

Hesabu ERP Company Setup Guide

Company setup and configuration

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Documentation version 1.0, published 17 November 2026. The screens in your own workspace may differ slightly depending on your plan and settings.

Contents

Company setup and configuration

- **Creating and configuring your company**
- **Currency, fiscal year and accounting periods**
- **Cost centres and accounting dimensions**
- **Warehouses and business locations**
- **Email and regional settings**

Company setup and configuration

Set up your company, currency, fiscal year, cost centres, warehouses and regional settings.

Company setup and configuration

Creating and configuring your company

Create your company record, add its details and logo, and understand the defaults it sets.

Beginner · About 15 minutes · Version 1.0 · Updated 17 November 2026

Overview

The **Company** record is the foundation of your system. It holds your business name, currency, country and tax details, and it decides which chart of accounts and default accounts your transactions use. Most customers have one company, but you can add more if you run separate legal entities.

Prerequisites

- The **System Manager** role, or the permission to edit Company.
- Your official business name, KRA PIN and physical address to hand.

Steps

1. Type **Company** in the search bar and open the list.
2. Open your existing company, or click **Add Company** for another one.
3. Fill in the **Details**: - **Company Name**: your legal name as it should appear on invoices. - **Abbreviation**: a short code, such as `MHB`. It is added to the end of account and warehouse names, for example `Stores - MHB`. Choose it carefully, because it is hard to change later. - **Default Currency**: `KES` for Kenya shillings. - **Country**: Kenya. - **Tax ID**: your KRA PIN.
4. Upload your **Company Logo** in the Company Info section.
5. Check the **Chart of Accounts** setting. Leave the standard chart for a new company, and see The chart of accounts to adapt it.
6. Click **Save**.
7. Add your address: open **Address** from the Connections tab, click **Add Address**, link it to the company, tick **Preferred Billing Address**, and save.

Practical example

Mwangaza Hardware & Building Supplies Ltd sets the abbreviation `MHB`, the currency `KES`, the country Kenya and its KRA PIN. Every new invoice then shows the right name, PIN and address without anyone typing them.

Important notes

- The **Default Currency** applies to all new transactions. Change it only before your first transaction.
- The company's **Default Accounts** section (cash, bank, receivables, payables and income accounts) fills automatically from the chart. Review it before you start posting.
- To use more than one company, switch between them using the **Company** field on each document.

Common mistakes

- Using a long abbreviation. Account names get long and hard to read.
- Entering the trading name instead of the legal name, so invoices show the wrong name.

Troubleshooting

If you cannot change the default currency, transactions already exist. Ask support before attempting to change it.

Next steps

Read Currency, fiscal year and accounting periods.

Related documentation

- Currency, fiscal year and accounting periods
- The chart of accounts
- Warehouses and business locations

Company setup and configuration

Currency, fiscal year and accounting periods

Set your currency, define your accounting year and close periods.

Beginner · About 12 minutes · Version 1.0 · Updated 17 November 2026

Overview

Your **fiscal year** is the twelve months your accounts are reported over, for example 1 July to 30 June. Reports such as the Profit and Loss and the Balance Sheet are produced for a fiscal year, and documents must fall within one.

Steps

Check or create the fiscal year

1. Search for **Fiscal Year** and open the list.
2. Check there is one covering today's date. If not, click **Add Fiscal Year**.
3. Enter a name such as `2026-2027`, the **Year Start Date** and the **Year End Date**.
4. Tick **Disabled** only to hide an old year. Leave it off for the current year.
5. Click **Save**.

Currencies and exchange rates

1. Your company currency is **KES**, set on the Company record.
2. To bill a customer in another currency, such as USD, choose it on the document. The **Exchange Rate** is fetched or entered by you.
3. For regular foreign dealings, open **Currency Exchange** and add dated rates.

Closing an accounting period (optional)

1. Search for **Accounting Period** and click **Add Accounting Period**.
2. Choose the company and dates, and the **document types** to close, such as Sales Invoice and Payment Entry.
3. Save. Documents in that period of those types can no longer be created or changed.

Practical example

A business whose year ends on 30 June finishes its audit in September. The accountant creates an **Accounting Period** for July 2025 to June 2026 covering sales invoices, purchase invoices and journal entries. Nobody can back-date entries into the audited year.

Important notes

- If you try to post on a date outside any fiscal year, you will get an error. Create the year first.
- Closing a period protects your numbers but also blocks genuine corrections. Close it only after your review.
- Many businesses also run **Period Closing Voucher** at year end, which moves profit to retained earnings. Ask your accountant.

Common mistakes

- Forgetting to create the next fiscal year before the new year begins.
- Using a calendar year when the business reports on a different one.

Troubleshooting

An error that mentions the *fiscal year* when you save a document means there is no fiscal year covering its posting date. See Invoice submission errors.

Next steps

Read Cost centres and accounting dimensions.

Related documentation

- Creating and configuring your company
- Financial reports
- Journal entries and opening balances

Company setup and configuration

Cost centres and accounting dimensions

Track income and costs by branch, department or project.

Intermediate · About 12 minutes · Version 1.0 · Updated 17 November 2026

Overview

A **cost centre** is a part of the business whose income and costs you want to see separately, such as a branch, shop or department. An **accounting dimension** is an extra tag you can add to every entry, for example *Project* or *Branch*.

Steps

Create cost centres

1. Search for **Cost Center** and open the tree.
2. Select your company's group, then click **Add Child**.
3. Enter the **Cost Center Name**, such as `Nakuru Branch`.
4. Tick **Is Group** only for a folder holding other cost centres.
5. Click **Save**.

Use them on documents

1. On a sales or purchase document, open the **Accounting Dimensions** section (or the item row).
2. Choose the **Cost Center**.
3. Submit. The income or expense is recorded against that cost centre.

Create an accounting dimension

1. Search for **Accounting Dimension** and click **Add**.
2. Choose the **Document Type** to use as the dimension (for example *Department*) and the company.
3. Save. The new field now appears on accounting documents.

Practical example

A hardware business with a Nakuru and an Eldoret branch makes a cost centre for each. At month end, the **Profit and Loss Statement** is filtered by cost centre, showing that Nakuru earns more but Eldoret has lower costs.

Important notes

- Decide your cost centres before you start. Adding them later does not re-tag old entries.
- Keep the tree simple. Too many cost centres make reports hard to read.

Common mistakes

- Creating a cost centre per customer. Use a *project* or *customer* report instead.
- Not setting a default cost centre in the Company, so entries land in the main one.

Next steps

Read Warehouses and business locations.

Related documentation

- Financial reports
- Creating and configuring your company

Company setup and configuration

Warehouses and business locations

Create the places you keep stock and set the defaults for each.

Beginner · About 10 minutes · Version 1.0 · Updated 17 November 2026

Overview

A **warehouse** is any place you hold stock: a shop, a store room, a van or a supplier's consignment area. Every stock movement is recorded against a warehouse, so the stock report can tell you what you hold where.

Prerequisites

The **Stock** module in your plan and the Stock Manager or System Manager role.

Steps

1. Search for **Warehouse** and open the tree.
2. Click **Add Warehouse**.
3. Enter the **Warehouse Name**, for example `Stores`. The company abbreviation is added automatically (`Stores - MHB`).
4. Choose a **Parent Warehouse** if it sits inside a group, or tick **Is Group** for a folder.
5. Choose the **Company**.
6. In the **Address and Contact** section, add the location's address and contact.
7. Click **Save**.

Set defaults

1. Open **Stock Settings** from the Stock workspace.
2. Choose the **Default Warehouse** used when a document does not specify one.
3. Save.

Practical example

Mwangaza Hardware sets up `Stores - HD` (main store), `Showroom - HD` (shop floor) and `Delivery Van - HD`. When the shop sells the last bag of cement on the showroom floor, the team moves more from Stores to Showroom with a stock transfer.

Important notes

- Warehouses are tied to a company. You cannot move stock between companies by transfer.

- A **group** warehouse cannot hold stock directly. Only the non-group child warehouses do.
- You can mark a warehouse as **Rejected** for goods that failed inspection.

Common mistakes

- Creating a warehouse per shelf. Use a single warehouse per physical site, and manage shelves with item locations or batch information.
- Using a group warehouse in a stock entry.

Next steps

Read Email and regional settings.

Related documentation

- Warehouses and stock entries
- Creating items
- Creating and configuring your company

Company setup and configuration

Email and regional settings

Set up your sending email account, system defaults and Kenyan regional options.

Intermediate · About 15 minutes · Version 1.0 · Updated 17 November 2026

Overview

Your workspace sends emails, such as invoices and notifications, through an **Email Account**. It also has **System Settings** for the date format, time zone and number format, which control how information appears to everybody.

Prerequisites

- The System Manager role.
- Your mail provider's details: the email address, the outgoing (SMTP) server, port and an app password.

Steps

Outgoing email

1. Search for **Email Account** and click **Add Email Account**.
2. Enter the **Email Address** and a **Password** (use an app password where your provider supports it).
3. Tick **Enable Outgoing** and fill in the **Outgoing Server**, **Port** and whether to use **TLS** or **SSL**, as your provider specifies.
4. Tick **Default Outgoing** if it should be used for all sending.
5. Click **Save**. The system tests the connection.

System settings

1. Search for **System Settings**.
2. Set the **Country** (Kenya), **Time Zone** (`Africa/Nairobi`), **Date Format**, **Number Format** and **First Day of the Week**.
3. Choose the **Language**.
4. Click **Save**.

Practical example

The business sets the date format to `dd-mm-yyyy` and the number format to `#,###.##`. Invoices then read `14-10-2026` and `102,000.00`, the way customers expect.

Important notes

- Emails will fail to send if the outgoing account is wrong. After saving, send a test email to yourself.
- Change the number format only before you start posting, to avoid confusion in old documents.
- Personal users can set their own language and time zone. See Updating your profile and password.

Common mistakes

- Using the normal mailbox password instead of an app password.
- Choosing the wrong SMTP port. Check the provider's documentation.

Troubleshooting

See Email problems.

Next steps

Move on to Users and access control.

Related documentation

- Email problems
- Workflows and notifications

Support

Call or WhatsApp 0117 801 786.
Support requests: https://www.hesabuerp.co.ke/support.html
Website: https://www.hesabuerp.co.ke
Online documentation: https://www.hesabuerp.co.ke/documentation/

When you contact us, please give your workspace address and a short description of what you were doing. A screenshot helps.