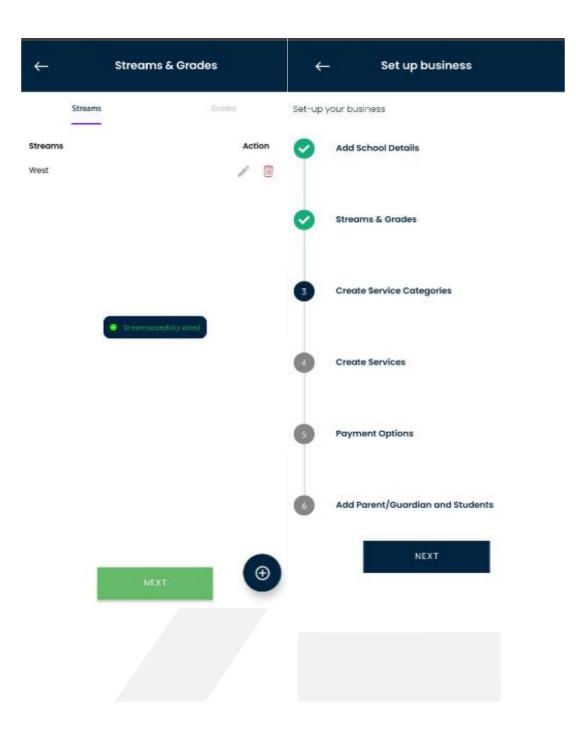
- i. Click the edit icon at the top right to add the school logo
- ii. Use the plus (+) sign to upload from your device.
- iii. Click 'Upload' and then 'Complete' upon successful upload.
- iv. Click 'Next' to advance to the next step.

← School Details	← Set up business	← Upload Logo
	Set-up your business	
Business Logo	Add School Details	
School Type Primary School	2 Streams & Grades	Upload your Logo Have a business logo? Upload it now!
School Name Ashtan Primary School		
YT Phone Number +2545252556636	Create Service Categories	
Email ashtonpry@gmail.com	Create Services	+
Location Georgia		 Accepted file formats: .png or .jpg Recommended size: 350px by 180px
Country Kenya Currency	Payment Options	Max. File size: IMB
KES	6 Add Parent/Guardian and Students	
Edit Complete	NEXT	Upload

Grades & Streams

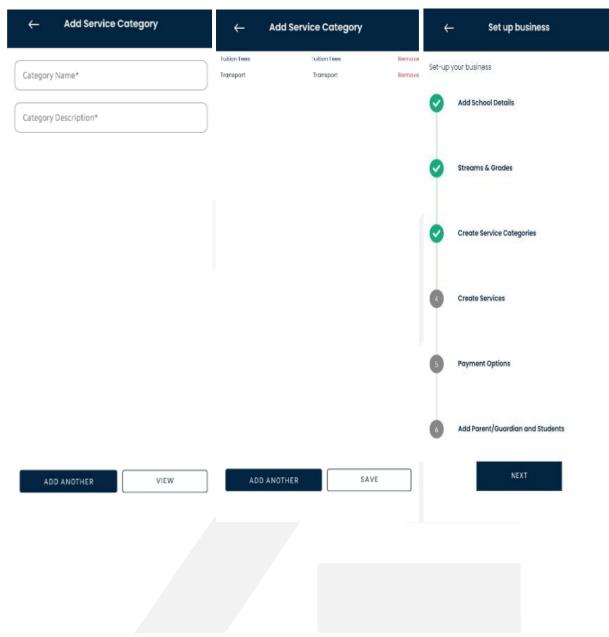
- i. Depending on the school type selected, the system will auto generate the grade levels associated with it.
- ii. Use the plus (+) sign to add streams. Input the name of the stream and click 'Add'.
- iii. Add as many as required.
- iv. Click 'Next' to advance to the next step.

← Streams & Grades ← Add S	Streams
Streams Grades Streams Grades	
Default Grades Streams Action	
Ciass 1	
Closs 2	
Class 3	
Class 4	
Cices 5	
Class 6	
Ciass 7	
C/ass 8	
COMPLETED	
No Streams Found, Please Add Streams	
No straums round, Plause Add Straums	
NEXT NEXT OF ADD ANOTHER	ADD



Service Category

- i. Enter the name and description of the service category.
- ii. Click "View" and 'Save'.
- iii. Add as many as required.
- iv. Click 'Next' to proceed to the next step.



Adding Services

- i. Enter the service details including the service type & category, amount type & price, grade & term, and service description.
- ii. Click "View" and 'Save'.
- iii. Add as many as required.
- iv. Click 'Next' to proceed to the next step.

←	Add Service	~	Add Service
Service Na	me*	Closs 1 Term	1 Fee
Service Cat	tegory* -	Service Category* Tuition Fees	-
Grade	▼ Term ▼	Grade Class 1	▼ Term Term 1 ▼
Amount*		Amount*	
Service Des	scription*	Class 1 Term	
This serv	vice can be requested.	This service	can be requested.

ADD VIEW(1) Add Service Set up business ← Tuition Fees Closs 1 Term 1 Fee Fixed KES 20,000 Remove Set-up your business Tuition Fees Class 1 Term 2 Fee Fixed KES 20,000 \bigcirc Add School Details Remove Streams & Grades ~ Create Service Categories Create Services Payment Options Add Parent/Guardian and Students SAVE

Payment Options

- i. Choose from payment options: Cash, M-Pesa, Card, Banks, E-Citizen, PayPal, and MTN MoMo.
- ii. Click on your preferred option, input required details, save, and click'Done'.

a		(Payment	Options
~	Payment Options			
Add at least I paym	ent method:	Add at leas	t I poyment method:	
۲	-			- Querra
Cash	Mpesa			
			(!	
6			Activate Cash	Payment?
Card	Banks			te Cash as your payment
		0.000	mode?	
PayPal	MTN Morriso	CA	NCEL	ACTIVATE
Ecitizen				
			DONE	
	DONE			
		111	0	<

← Payment Options		←	Set up business
Add at least 1 payment method:		Set-up your l	business
Cash Mpesa		Ad Ad	d School Details
		Str	eams & Grades
Card Banks		Cre	eate Service Categories
PayPal MTN Morro		Cre	ate Services
		🕑 Pay	yment Options
		6 Ad	d Parent/Guardian and Students
Updated Successful			SKIP
III O	<		

Add Parent/Guardian and Students

- i. Enter parent/guardian details including name, gender, phone number, email address and physical address.
- ii. Click 'Next' button.

- iii. Enter student details including:
 - Admission number
 - Admission date
 - Name
 - Date of Birth
 - Gender
 - Grade & Stream
 - Term
 - Additional information if any
- iv. Click 'Add' button
- v. Follow the same procedure to add more parents/guardians and students.
- vi. Click 'Done'.

- Add Parent / Guardian	← Add Student
Add Primary Parent/Guardian <mark>(compulsory)</mark>	Admission Number *
First Name *	Admission Date*
Gender -	
KE +254 - Enter Phone Number	First Name *
Email Address	2024-04-18
Physical Address	Gender
	Grade 🔹 Stream 👻
	Term
	Additional Information
BACK NEXT	ADD ANOTHER ADD

÷	Add Student	←	Set up business
Admission Number		Set-up you	r business
Admission Date*	•	A	dd School Details
First Name *	Last Name *	🕑 s	treams & Grades
Date of Birth*	•	•	reate Service Categories
Female	▼		reate Services
Class 1	▼ West ▼		
Term 1	▼ Schooling Day Scholar ▼	•	ayment Options
Additional Inform	nation		dd Parent/Guardian and Students
ADD A	ADD		DONE

4 Your institution is now set to thrive with ZED.

Invoices (Schools) - Mobile.

Creating Invoices

This guide provides instructions for schools on how to use Zed to generate invoices and share them directly to parents.

To accomplish this:

- i. Log in to your Zed account.
- ii. From the main menu, select "Parents" then click on the "Invoices" option, which will take you to the landing page.
- iii. Click the "Create Invoice" button and choose between creating batch invoices by grades or by students.

C	Oirector		4	÷	Invoices	
	Businesses	~		Approved	Pending Approval	Declined
0°	Users		. 0	Batch List		Invoice List
:=	Grades & Streams		-			
But	Stoffs					
0	Parents	^	· •			
	Parents/Guardiane		•			
	Studients					
	Involces		2024 >			
	Receipts					
2	Sarvicas	~	ant			
o	Payment Set-Up					
0	Reports	~	ure:		No Invoices found.	
\$	Configurations					
0	About Zed		une "			
[→	Logout					
				- 1	CREATE INVOICE	1
	(UAT) Version 37.8.6		Parents	-		

To create invoice by Grade:

- i. Click "Grades" and select the desired grade and term of the students for whom you want create invoices.
- ii. Click the 'Generate' button.
- iii. After generating the invoice batch, go to the "Pending Approval" section to approve the batch.

←	Batch Invoices		~	Batch Invoices	
Create Batch Invo	ice		Generate Invoice	e Fees	
Grades		>	Grade		•
Students		>	Term		•
			leini		•



÷	Batch Invoices		÷		Invoices		
			Approved	P	ending Approval.	De	clined
Generate Invoi	C6:Fees		Batch No	Total Impices	Tetal Amount	Created On	Action
Class 1		•	AshtonPrimaryS chool_1	1	KES 20,000	04/18/2024	
Term 1		-					
				_			
				•	Success created		
	GENERATE (1)						

- v. Tick the action box and click the 'Approve' button.
- vi. Select 'Proceed' option.
- vii. Batch will be successfully approved and invoices sent to parents/guardians via email and WhatsApp.

zed

← Invoi	ices	~	Invoices	
Approved Pending A	Approval Declined	Accessed	Pending Approval	(Define)
Batch No Total Invoices Total A	Amount Created On Action	Bellevier.	Teleformen Development	Line of the second
AshtonPrimaryS 1 KIS chool_1	20,000 04/18/2024	Authorithmens 5	1 422.2000	84762304 🔛
			0	
			Batch(s) Approv Total Number Of Invo	
		By appro	oving this batch(s), involu respective parent	es will be sent to the (s).
		1 1	NOTE: This action cannot to Do you want to proc	
		c	ANCEL	PROCEED
			_	
Decline(1)	Approve(1)	Dec	line(1)	Approve(1)
_				_
	←	Invoices		
	Approved	Pending Approval	Declined	
	Batch List		Invoice List.	
			voice Due Amount Due	
	chool_1	KES 20,000	1 XES 20,000	
	• •	atch approved, Email sent		
	C	REATE INVOICE	l	

To create invoice by students:

- i. Click on "Students".
- ii. Select the student's name by checking the corresponding box.
- iii. Choose the services linked to the student and click on "Generate".

← Batch Invoices		← в	atch Invoices	
Create Batch Invoice		Generate Invoice: Sele	ct Students Q. Search	
Grades	>	Admission No	Student Name	Grade
Students	>	I00A	Jane Doe	Closs I
			Next	
		_		

← Bo	itch Invoices		←	Batch Invoic	es
Generate Invoice: Selec	t Students		Generate	Invoice: Services	
Select Grade 🛛 👻	Q, Search			Service Name	Involce Amount
Admission No	Student Name	Grade		Cigas 1 Term 2 Fee	KES 20,000
100A	Jone Doe	Closs I		Closs 1 Term 1 Fee	KES. 20,000

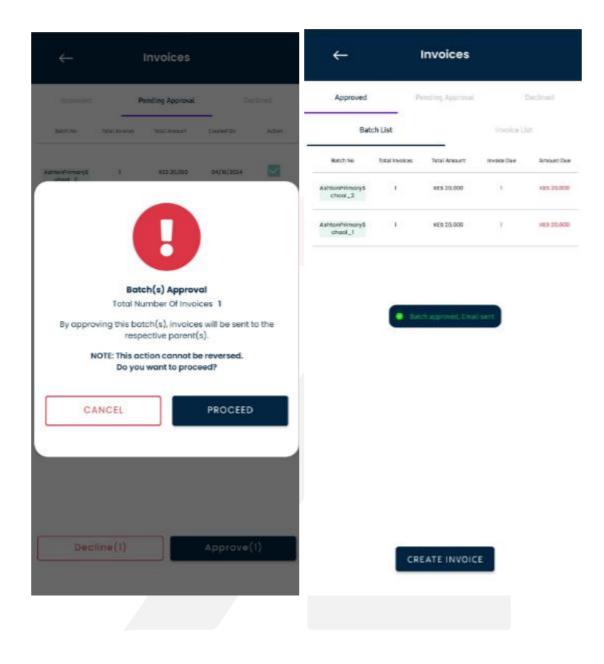


- iv. The student's invoice will be produced;
- v. Navigate to the "Pending Approval" section to authorize the invoice.
- vi. Tick the action box and click the 'Approve' button.
- vii. Select 'Proceed' option.

÷		Invoices			÷		Invoices		
Approved	F	Pending Approval.	De	clined	Approved	_	Pending Approval.	De	clined
Batch No	Total Involces	Tetal Amount	Created On	Action	Batch No	Total Invoices	Tetal Amount	Created On	Action
AshtonPrimaryS cheol_2	1	KES 20,000	04/18/2024		AshtonPrimaryS chool_2	1	KES 20,000	04/18/2024	



Decline(1)	Approve(1)



viii. Batch will be successfully approved and invoices sent to parents/guardians via email and WhatsApp.

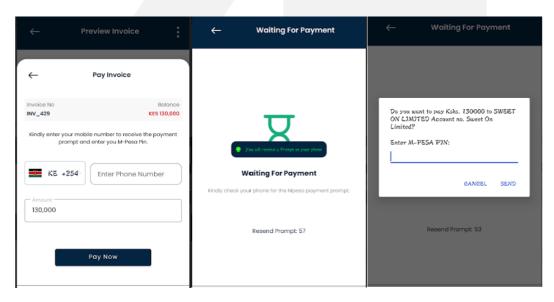
Requesting Payment for Invoices:

- i. Select and click on the invoice batch number, then click on "Sent" and choose "Request Payment."
- ii. Choose the desired mode of payment such as M-pesa, Bank Paybill, Banks or Card.

	nvoice	÷	Receive Payment
VVOICE	Unpaid		
ate: 1/05/2023:06:20 pm	Invoice No: INV_429	II@PESR	Mpesa
illed to: razy Kennar			Bank Paybill
jeru819@gmail.com			
254741144492			
IUDENT ID : 442 IUDENT NAME :Noel Mirrioh	TERM : Term 1	•	Banks
Description Price(EUR) Qty			
Transport For Trip 30,000	1 30,000		Card
	1 100.000		
Talon Pees logado	1 100000		
Subtoto	EUR 130,000		
Request Payment so	Resend Invoice		

For M-pesa:

- i. Select M-pesa as the mode of payment and provide the mobile number to receive the payment prompt.
- ii. Then, enter your M-pesa PIN.



For Bank Paybill:

- i. Select the bank name from the drop-down menu
- ii. Enter the phone number to receive a prompt from KCB or the desired bank to complete the payment process.

\leftarrow	Preview Invoic	8	\leftarrow	Preview Invoice	:	\leftarrow	Waiting For Payment
4	Pay Invoice		4	Pay Invoice			
	ur mobile number to recei mpt and enter you M-Pesc 254- Enter Phone	a Pin.		254 Enter Phone Num 741050118	in.	Accoun	want to pay KSAs. 130000 to KCB tro. 5915519 You still reader a Prompt as your plane CANCEL SEND kyour phone for the Mpesa payment prompt: Resend Prompt: 57

For Card Payment:

i. Choose "card" as the mode of payment and decide whether to send the link to the parent/guardian through WhatsApp or Email.

← Receive Payment	← Receive Payment	← Receive Payment
Mpesa	involee No: Bolance: INV_429 KES 130,000	invoice No: Balance: INV_429 KES 130,000
Bank Paybill	Email	Email
Bonks	Email Address njeru819@gmail.com	- Email Address njeru819: 🕘 Successfully submitted and suyment
Card		
	SEND LINK	SEND LINK

To Forfeit or cancel an invoice:

Simply click on the three stacked dots at the top of your screen and choose to forfeit or cancel the invoice.

÷	Preview In	voice	:		Preview Invoice		÷	Preview Invoi	ce
←	Pre	view Invoi	ice	:	←	P	review In	voice	Unpaid
INVOICE Date: 10/05/2023	3:06:20 pm			Unpaid Invoice No: INV_429	INVOICE Date: 12/05/2023:04:			CANCEL Invoice No: INV_441	
+25474114 STUDENT ID :	gmail.com 4492 📀 Zweice 1			Year (Grade) 3 TERM : Term 1	Billed to: Crazy Kennar njeru819@gma +25474114449; STUDENT ID : 442 STUDENT ID : 442	 Invoice Cr 	ANCELED Success	Hab GADE : Year (Grade) 3 TERM : Term 1	orfeit this YES
Description	Price(EUR)	Qty	Total(EUR)	Description	Prico(EUR)	Qty	Total(EUR)	EUR 130,000
Transport Fo	r Trip 30,000	1		30,000	Transport For Trip	30,000	1	30,000	and Invoice
Tuition Fees	100,000	1		100,000	Tuition Fees	100,000	1	100,000	
Reques	t Payment			EUR 130,000 Invoice		1	Subtotal Discount Total	EUR 130,000 EUR 0.00 EUR 130,000	-

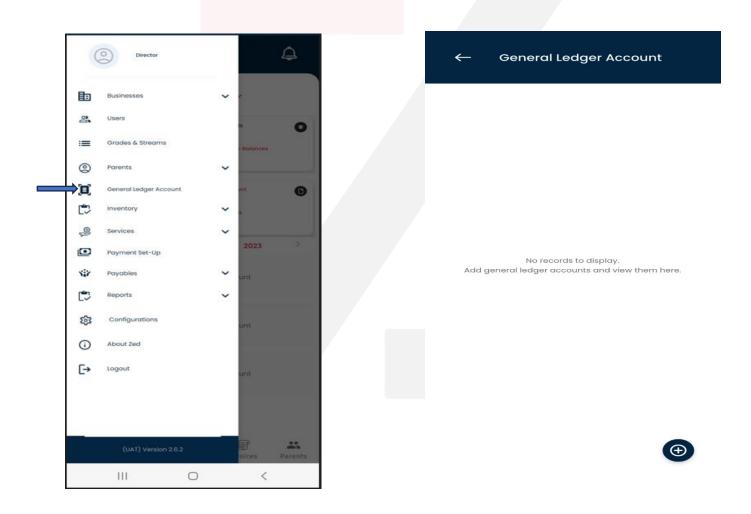
Invoice will be forfeited and cancelled successfully.

General Ledger

A general ledger is a financial record that keeps track of all the money coming in and going out of a business.

Creating a GL Account on Zed App is easy:

- i. Log in to Zed and select 'General Ledger Account' from the menu.
- ii. Tap the plus (+) sign to enter your account details.



iii. Fill in the Name and Classification in the provided fields.

dd General Ledge	Account	\times	Ade	d General Ledge Account	>
-Name*]	N	lame*	
Name			Bo	ank Loan	
Classification*]	_c	lassification*	
Classification		~	Ex	pense	\sim

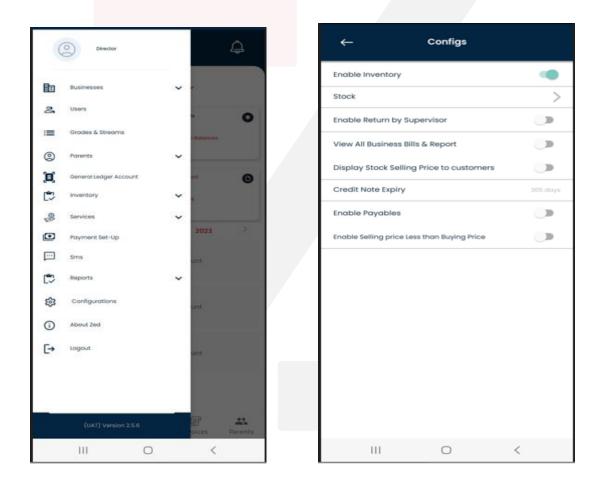
iv. Save your changes by tapping the 'Add' button, and your General Ledger account is good to go!

Zed Payables

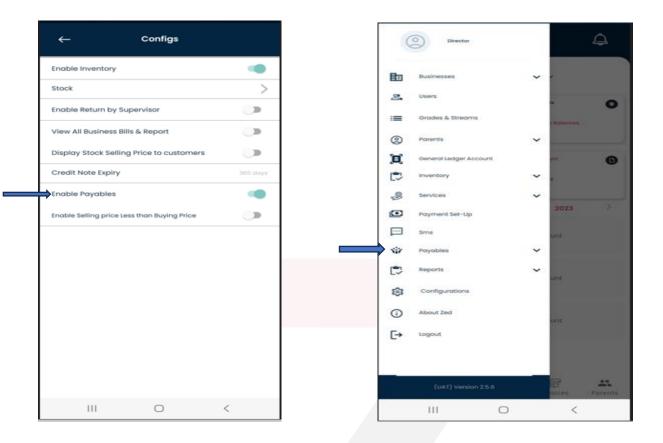
Payables encompass the school's financial obligations to suppliers, service providers, and various parties, including unpaid bills and invoices. This guide will walk you through how to use the payables feature in Zed.

Configuring Payables

- i. Access the menu and choose 'Configurations.'
- ii. In the Configurations menu, find the toggle button for 'Enable Payables.'



- iii. Activate the feature by simply tapping the button, it will turn into a green color.
- iv. Go back to the side menu and you will notice a "Payables" menu is availed.





Debit Account Set up

Follow these steps to establish a Debit Account for handling payments to suppliers and service providers:

- i. Navigate to 'Payment Setup' to specify the funding source, which may be your school's bank account.
- ii. Enter your Login Pin to confirm your identity.
- iii. You'll receive a one-time pin on both your WhatsApp and email for verification purposes.
- iv. Enter the 6-digit code provided for verification.

Step 1 of 2	Step 2 of 2
We need to Confirm That It's You! Enter your Login P94 below.	Verify One-Time PIN We've sent a 8-digit One-Time PRI to your email jud*****08@gmail.com & WhatsApp 254708*****96
Show PIN	Show PN
III O <	III O K

÷	Verification		
Ver	step 2 of 2	IN	
We've sent a 6-digit One-	Time PIN to your email Jud WhatsApp 254708****16		
• •	Show PIN	• •	
Suc	cessfully Authenticated	IOTP	
111	0	<	

- v. Click on the 'Banks' button and select your bank from the list provided (for example, KCB).
- vi. Opt for 'Debit Accounts' to configure the account specifically designated for handling payments.

← Payme	ent Options	÷	Banl	ks	
Add at least 1 payment	method:	Add at least 1 p	ayment meth	nod:	
		КСВ			~
	agress	Bank Paybill	>	Inactive	
Cash	Mpesa	Bank Deposit	>	Inactive	
		Debit Accounts		0	>
		Equity			~
Card	Banks	Cooperative			~
PayPal			DON	ΙE	
	•	-	۲	٩	

vii. Click the plus (+) sign, and then provide the necessary information, including Name, Company Code, Account Number, Bank Key, and Secret Key.

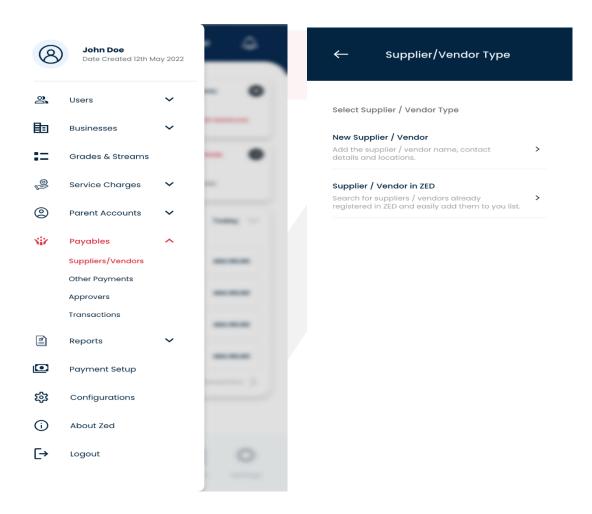
viii. Once you've entered the details, save your changes by clicking the 'Add' button.

← KCB Bank Debit Accounts	← Add KCB Bank Debit Account				
	Name				
	Company Code*				
	Account Number*				
	КСВ Кеу*				
Setup you KCB Bank Debit accounts and pay your suppliers, vendors and other payments!	KCB Secret*				
	CANCEL				

Adding Suppliers/Vendors

To include your suppliers and service providers, those who provide goods or services to your business or school, simply follow these steps:

- i. Access the menu and select 'Payables,' then choose 'Suppliers/Vendors.'
- ii. Click the plus (+) sign and specify the Supplier/Vendor Type.



- iii. To add a new Supplier/Vendor, please provide the following information:
 - Input their Name, Phone Number, Email Address, Location, Bank, Account Number, and Description.
- iv. Save the details by clicking the 'Add' button.

Supplier/Vendor Name*		Supplier/Vendor Name*	
Supplier/Vendor Name		Fast Suppliers Limited	
Mobile Number*		-Mobile Number*	
+254 Phone Number		+254 +25478907745	
Email Addresss*		Email Addresss*	
Email Address		info@fastsuppliers.com	
Location*		Location*	
Location		State Building, Kangundo Road	
-Bank*		-Bank*	
Select bank	~	KCB BANK	
Account Number*		Account Number*	
Account number		0743848U4393494	
Description		Description	
Description		Stationery Supplier	

v. To add Supplier/Vendors in Zed, search for them by their name and include them in your list.

Other Payments (Petty Cash)

Here, you can input information for billers paid through petty cash and other internal transactions, helping you manage and track these payments effectively.

- i. Go to the Menu and select 'Payables,' then click 'Other Payments.'
- ii. Use the plus (+) sign to add payee details.
- iii. Fill in the payee's Name, Phone Number, Email Address, Bank, and Description.
- iv. To save the details, simply click the 'Add' button.

8	John Doe Date Created 12th M	ay 2022	• •	÷		Other Payments		←		Add Payee	
2. ∎∎ ₽ © \$	Users Businesses Grades & Streams Service Charges Parent Accounts Payables	* * *	• •	٩	Active Search	Se	ipended		E +254 ¥	Enter Phone	
 Image: Second second	Suppliers/Vendors Other Payments Approvers Transactions Reports Payment Setup Configurations About Zed Logout	~	•		No records to d	lisplay. Add billers paya	ble by	C	ANCEL		ADD
						0	<			0	<

Approvers

To manage Approvers, who are responsible for requesting and approving payments, follow these steps:

- i. Access the Menu, then choose 'Payables' and select 'Approvers.' Click the plus (+) sign.
- ii. Set the Range and define the Approval Levels as needed.

← Approvers Listing	← Approvers & Inputers
	Assign Approvers who will allow payments mode from your business to suppliers, vendors or Other Payments.
	Select approval Range
	Select range*
	Select approval levels*
Added Approver and Inputers will appear here	
\odot	CANCEL
III O <	

- iii. When choosing a range, you're setting the exact monetary limits that an inputter or approver will handle.
- iv. In the Approval Level, you decide how many levels you want to create for the process.

← Approvers	← Approvers
Assign approvers who will allow payments made from your business to suppliers, vendors or petty cash.	Assign approvers who will allow payments made from your business to suppliers, vendors or petty cash.
Select approval Range	Select approval Range
Select range*	Select range* Ksh 1- 1,000,000
Ksh 1 - 250,000	Select approval levels*
Ksh 1 - 500,000 Ksh 1 - 1,000,000	1
Ksh 1 - 5,000,000 Ksh 1 - 10,000,000	2
	4
	5

To proceed with the next steps:

- v. Click the plus (+) sign to add user details at each level.
- vi. Enter the user information and confirm by clicking the 'Add' button.
- vii. After adding users at all levels, save the information by clicking the 'Confirm' button.

- Approvers & Inj	outers	← Add User	←	Аррг	overs	
sign Approvers who will allow payments mad ppliers, vendors or Other Payments.	e from your business to				ow payments mac ndors or petty cas	
lect opproval Range Select range*		First Name* Last Name* Sisley	Select appro Select ra Ksh 1 - 1,000	inge*		~
1 - 1,000,000 Select approval levels*	•	Username* JuneSis	Select ap	oproval levels	•	~
Level 2	•	Email* Jane.sisley@gmail.com	Add Inputter	s Phone	- A	etion
added inputers will appea	-	Phone Number* +254 709876543	John Doe John Doe 2	07323		8
ævel 1 Idd Approvers added Approvers will appe	(+) ar here	Role*	Level 1 Approvers Name John Dee	Phone 0732333433	Status Normal	Action
evel 2 kdd Approvers	æ		John Doe 2 John Doe 2	0755366737 0755366737	Mandatory Super approver	8
added Approvers will appe	ar here		Level 2 Approvers Name	Phone	Status	Action
CANCEL	CONFIRM		John Doe John Doe 2 John Doe 2	0732333433 0755366737 0755366737	Normal Mandatory Super approver	8 8
		Cancel Add			Confirm	'n
III O	<		Approver ad	ded successfu	niAi.	

How to Pay Suppliers/Vendors

NOTE: Not every user can raise a Payment, it has to be an "Inputter" or "Super Approver" user level who can be able to raise a Supplier Payment.

A. For Inputters:

- i. Log in to Zed Payments.
- ii. From the menu select 'Payables' and choose 'Suppliers/Vendors.'
- iii. If you had already created the Suppliers, Click the 'Raise Payment' button.
- iv. Select a supplier from the list and click 'Add Invoice.'

- v. Enter the Invoice Due Date and click "Add Item".
- vi. After adding items, preview the invoice.
- vii. Finally, click 'Add Invoice' to initiate the payment.

Approvers will receive a notification to let them know about the request that needs their attention.

← Sup	pliers/	Vendors		•	🗧 🛛 Pay Supplie	er/Vendor		•	- Pay Si	upplier/Vendor	
D Search				Selec	ct Supplier/Vendor			Selee	ct Supplier/Vendor		
Name	Туре	Mobile Number	Action	Q	Search			Q	Search		
Joseph Suppliers	New	+254712345678	ľ	\bigcirc	Joseph Suppliers KCB Bank	Ksh 100,000.00 3 Invoices	~	۲	Joseph Suppliers KCB Bank	Ksh 100,00 3 Invo	
Hannah & John Supplies	New	+254712245633	ľ	\bigcirc	Hannah & John Supplies Equity Bank	Ksh 400,000.00 1 Invoice	~		INV9019000	Ksh 40,000.00	0
Supplies Bora Limited	In ZED	+25474567789	ľ	\bigcirc	Supplies Bora Limited	Ksh 10,000.00	~		INV901921	Ksh 50,000.00	0
Fast Suppliers Limited	In ZED	+25478907745	ľ	0	ABSA Bank	1 Invoice			INV9019000	Ksh 10,000.00	٢
								0	Hannah & John Supplies	kdd Invoice Ksh 400,00	
								0	Equity Bank Supplies Bora Limited ABSA Bank	Ksh 10,00	voice 00.00 voice
Pe	iise Payr		Ð	[Cancel	Next			Cancel	Next	

← .	Add Invoice		← Sup	pliers/	Vendors	
Invoice Details			O Search			
Joseph Suppliers		N	ame	Туре	Mobile Number	Action
Invoice Date*		Je	oseph Suppliers	New	+254712345678	ľ
Invoice Date	Ē	Н	annah & John Supplies	New	+254712245633	ľ
Invoice Items		St	upplies Bora Limited	In ZED	+25474567789	1
Items: 0	Total: KES 0.00	Fo	ast Suppliers Limited	In ZED	+25478907745	ľ
and	d items to invoice preview them here! Add items					
Attach an image or file	e Upload File		_			
Cancel	Add Invoice		Ra Payment request ra	ise Payn ised succ		+
B. For Ap	pprovers:					

Once a payment request has been raised, approvers complete the process by either approving or declining the payment. Here are the steps for approvers:

- i. Log in to Zed Payments.
- ii. Click 'Payables' and select 'Transactions.'
- iii. Under 'Suppliers/Vendors,' you'll find the payment request listed under the 'Pending' column.
- iv. Click on the specific transaction to preview it.
- v. After reviewing the details, click the 'Approve' button to approve the payment.

8	John Doe Date Created 12th May 2022	• •	← Ραγ	able Transactic	ons	← Preview Payable Transaction
De	Users 🗸	- 0	Suppliers/Vendors		Payments	Status: Awaiting 3 Approvers
Þ	Businesses 🗸		Pending Approval	Disbursed	Declined	Request ID: 123456 2023-03-10 11:00
:=	Grades & Streams	•	Transactions		Select All	Supplier Details
0	Service Charges 🛛 🗸	·	D: 123456 2023-03-10 11:00	To David Shuma KSh 20,000.00	Pending V	Payment To: Joseph Suppliers Amount: Ksh 90,000.00
٢	Parent Accounts 🗸 🗸	1000 ····	ID: 123456	To Jamaa Supplies	Pending V	To Bank: KCB Bank
Ni7	Payables		D: 123456	KSh 20,000.00 To Jamaa Supplies		Transaction Details
	Suppliers/Vendors Other Payments		2023-03-10 11:00	KSh 10,000.00	Pending 🗸	Transaction Type: Internal KCB Bank Transfer (IF) Debit Account: KCB Bank 01234567890
	Approvers					Description: Jose supplier may payments
	Transactions					Attachments
<u>ii</u>	Reports 🗸					Receipt12341241xxa.pdf Jownload
▣	Payment Setup					Approval History 3 Pending
錢	Configurations					None
i	About Zed					
[→	Logout	0				Decline Approve

- vi. Upon clicking 'Approve, enter your Login Pin for confirmation.vii. A 6-digit verification code will be sent to the approver's email.viii. Input the received code into the designated field for verification.
- ix. Click the 'Verify' button to confirm.

÷	Veril	fication	← Verification
	Step		Step 2of 2
vv	E need to That It		Verify One-Time PIN We've sent a 4-digit One-Time PIN to your email joh****doe@gmail.com & WhatsApp 0723******667
*	*	* *	
	Shov	v PIN	Didn't get the code? Resend
С	ancel	Verify	PIN verified successfully!

- x. After clicking 'Approve,' a pop-up confirmation message will indicate that the approval has been successful. A notification of the same will be sent to other approvers.
- xi. From the Approval History an activity log will show you have approved the transaction and it will wait for others to approve.
- xii. When all approvals are done and the payment process is complete, the status changes to 'Approved' and Awaits Disbursement.
- xiii. The transaction will be received in the bank for Funds disbursement.
- xiv. If successfully disbursed, transaction moves to "Disbursed" Tab.

←	Payab	le Transa	ctions		← Supplie	er/Vendor I	nvoices
Suppliers/V	endors	0	Other Payments		Unpaid Invoices		Paid Invoices
ending Approva	il D	isbursed	Declined		D Search		
D Search					20 invoices		Total: KES 160,000
Transactions					Supplier/Vendor	Amount Due Date Paid	Status
ID: 123456 2023-03-10 11:00		avid Shuma 234678900	Disbursed 🖍	~	James Supplies	50,000.00 03-06-2023	Type Paid One-off
Inputter Ann	006		12.08.2023 10:00		John & John Company	20,000.00 03-06-2023	Paid One-of
Level 1 Approval Joan Simon	006 002		Complete Approved Approved		Joseph Suppliers INV0004	20,000.00 03-06-2023	Paid One-off
Level 2 Approval Japheth	021		Complete Approved		Retro Boom Enterprises INV0003	15,000.00 03-06-2023	Paid One-of
Level 3 Approval Joseph	022		Complete Approved		Jambo Jama Compa INV0002	15,000.00 03-06-2023	Paid One-of
ID: 123456 2023-03-10 11:00		avid Shuma 234678900	Disbursed 🚿	~	Hannah & John Supplies INV0001	15,000.00 03-06-2023	Paid One-off
ID: 123456 2023-03-10 11:00		avid Shuma Sh 10,000.00	Disbursed 🔨	~			

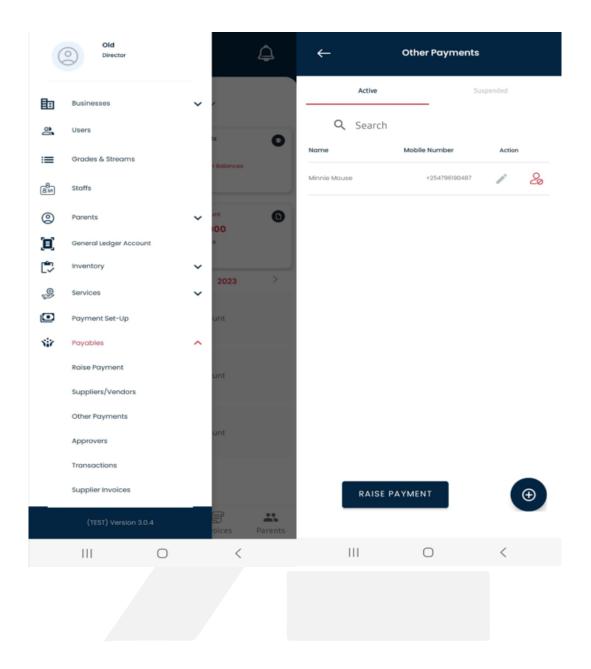
• Transaction completed and Funds disbursed to Supplier's account.

How to Pay Other Payments

NOTE: Not every user can raise a Payment, it has to be an "Inputter" or "Super Approver" user level who can be able to raise a Supplier Payment.

A. For Inputters:

- i. Log in to your Zed App.
- ii. From the menu select 'Payables' and choose 'Other Payments'.
- iii. Click the 'Raise Payment' button.



- iv. Select payee and fill in payee details.
- v. Click 'Preview Request' button and click 'Raise Payment'.
- vi. Approvers will receive a notification to let them know about the request that needs their attention.

← Other Payment Request	← Other Payment Request
Payee Details	Payee Details
Select Payee*	Select Payee* Minnie Mouse
Send To*	Send To* Send to Phone-MPESA(+254123456789)
Amount*	Amount*
Transaction Details	Transaction Details
Transaction Type*	MOBILE MONEY (MO)
Account to Debit*	Account to Debit* KCB:1291666699
Description*	Description*

Cancel	Prev	iew Request		Cancel	Prev	view Request
Ш	0	<			0	<
← Preview C	other Payment	: Request	6	Broutio	w Pavable Tra	reaction

← Pre	view Other Paym	ent Request	←	Preview	/ Payable T	ransaction
Payee Details			Awaitin	g 2 Approvers		
Payee: Marge Simpson			Request ID 12/08/2023			
Send To: MPESA(2547087530	16)		Supplier D	etails		
Amount: KES 1,000			Amount: K To Bank: m		n	
Transaction Details Transaction Type: MOBILE MONEY (MO) Debit Account: KCB(Power Academ 1291666699 Description: Transport			Transactio Transoctio Mobile Mor Bank Name A/c: 129160 Description Transport	n Type: ney uunt: c: KCB 56699		
			Juc	08/2023:11:52 am	'ayee Payment I	2 pendin transaction {FT350} for
CANCEL	R	AISE PAYMENT		DECLINE		APPROVE
111	0	<		111	0	<

B. For Approvers:

Once a payment request has been raised, approvers complete the process by either approving or declining the payment. Here are the steps for approvers:

- i. Log in to Zed Payments.
- ii. Click 'Payables' and select 'Transactions'.
- iii. Under 'Other Payments' you'll find the payment request listed under the 'Pending' column.

Old Director				¢	← Transactions				
						Suppliers/V	endors	Oth	er Payments
Ð	Businesses	~	r			and the s	Diskunsed	Perfined	n led
Do.	Users		3	0		ending	Disbursed	Declined	Failed
≔	Grades & Streams		n Balances			Q Sear	ToA	/arge Simpson	Pending V
811	Staffs					12/08/2023:	1:52	KES 1,000	rending
9	Parents	~	ant 100	Ð					
	General Ledger Account								
٦	Inventory	~	2023						
ß	Services	~	2023						
۲	Payment Set-Up		unt						
ŵ	Payables	^							
	Raise Payment		unt						
	Suppliers/Vendors								
	Other Payments								
	Approvers		unt						
	Transactions								
	Supplier Invoices								
	(TEST) Version 3.0.4		() roices	Parents				0	<

- iv. Click on the specific transaction to preview it.
- v. After reviewing the details, click the 'Approve' button to approve the payment.
- vi. Upon clicking 'Approve, enter your Login Pin for confirmation.

← тı	ransactions		÷	Verification	
Suppliers/Vendors Pending Disbursed Q Search		r Payments		Verification Step 1 of 2 We need to Confirm That It's You! Enter your Login PIN below. Show PIN	
DECLINE (1)		rove (1)	111	0	<

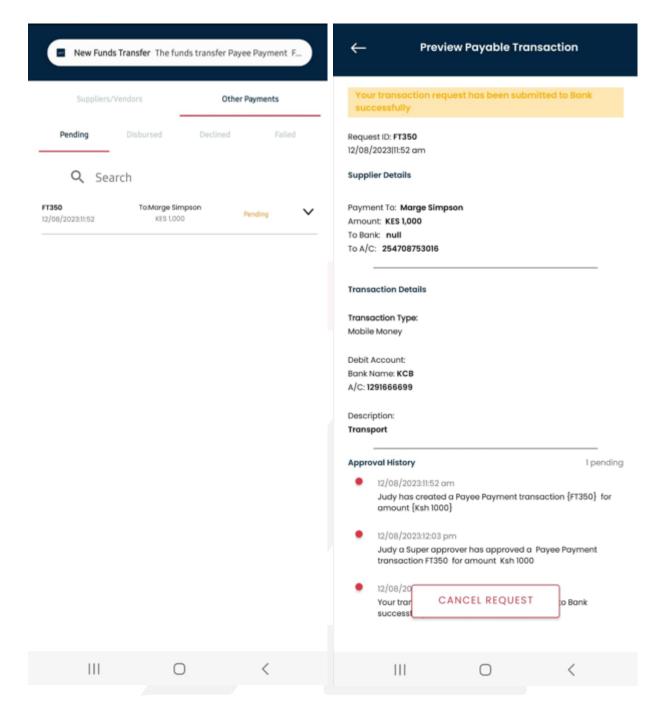
vii. A 6-digit verification code will be sent to the approver's email.

viii. Input the received code into the designated field for verification.



← Ve	rification	÷	Verificatio	n			
Step	2 of 2		Step 2 of 2				
Verify One	e-Time PIN		Verify One-Time PIN				
We've sent a 6-digit One-Time PIN to WhatsApp	o your emaii jud*****12@gmail.co 254888*****11	m & We've sent o	6-digit One-Time PIN to your emo WhatsApp 254888***	ail jud*****12@gmail.com & **11			
		•	• • •	•			
Sho	w PIN		Show PIN				
111 (1	II 0	<			

- ix. A pop-up confirmation message will indicate that the approval has been successful. A notification of the same will be sent to other approvers.
- x. From the Approval History an activity log will show you have approved the transaction and it will wait for others to approve.



- xi. When all approvals are done and the payment process is complete, the status changes to 'Approved' and Awaits Disbursement.
- xii. The transaction will be received in the bank for Funds disbursement.

Once successfully disbursed, transaction moves to "Disbursed" Tab.

← F	Payable Transo	actions	÷	Payable Trc	ansactions	
Suppliers/Vendors Other Payments			Suppliers/Ve	endors	Other Payments	
Pending Approval	Disbursed D	eclined Failed	Pending Approval	Disbursed	Declined Fail	ed
D Search			D Search			
Transactions			Transactions			
ID: 123456 2023-03-10 11:00	To Shamra Steve KSh 20,000.00	Disbursed 🗸	ID: 123456 2023-03-10 11:00	To Shamra KSh 20,00	Pendina	^
ID: 123456 2023-03-10 11:00	To Layman Loe KSh 20,000.00	Disbursed 🗸	Inputter Ann	006	12.08.2023 10:00	
ID: 123456 2023-03-10 11:00	To Layman Loe KSh 10,000.00	Disbursed 🗸		006 002	Complete Approved Approved	
			Level 2 Approval		Complete	
			Japheth	021	Approved	
			Level 3 Approval Joseph	022	Complete Approved	
			5036pm	022	Approved	
			ID: 123456 2023-03-10 11:00	To Laymar KSh 20,00	Dispursed	\checkmark
			ID: 123456 2023-03-10 11:00	To Laymar KSh 10,000	Dispursed	\checkmark