ZEPHYR INTERIOR DESIGN ACADEMY

Hub guide: Finance Hub

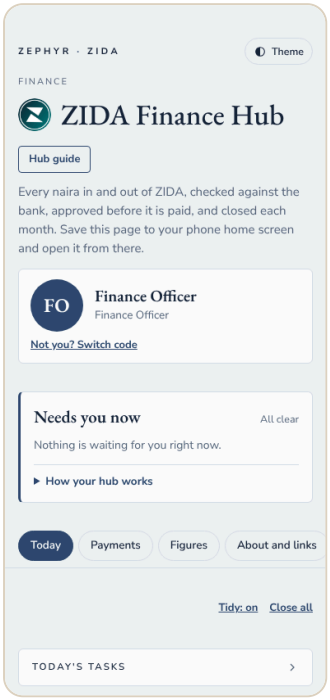
> Welcome to your Finance Hub. It brings your daily work into one place, so nothing depends on memory.
> This guide walks you through it, card by card. Keep it open the first few times.

Who this hub is for

Finance Hub is for the Finance Officer.

Opening and signing in

1. Open https://zida-team.netlify.app/finance/ on your phone or computer.
2. Enter your hub code once. Get your code from Operations privately; never share it or post it in a group.
3. The hub remembers your code on that device. On a phone, add it to your home screen: Share, then Add to Home Screen (iPhone) or the menu, then Install app (Android).
4. Tap Hub guide at the top of the hub at any time to come back to this guide.



The top of the Finance Hub on a phone: the tabs and Needs you now

Your routine

Every day

- Check Every day: bank checks and the daily reconciliation.
- Record money in and pay approved payment requests with proof.

Each week

- Record savings and investment transfers when they are due.

On Friday

- Close the week: nothing unrecorded, nothing unpaid.

Your hub, section by section

The sections in the order you see them. Some sit under tabs at the top: tap a tab to switch.

Finding your way: tap a tab to switch. Close all at the top of a tab closes every card in it (Open all opens them). With Tidy on, opening one card closes the others; it is on by default on a phone and you can switch it on or off. Cards with something waiting open by themselves.

Tab: Today

Today's tasks

Your tasks for today: standing duties, tasks from the Managing Director and class tasks.

1. Do each task.
2. Tick it when it is done; add a note or link if asked.
3. Unticked tasks become overdue after their time.

Daily reconciliation

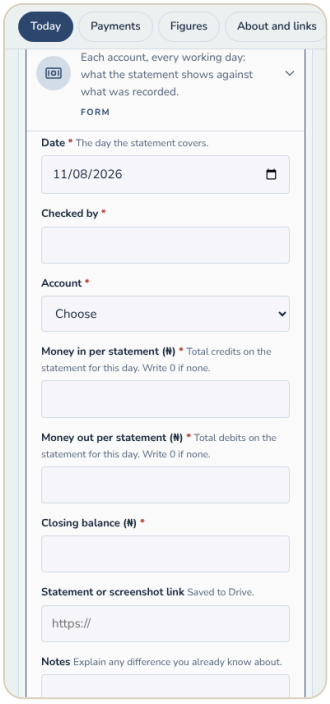
Student payments that need a check.

1. Check each one against the bank.
2. Mark it matched, or flag it as not in the account.

Every day

The forms you use every day.

1. Tap the form you need to open it.
2. Fill in each field. For proof, paste a Google Drive or social media link: files cannot be uploaded.
3. Tap Submit. You see "Sent today" on the form.



A form opened on the Finance Hub: fill in each field, paste links, then Submit

Student refunds

Open the card to see its details.

1. Open the card.
2. Follow the note under it.

Requests from reports

Requests you added to your reports, and their answers.

1. Add a request at the end of any report.
2. The answer shows here, and you are emailed.

Reviews of your reports

The Managing Director's review of each report.

1. Good: nothing to do. A note may be added for you.
2. Needs action: do what is asked, write what you did and tap Done.

Tab: Payments

Paying money out

Ask for money ZIDA needs to pay. The Managing Director approves before anything is paid.

1. Open the form and say what it is for, how much and who is paid.
2. Paste a link to the quote or invoice.
3. Tap Submit. You are told when it is approved and paid.

Recording money

The forms you use every day.

1. Tap the form you need to open it.
2. Fill in each field. For proof, paste a Google Drive or social media link: files cannot be uploaded.
3. Tap Submit. You see "Sent today" on the form.

Savings and investment

The money figures for the month.

1. Open the card for the figures.
2. Confirm or query anything that waits for you.

Every month

Open the card to see its details.

1. Open the card.
2. Follow the note under it.

Payroll this month

This month's payroll.

1. It is built on the 24th.
2. Operations checks it, Finance confirms it, the Managing Director approves it.

External facilitator fees due this month

External facilitator fees due this month, with the total.

1. Read the list before you build the payroll draft.
2. Build or rebuild the payroll draft: each line goes in as "External facilitator fee".
3. A line marked "Bank details not confirmed" waits for the MOU bank page at Finance.
4. When Finance records the payroll paid, each line is Paid and the facilitator's Paid so far goes up.

Pay penalties

Pay penalties proposed this month.

1. Approve or change each one before payroll.

Discounts

Discounts that are active, and requests for new ones.

1. Read the active discounts before you quote a price.
2. Only the Managing Director approves a discount.

Tab: Figures

Finance dashboard

Open the card to see its details.

1. Open the card.
2. Follow the note under it.

Budget left this month

What is left in this month's budget, per category.

1. Check it before asking for a payment.
2. Over-budget requests go to the Managing Director.

Centre P&L, savings and cash

The money figures for the month.

1. Open the card for the figures.
2. Confirm or query anything that waits for you.

Withholding tax owed

The money figures for the month.

1. Open the card for the figures.
2. Confirm or query anything that waits for you.

Fee List

The money figures for the month.

1. Open the card for the figures.
2. Confirm or query anything that waits for you.

Pay rules

The money figures for the month.

1. Open the card for the figures.
2. Confirm or query anything that waits for you.

ZIDA Pro Practice sales

Online sales of the Pro Practice course.

1. Check each sale is matched to a payment.

ZIDA Pro Practice sale

Open the card to see its details.

1. Open the card.
2. Follow the note under it.

Tab: About and links

What this role does

Open the card to see its details.

1. Open the card.
2. Follow the note under it.

Links

Quick links to the sheets, documents and hubs you use.

1. Tap a tile to open it in a new tab.

HR

Leave, appraisal, your records and the staff policies.

1. Open the HR Hub to ask for leave or report an absence.
2. Read the policies when you need them.

Reports, requests and links

- Daily Report: what you finished (one task per line), proof links, what you did not finish and why, and tomorrow's plan.
- Requests: add a request at the end of any report: an approval, an item, money or help. The answer comes back on your hub.
- Links: paste a Google Drive or social media link. Files cannot be uploaded here.

What happens after you submit

- Your report goes to your line manager and the Managing Director. You see "Sent today" on the form.

- Payment requests go to the Managing Director first, then Finance pays and records the proof.
- Reviews, decisions and answers come back to your hub, and by email when there is something to read or do.

Questions

I see "Slow connection, still saving..."

Wait: it is still saving. Do not tap Submit again. If it fails, you see a message and can try once more.

I forgot to clock out

Tell Operations the same day so your record can be corrected.

Someone else's name shows at the top

Tap Not you? Switch code under the name, then enter your own code. Each hub keeps its own code on your device.

I made a mistake in something I sent

Send it again with the correction and say so in the notes, or tell your line manager. Nothing is lost.

Feedback on this guide

Reply to the Monday email with anything unclear or missing. Your feedback shapes the next version.
