



Payments and Accounting Automation Solution User Guide

Introduction and Solution Overview

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Introduction

URL: <https://treasury.zingerpay.net/login>

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ZingerPay Payments and Accounting Solution represents an innovative “**Digital First Approach**” to Financial processes by leveraging contemporary technologies in **Intelligent Automation** and **Business Partner Integration**.

The Solution offers functionalities in the area of :

1. Customer Incoming Payments
2. Vendor Outgoing Payments
3. Employee Payments
4. End to End Accounting
5. Treasury Services
6. Compliance and Risk Management

This document contains an introduction to key set up activities.

Organizational Structures

Entity ID : Every implementation of ZingerPay comes with a unique Entity ID. An Entity ID represents an organizational unit which requires a stand alone set of Financial Statements and is required to render regulatory filings such as Corporate Tax Returns and Annual Reports.

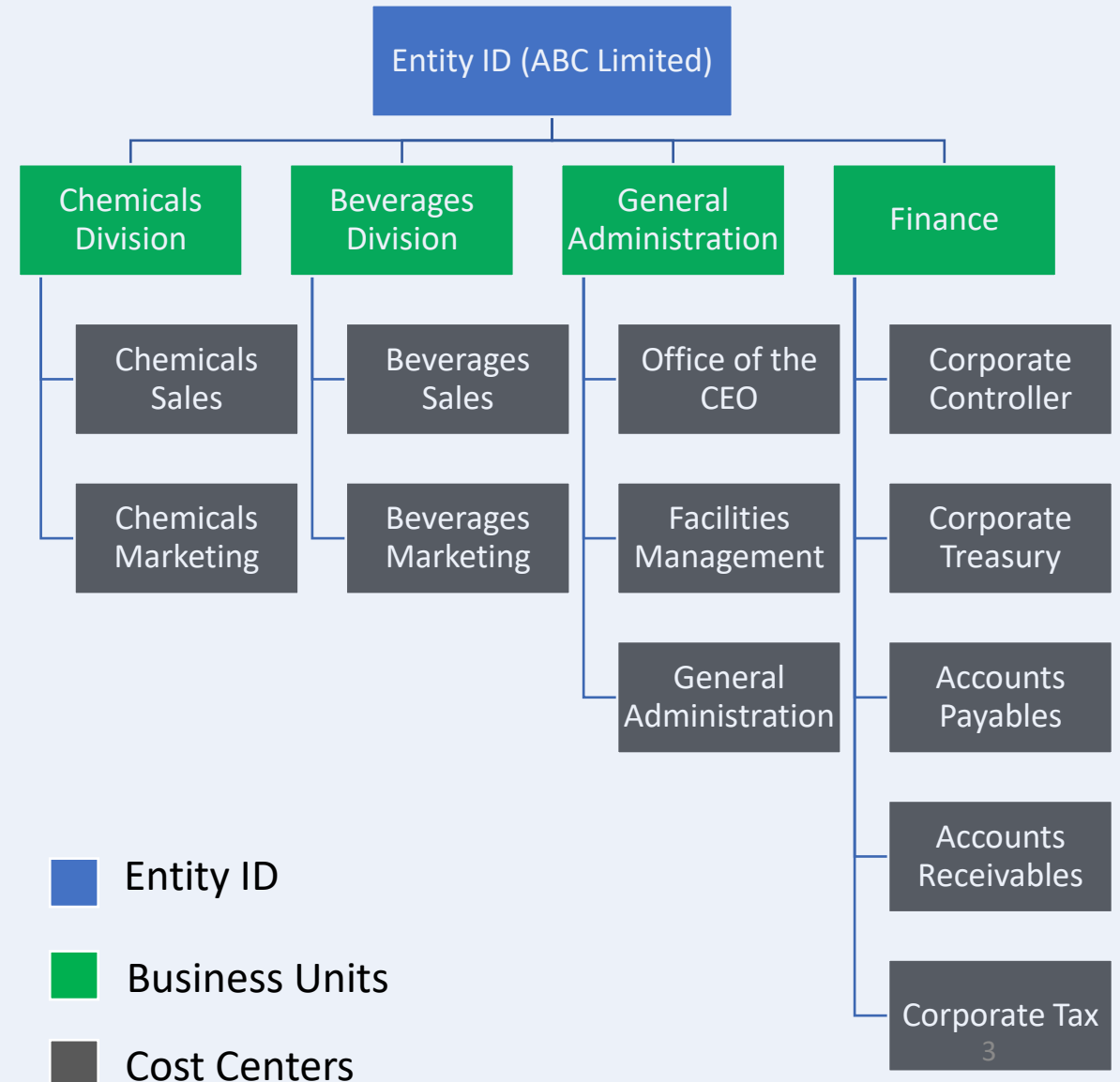
Business Units : Business units represent the next level below the Entity ID where there is responsibility for profitability and cost management. For a small organization, it will probably be okay with a single business unit. Upon activation of your Zingerpay subscription, your organization (Entity ID) is automatically set up with a Finance Business Unit.

To set up additional Business Units follow the menu
Home Page ➔ Accounting ➔ Additional Accounting Activities ➔ Maintain Business Units

Cost Centers : Cost centers represent the next level of cost management below the Business Unit. They are the equivalent of departments in most organizations. Costs Centers are attached to Business Units. Upon activation of your Zingerpay subscription, your organization (Entity ID) is automatically set up with a Finance Cost Center under the Finance Business Unit.

To set up additional Cost Centers follow the menu
Home Page ➔ Accounting ➔ Additional Accounting Activities ➔ Maintain Cost Centers

Illustrative Representation of Organizational Structure



General Ledger Accounts

Accounting Ledger : The Accounting Ledger is the equivalent of a name for your General Ledger Chart of Accounts.

All general ledger accounts are attached to an Accounting Ledger. The chart of Account is established at the Accounting Ledger Level. Upon activation of your Zingerpay subscription, a Main Ledger is established for your entity. Most organizations will only need a single Accounting Ledger.

General Ledger Accounts : Every financial transaction needs to be assigned to a General Ledger Account.

Each General Ledger Account is attached to an Account Category which is in turn attached to a Financial Statement Line.

Zingerpay is pre delivered with a reference chart of account.

Upon activation of your Zingerpay subscription, a set of accounts are automatically.

To set up additional General Ledger Accounts follow the menu Home Page ➡ Accounting ➡ Additional Accounting Activities ➡ Maintain General Ledger Accounts

Pre-Delivered General Ledger Accounts

A/C #	Account Name	Account Category
11700	Incoming Payments Bank Account	Bank
11200	Outgoing Payments Bank Account	Bank
11500	General Operating Bank Account	Bank
34100	Accrued Vendor Payables	Accrued Vendor Payables
38200	Additional Paid In Capital	Share Capital
38300	Retained Earnings	Retained Earnings
38100	Common Stock	Share Capital
12100	Trade Accounts Receivable	Accounts Receivable
23100	Plant, Property and Equipment	Plant, Property and Equipment
23200	Accumulated Depreciation Plant	Plant, Property and Equipment
36100	Notes Payable	Notes Payable
41100	Third Party Sales (General)	Third Party Revenue
51100	Cost of Goods Sold to Third Party (General)	Third Party Cost of Goods Sold
61230	Office Expenses & Supplies	Other General and Administration 4

Outgoing Payment Gateways

Outgoing Payment Gateways : Outgoing Payment Gateways are essential for completing Outgoing Payment Processing. Each outgoing payment must be processed either automatically through one of the instant payment gateways that Zingerpay has developed a secure integration with or through an offline process established with your bank.

Setting Up Your Outgoing Payment Gateway (Instant Payment)

Zingerpay has developed integration with preferred instant payment processor in respective countries. Your organization will need to complete a simple verification steps in order to obtain your unique credentials with them. Once you have completed verification steps, you will be issued with your unique credentials which are securely maintained in Zingerpay.

Upon activation of your Zingerpay account, you will be advised on the onboarding process to set up your instant payment gateway account.

Setting Up Your Outgoing Payment Gateway (Offline Payment)

Upon activation of your Zingerpay account, your Entity is set up with an offline payment gateway account mapped to the initial outgoing payment general ledger account set up for your organization. You will need an additional step to update the actual Bank Account you will want to map this gateway to.

- To edit or add outgoing payment gateways, follow the menu
Home Page ➔ Treasury ➔ Additional Accounting Activities ➔ Maintain Outgoing Payment Gateways

See additional details on the next page.

Outgoing Payment Gateways

Outbound Payment Processing Gateways [Add](#)

Entity *

UAT, ENT10036

x

▼

Country *

Global

x

▼

Processing Platform *

Batch Upload Payment 01

x

▼

Currency

Global

x

▼

Service Provider *

TBD Bank Name A/C #123456789

GLAccount Name

Outgoing Payments Bank Account

x

▼

GL Account *

11200

x

▼

+

Add

Cancel

Type in Values for the following fields:

1. Entity ID: Select your organization from the dropdown.

2. Country: Select Global

3. Processing Platform : Select one of the ten available offline incoming payment options. You can map up to Ten non automatic payment incoming payment bank accounts

4. Currency: Select Global

5. Services Provider: Enter the name of the Bank and your Account Number at the Bank that you will like to link to this payment gateway.

6. GL Account Name: Select the name of the General Ledger Account you would like to map this payment to.

7. GL Account: Select the dropdown which will default from your selection of GL Account Name

Outgoing Payment Gateways

Scheduling Outgoing Payments (Instant Payments)

You are required to prefund your account with the payment processor that you have selected with the total amount of your outgoing disbursement for each day. Approved payments are immediately released to the payee by the payment processor utilizing the prefund balance in your account with them.

You can determine the required prefunding balance for each day by accessing the cash forecast report in Zingerpay.

- To view the Cash Forecast Report, follow the menu
Home Page → Treasury → Cash Forecast Report

The result of each released payment request can be view in the payment processing log.

- To view the Cash Forecast Report, follow the menu
Home Page → Treasury → Additional Accounting Activities → Payment Processing Log

Scheduling Outgoing Payments (Offline Payments)

For offline payments, you will need to perform the following additional steps.

1. Select Schedule for Batch Payment in the Payment Request Screen
2. Generate a Batch Payment Request
3. Download Current Day Batch Payment List
4. Format the Current Day Batch Payment List into your Bank's File Upload Format
5. Upload the Current Day Batch Payment List into your Bank Portal

Incoming Payment Gateways

Incoming Payment Gateways : Incoming Payment Gateways are essential for completing incoming payment processing.

Each customer invoice must be mapped to the incoming payment where payment is expected to be received. The printed customer invoice will include the associated payment link and payment instruction for the payment gateway it is mapped to.

Setting Up Your Incoming Payment Gateway (Automated)

Zingerpay has developed integration with preferred incoming payment processing gateways in respective countries. Your organization will need to complete a simple verification steps in order to obtain your unique credentials with them. Once you have completed verification steps, you will be issued with your unique payment link which is securely maintained in Zingerpay.

Upon activation of your Zingerpay account, you will be advised on the onboarding process to set up your incoming payment processing gateway account.

Setting Up Your Incoming Payment Gateway (Offline Payment)

Upon activation of your Zingerpay account, your Entity is set up with an offline payment gateway account mapped to the initial incoming payment general ledger account set up for your organization. You will need an additional step to update the actual Bank Account you will want to map this gateway to.

- To edit or add outgoing payment gateways, follow the menu
Home Page ➔ Treasury ➔ Additional Accounting Activities ➔ Maintain Incoming Payment Gateways

See additional details on the next page.

Incoming Payment Gateways

Incoming Payment Platforms Edit

Entity *	ENT10036, UAT ✕ ▼
Country	Global ✕ ▼
Currency LBL	Global ✕ ▼
Payment Processor Name	Incoming Payment Bank Account 01 ✕ ▼
Payment Processor Key *	Incoming_Payment_01 ✕ ▼
GLAccount Name	Incoming Payments Bank Account ✕ ▼
GLAccount	11700 ✕ ▼
Payment Link	https://paystack.com/pay/zfs
Payment Instruction	Please ensure you enter your invoice n
<div><div>Save</div><div>Cancel</div></div>	

Type in Values for the following fields:

1. **Entity ID:** Select your organization from the dropdown.
2. **Country:** Select Global
3. **Currency:** Select Global
4. **Payment Processor Name :** Select one of the ten available offline incoming payment options. You can map upto Ten non automatic payment incoming payment bank accounts
5. **Payment Processor Key:** Select the dropdown which will default from your selection of Payment Processor Name
6. **GL Account Name:** Select the name of the General Ledger Account you would like to map this payment to.
7. **GL Account:** Select the dropdown which will default from your selection of GL Account Name
8. **Payment Link:** Enter the unique payment page link provided to you by your Payment Processor
9. **Payment Instruction:** Enter specific payment instructions to be printed on your customer invoices.

Need additional help?

- [Schedule a Private Product Overview Session](#)
- [Attend our Weekly Overview Webinar](#)
- [Chat with us](#)