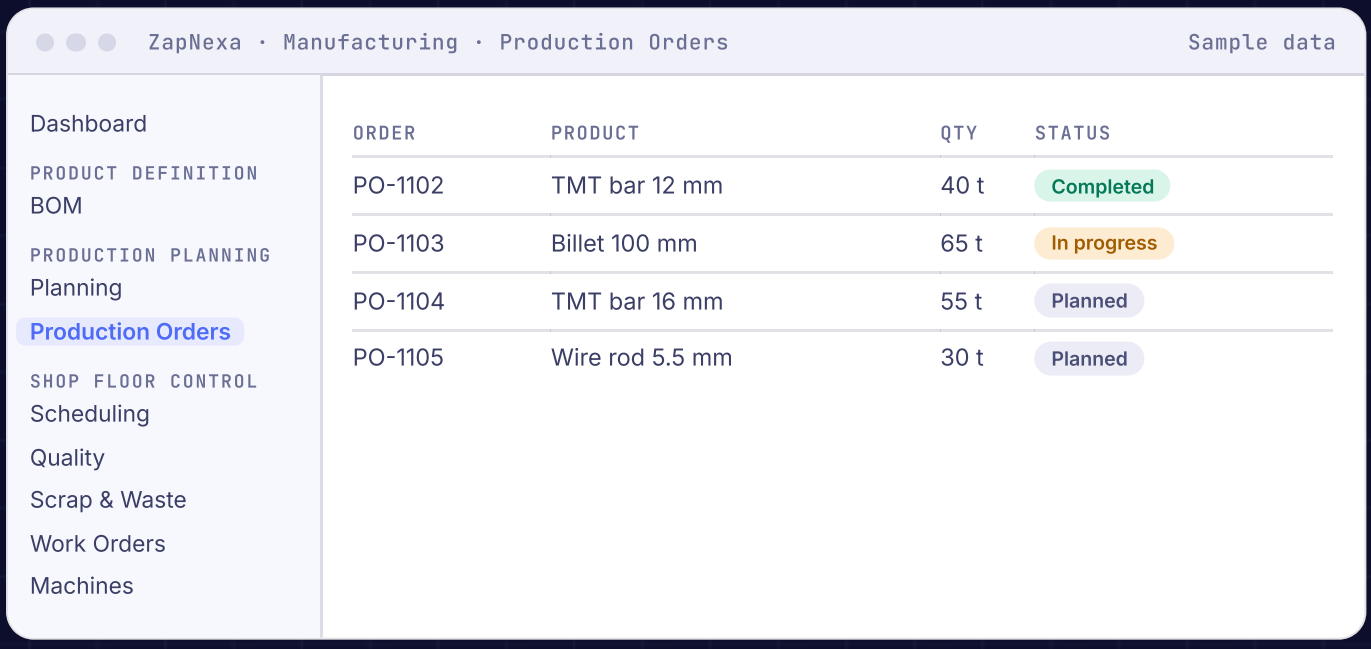
ZAPNEXA
A CYBS PRODUCT

THE ZAPNEXA USER GUIDE

From your first entry to your month-end close.

How to set up ZapNexa, buy and receive material, run production, keep stock, raise GST-ready invoices, pay your people and close the month. Plain words, one step at a time.



1 · SET UP
Company, users, roles and master data.

2 · BUY AND MAKE
Purchase, receive and produce.

3 · SELL AND BILL
Orders, invoices and payments.

4 · CLOSE
Banking, payroll and reports.

CONTENTS

What is inside

01 Before you start p. 3

02 Find your way around p. 4

03 Set up your company, users and roles p. 5

04 Add products, warehouses and parties p. 6

05 Buy and receive material p. 7

06 Run production p. 8

07 Keep stock right p. 9

08 Sell and invoice p. 10

09 Banking, approvals and accounts p. 11

10 HR, attendance and payroll p. 12

11 Several plants, audit and reports p. 13

12 Fix common problems p. 14

13 Quick reference p. 15

HOW TO READ THIS GUIDE

Menu paths look like this: `Accounting › Invoices`. Sections 1 to 4 are a one-time setup, done with the Cybs Innovations team. After that, jump to the part you need. Screens may change a little as the product grows. Names and numbers shown are samples. Want to practise first? The live demo at cybsinnovations.com/zapnexa/demo is the real ZapNexa with sample data.

01 SETUP

Before you start

Do not move everything at once. Pick one module, prove it on one factory, then grow. Tally can keep running alongside while you move.

1

Pick the first module

The one causing the most pain today, often inventory or finance.

2

Prove it on real data

Run it on one factory against real numbers until the team trusts it.

3

Extend

Add the next module or plant when you are ready.

Get these ready

WHAT	WHY
Company details and GSTIN	Printed on every invoice. Tax rates and your GSTIN are set once in the setup.
List of users and their jobs	So each person gets a role with only the access they need.
Products and opening stock	A clean CSV of items, units and warehouses saves days of typing.
Customers and suppliers	Import from CSV. Clean up duplicates before you import.
Opening balances	From your current books, as on the go-live date you agree with us.
Where it will run	Your own servers or cloud you control. Users open it in a browser or the Windows desktop app.

> TIP
> Pick a go-live date at the start of a month. It makes opening balances and the first month-end much simpler.

02 SETUP

Find your way around

Each module has its own dashboard and a menu on the left, grouped by the kind of work.

MODULE	WHAT YOU FIND IN ITS MENU
Accounting	Approvals, Banking, Journal Entries, General Ledger, Sales Orders, Invoices, Estimates, Credit Notes, Bills, Expenses, Recurring Bills, Financial Reports, Tax Returns, Budgets, Fixed Assets, Configuration
Inventory	Items / Products, Categories, Brands, Units, Warehouses, Stock Management, Movements, Purchase Receiving, Stock Transfers, Adjustments, Alerts, Tracking, Batch Management, Expiry Mgmt, Reports, plus Transport (orders, transporters, vehicles, drivers)
Manufacturing	BOM, Planning, Production Orders, Scheduling, Quality, Scrap & Waste, Work Orders, Machines, Reports
CRM	Leads, Deals, Customers, Contracts, Estimates, Proposals, Invoices, Payments, Expenses, Projects, Tasks, Support Tickets, Reports
HRM	Employees, Leaves, Attendance, Payroll, Manager Dashboard, Performance, Activity Monitor, Training
Settings	Roles & Permissions, Users, General, Customize, Advanced, Audit Logs

`Ctrl K`

Press **Ctrl+K** anywhere to jump to any module, or create a customer, invoice or employee straight away.

Browser or desktop app

The Windows app has the same features. It is local-only by default, updates from Settings with one click, and has light and dark themes.

TIP

Every key screen exports to PDF, Word, Excel or CSV, or copies to the clipboard. Use it before you build a spreadsheet by hand.

03 SETUP

Company, users and roles

Set this up once, carefully. It decides what every invoice says and what every person can see.

Company and tax

1. **Open** `Settings › General` and fill in your company details.
2. **Open** `Accounting › Configuration` and set your GSTIN and tax rates. These go on every GST-ready invoice.
3. **Set up your email server** so invoices and alerts go out from your own address.

Roles first, then users

1. **Open** `Settings › Roles & Permissions`. Make one role per job, such as Accountant, Stores, Production, HR.
2. **Tick permissions per module and action,** such as view invoices or approve payroll.
3. **Open** `Settings › Users`, add each person and give them a role.
4. **Check what they see.** Admins can view the system as another user, with a banner that says so.

EXAMPLE ROLE	CAN	CANNOT
Accountant	Raise invoices, book bills	See payroll
Stores clerk	Receive goods, move stock	Approve payments
Plant head	See all reports for their plant	See other plants' books

KEEP IN MIND

Give each person only what they need. Every role, user and settings change is logged in `Settings › Audit Logs`.

04 SETUP

Products, warehouses, parties

Master data is the base for everything else. Get it right once and every entry after it is quicker.

Steps

1. **Units:** `Inventory › Units`. Add the units you buy and sell in: tonne, kg, bag, piece.
2. **Categories and brands:** `Inventory › Categories` and `Brands`, so reports group the right items.
3. **Warehouses:** `Inventory › Warehouses`. One for each store, yard or depot.
4. **Products:** `Inventory › Items / Products`. Each needs a SKU, sale price, cost price and, if you use one, a barcode.
5. **Customers:** import or add them in `CRM › Customers`.
6. **Suppliers:** keep supplier records in one place, so purchase and bills use the same names.

Import from CSV

Customers, products, users, categories and warehouses import from CSV. You map each column to a field, and ZapNexa reports any errors row by row, so you can fix the file and try again.

SAMPLE CSV · PRODUCTS

```
sku,name,unit,cost,price
TMT-12,TMT bar 12 mm,t,52000,56500
TMT-16,TMT bar 16 mm,t,51800,56200
BLT-100,Billet 100 mm,t,44500,47000
```

> TIP
> Barcode scanners that plug in by USB type straight into product and stock fields. Print barcodes for fast-moving items before go-live.

05 DAILY USE

Buy and receive material

Order, receive and pay against one record, so stores and accounts see the same order.

Purchase order What you agreed → **Weighbridge** Gross and tare → **Goods receipt** What arrived → **Supplier bill** What you pay

Steps

1. **Collect supplier quotations** and raise the **purchase order** for the one you choose.
2. **When the truck arrives,** the weighbridge weight flows into the receipt entry. Nobody types it from the slip.
3. **Receive the goods** in `Inventory › Purchase Receiving` against the purchase order. Stock goes up in the right warehouse and batch.
4. **Book the supplier's bill** in `Accounting › Bills`. It matches the order and the receipt.
5. **Pay it** from `Accounting › Banking` when it is due.

Regular bills

Rent, power or a service contract? Set them up once in `Accounting › Recurring Bills`.

Expenses

Book them in `Accounting › Expenses`. They wait for approval before they post.

> TIP
> Always receive against the purchase order, never as a loose entry. That one habit keeps stock, bills and supplier balances in step.

06

DAILY USE

Run production

Plan what to make, run it on the shop floor and see what it really cost, with quality checks and scrap on the same order.

1. **Define the recipe** in `Manufacturing › BOM`: the materials and quantities for one unit of each product.
2. **Plan** in `Manufacturing › Planning`, then create the order in `Production Orders`. It starts as **Planned**.
3. **Schedule it** across machines and work centres in `Scheduling`. Keep your machine list up to date in `Machines`.
4. **Start work.** The order moves to **In progress**. It reserves material and consumes it as the shop floor uses it. Use `Work Orders` for the jobs on the floor.
5. **Check quality** in `Quality`. Record inspections so pass and fail rates build up.
6. **Book scrap** in `Scrap & Waste`, always with a reason.
7. **Complete the order.** Finished goods go into stock by warehouse and batch. Production cost (material, labour, machine and overhead) posts to accounting.

Read the reports

`Manufacturing › Reports` shows output, machine use, cost, quality and lead time. Check them weekly with the plant head.

> TIP
> A scrap entry without a reason teaches you nothing. Agree a short list of reasons with the shift in-charges, and use only those.

07

DAILY USE

Keep stock right

Stock levels, movements, batches and expiry dates across all your stores, with an alert before you run out.

TO DO THIS	GO TO
See what is in stock now	`Inventory › Stock Management`
See every in and out	`Inventory › Movements`
Move stock between warehouses or plants	`Inventory › Stock Transfers`. A transfer can create its transport order, with vehicle and driver.
Fix a count after a physical check	`Inventory › Adjustments`, with a reason
Know what to reorder	`Inventory › Alerts` shows low-stock items
Follow a batch, lot or serial	`Inventory › Batch Management` and `Tracking`
Use old stock first	`Inventory › Expiry Mgmt`
Stock ledger, ageing and valuation	`Inventory › Reports` (FIFO or average cost)

Transport

Under `Inventory › Transport & Logistics` you keep transport orders, transporters, vehicles and drivers, with routes and trips. Reports show freight cost per ton and on-time delivery.

> TIP
>
> Count fast-moving and costly items every week, and the rest every month. Small, regular counts keep the book stock close to the real stock.

08

DAILY USE

Sell and invoice

From the first enquiry to the paid invoice, on one record shared by sales and accounts.

Lead → **Deal** → **Estimate** → **Sales order** → **Invoice**

1. **Track the enquiry** in `CRM › Leads`, and move it to `Deals` when it is real.
2. **Send a quote** from `Estimates` or `Proposals`. Sign-offs go in `Contracts`.
3. **Book the order** in `Accounting › Sales Orders`.
4. **Raise the GST-ready invoice** from the sales order or estimate in `Accounting › Invoices`. Export to PDF or Word and send it.
5. **Record the payment** when the money comes in.

Invoice status

Draft | Unpaid | Partially paid | Paid | Overdue

- **Returns or rate changes?** Issue a credit note in `Accounting › Credit Notes`. It goes for approval.
- **Export customers?** Invoices also work in USD, EUR or GBP.
- **After the sale,** log customer issues in `CRM › Support Tickets`.

> TIP
> Check the receivables ageing every Monday. Call the Overdue list first.

09

DAILY USE

Banking, approvals, accounts

One ledger for the whole factory, with the statements a CFO asks for built in.

Approvals

Expenses, credit notes, journals, budgets, leave and payroll wait for the right person to sign off. Approvers check `Accounting › Approvals` every day, so work does not get stuck. No more "yes" in a WhatsApp chat that nobody can find later.

Banking

1. **Add each bank account** in `Accounting › Banking`.
2. **Reconcile** every week: match the bank statement lines to the entries in ZapNexa.
3. **Post journals** for adjustments in `Journal Entries`. Check any account in `General Ledger`.

Month-end close

#	TASK	WHERE
1	Clear all pending approvals	`Accounting › Approvals`
2	Reconcile every bank account	`Accounting › Banking`
3	Check stock and post adjustments	`Inventory › Adjustments`
4	Run and approve payroll	`HRM › Payroll`
5	Review GST for filing	`Accounting › Tax Returns`
6	Trial balance, P&L, balance sheet, cash flow	`Accounting › Financial Reports`

Also in Accounting: `Budgets` to plan spending, and `Fixed Assets` for your machines and buildings.

10

DAILY USE

HR, attendance and payroll

Employee records, attendance, leave and payroll in the same system as production, so labour cost is a real number.

1. **Add employees** in `HRM › Employees`, linked to their department and login.
2. **Bring in attendance** in `HRM › Attendance`. Import the export from your biometric device, or mark it daily.
3. **Check the monthly summary:** present, late, half day and absent for each person.
4. **Handle leave** in `HRM › Leaves`. The employee requests it and the manager approves.
5. **Run payroll** in `HRM › Payroll` from each person's salary structure. The run waits for approval.
6. **Share payslips** once payroll is approved.

For managers

`HRM › Manager Dashboard` shows a manager their own team. `Activity Monitor` shows recent activity.

Growth

Record reviews in `HRM › Performance` and courses in `HRM › Training`.

KEEP IN MIND

Payroll is sensitive. Give HR and the approver access to it, and keep it hidden from everyone else through roles.

11

OWNERS AND FINANCE

Several plants, audit, reports

Run several plants as one

- Factories, branches and warehouses all live in one system.
- Move stock between plants with **Stock Transfers**. The linked transport order tracks the truck.
- See P&L and balance sheet by plant, or consolidated across all sites, without waiting for anyone's spreadsheet.
- Roles keep each site to its own work, while owners see everything.

The audit trail

`Settings › Audit Logs` is a searchable record of changes: who did it, when, and the full record behind each change. Use it when a number looks wrong, before you ask around.

Reports owners use most

MONEY
P&L and balance sheet by plant, cash flow, receivables and payables ageing.

STOCK
Stock valuation, ageing, and batch and expiry reports.

PLANT
Output, machine use, cost per order, quality and scrap.

LOGISTICS
Freight cost per ton and on-time delivery.

Every report exports to Excel, PDF or CSV. Each module also has API routes behind the same login and permissions, if you want to connect other systems.

12 HELP

Fix common problems

Try these first. If it still does not work, write to us.

PROBLEM	WHAT TO TRY
Someone cannot see a menu or button	Their role does not have that permission. Check `Settings › Roles & Permissions`, or view the system as that user.
An entry is not showing in the books	It may be waiting in `Accounting › Approvals`.
Book stock does not match the yard	Check `Inventory › Movements` for that item. Was something received without a purchase order, or transferred but not received? Fix with an adjustment and a reason.
Invoice has the wrong tax or GSTIN	Check `Accounting › Configuration` and the customer record. Fix the setup, then issue a credit note for the wrong invoice.
CSV import fails	Read the row-by-row errors. Common causes: missing units or warehouses, duplicate SKUs, extra spaces.
Biometric attendance looks wrong	Check the export date range and that employee codes match the device.
Invoices do not reach customers by email	Check your email server settings and the customer's email address.
A number changed and nobody knows why	Search `Settings › Audit Logs` for that record.

Still stuck?

Email us with the module, the record number and what you see. A screenshot helps.

info@cybsinnovations.com

13

KEEP THIS PAGE HANDY

Quick reference

Every day

- Receive goods against purchase orders
- Update production orders and book scrap
- Raise invoices from sales orders
- Clear your approvals
- Check low-stock alerts

Every week

- Reconcile bank accounts
- Review receivables ageing
- Count fast-moving stock
- Read production reports

Every month

- Approve payroll and share payslips
- Review GST in Tax Returns
- Close with trial balance, P&L and balance sheet
- Review roles and remove leavers

Shortcuts

- **Ctrl+K**: jump anywhere, create anything
- Export: PDF, Word, Excel, CSV
- Audit: `Settings › Audit Logs`

Weighbridge to invoice. One record.

Questions or need help? Write to **info@cybsinnovations.com**. Practise in the live demo at cybsinnovations.com/zapnexa/demo.