Expense management

for Microsoft Dynamics 365 Business Central

Zetadocs Expenses

Save time, gain control and reduce costs

Zetadocs Expenses is an expense management service designed for Microsoft Dynamics 365 Business Central and Microsoft Dynamics NAV. It saves finance teams time by dispensing with spread sheets and paper for processing employees' travel and entertainment (T&E) expenses. It gives centralized control over expense approvals, credit card reconciliation and business mileage.

Fast, accurate reimbursements

Reimburse payments or daily allowances to staff quickly and efficiently, sparing them frustrating delays – whilst also ensuring claims abide by company policy, and are correctly coded for Business Central.

Better management of corporate credit cards

Reconcile payment card statements with ease by matching and creating expenses from card payments rather than entering every payment manually; it's faster for your finance team and for cardholders.

Simple management of business mileage

Manage fuel payments and business mileage for your company vehicles and employees' private cars, ensuring IRS and HRMC compliance and full reclaim of VAT on fuel.

Seamless integration with Business Central

No rekeying required as approved expenses are recorded directly in Business Central or NAV as purchase invoices or journals – with employee/vendor, GL, dimensions, jobs and tax codes already set. Business Central jobs, tasks and dimensions are automatically synchronized with Zetadocs Expenses.

A cloud solution that updates itself

Zetadocs Expenses is a simple add-on for Business Central or NAV with browser and phone apps that are regularly updated automatically for you.

Expert advice when you need it

Our support teams in the UK and US can explain how Zetadocs Expenses will handle your business processes and provide advice on how best to move on from using spread sheets for managing expenses.

At a glance

Better control of travel and entertainment expenses to help improve profitability

Faster reconciliation of corporate credit card accounts

Easier tax compliance and recovery on expenses and business mileage

Mobile apps for users to submit and approve anywhere, anytime on phones, tablets and PCs

Receipt OCR to extract data using Microsoft Azure Cognitive Services

No rekeying into Microsoft Dynamics® 365 Business Central or Microsoft Dynamics NAV to save time and reduce errors

Set policies to put your finance team back in control of expenditure

Reporting insights that allow you to see who incurred what expenses and how, helping you to control spend

Get set up fast and stay up to date with a cloud service that's managed for you

ANDROID APP ON Google play   Available on the App Store

Get it from Microsoft AppSource   Microsoft Azure

Technical Information

For details of supported platforms and other system requirements, please visit:
www.equisys.com/zdtechinfo

Features	Express*	Essentials	Plus
Capture expenses with photo receipts Snap a photo of the receipt using your phone, or forward any emailed receipt for online bookings – nothing is forgotten when you submit your expenses	●	●	●
Submit & Approve on any device Submit & approve expense reports easily using web or phone apps.† Automatic reminder emails chase in late approvals to help streamline the process	●	●	●
Private car mileage Reimburse employees promptly for business mileage in their own cars, calculated using Google Maps for convenience and to validate mileage claimed	●	●	●
Total visibility The finance team have visibility of all expense reports in the system, plus reports can be printed or saved to file for analyzing different sets of expenses	●	●	●
Tax compliance Support for recording of sales tax and VAT on expenses and business mileage aids tax authority compliance, and assists with tax recovery to bring tangible savings	●	●	●
Integrated with Business Central Once approved and checked, expense reports are exported to Business Central, saving time rekeying and improving visibility to staff of reimbursements	●	●	●
Receipt OCR Create new expenses by uploading receipts, which are analyzed using OCR to extract information that is then entered automatically on a new expense		●	●
Multi company Submit expenses for any group company with the same home currency, which once approved are exported to the corresponding company in Business Central		●	●
Automatic data synchronization Synchronize Business Central jobs, tasks or dimensions with Zetadocs Expenses to more easily manage how expenses are assigned to particular projects		●	●
Daily card transactions via automatic bank feed Daily credit card transactions appear automatically for cardholders, who can then easily submit expenses without rekeying the transaction information		●	●
Credit card reconciliation Export of justified and matched company credit card transactions saves time rekeying each statement line separately into Business Central		●	●
Policy & workflow automation Set limits for different expense types and control which staff or teams can claim each type of expense, plus enforce approval workflow rules		●	●
Daily Allowances (per diem) Set allowance rates for meal types and accommodation, with total expense amounts calculated automatically according to business rules and trip duration		●	●
Company car mileage Manage company car mileage expenses – recharging private mileage with a company fuel card, or reimbursing business mileage, based on fuel rates		●	●
Reporting insights See who incurred what expenses and how, helping you control spend and improve travel and entertainment budgeting that lead to tangible cost savings		●	●
Customized export Customize the export of approved expenses into Business Central, or the import of Business Central jobs/tasks/dimensions into Zetadocs Expenses			●

* The Express edition is free for use by up to 25 named users and is available for Dynamics 365 Business Central Online only . Implementation and support plan available as a chargeable option
† Zetadocs Expenses apps available in Danish, Dutch, English, French, German, Spanish and Swedish languages

A cloud service

Flexible custom fields
Ensure expenses are categorized according to your use of dimensions for analysis.

Single sign-on
Integration with Office 365 identity and Azure AD makes it simple to grant employees access to Zetadocs Expenses and provide them with a streamlined sign-on experience.

Secure 24x7 access
To make life easier, we manage the service for you in the Microsoft Cloud. It's simple to connect up to, and there's reliable and safe access for traveling staff, wherever they go.

Highly scalable
No month-end bottlenecks; Microsoft Azure's cloud architecture lets us switch on more computing power whenever it's needed so that the service remains responsive, even at busy times.

Coming soon
As Zetadocs Expenses is a cloud service, we are able to add and improve features regularly. For details of features we're working on, please visit:
www.zetadocs.com/expenses/futures

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