Zyph ERP manual

Zyph Tech, Lda. · https://erp.zyphtech.com · Updated 21 Nov 2026

What Zyph ERP is

Zyph ERP is Zyph Tech, Lda.’s management platform for companies in Mozambique. It brings customers, products, stock, invoices, purchasing, treasury and reports into one place, with VAT, NUIT and M-Pesa, e-Mola and mKesh already set up.

This manual describes the product from four seats: the company administrator, the manager, the day-to-day user, and the customer who receives the documents. The step-by-step USER GUIDE is also at /docs.

Administrator

Whoever creates the account is Admin. They see everything, including Settings: company details, tax ID, logo, colours, currency, invoice numbering, users, roles, domains and the Zyph subscription.

The administrator invites the team, picks each person’s role and can turn access off. They also handle email confirmation, passwords and the plan (monthly, quarterly, six-month or annual).

If a colleague cannot see a menu item, the role is usually why — the administrator changes it in Settings → Users.

Manager

A manager does the day-to-day work without Settings. They issue and follow invoices, quotes, stock, purchases, expenses and reports. That is the seat for someone who runs operations without owning the Zyph account or user access.

The dashboard, tasks, agenda and internal chat are available, as are company financial reports, so month-end does not need the administrator.

User (sales, warehouse, finance, HR)

Each user sees only what their role allows. Sales handles customers, quotes, invoices and payments. Warehouse handles products, stock and receiving purchases. Finance handles expenses, amounts owed and due, and reports. HR handles people, leave and team activity.

Zyph adapts the menu to the role: a warehouse operator does not see company settings; a salesperson does not post stock adjustments without permission. Department and job title are organisation labels — they do not change access.

Language can follow the company or the profile. Light or dark theme is stored on this device if you allow preference cookies.

Customer

The customer does not log into the company’s Zyph. They receive quotes, invoices and receipts as PDFs, by email, with the company’s logo, colour, tax ID and payment details (bank, M-Pesa, e-Mola, mKesh).

If the company connects email, replies go to the company address, not Zyph’s. Payments recorded in the account show on the invoice (paid, partial, overdue).

The customer does not manage stock or reports. They see the official document and, when the company sends it, a payment reminder.

How Zyph adapts

One account, four seats. The same product shows different screens by role. The administrator configures; the manager operates; the user does their slice of the work; the customer only receives the result.

Start with Get started on the site, fill in the company and follow the short guide (brand, customer, product, first invoice). Team, stock, purchasing and reports build on that.