

Zetadocs Expenses

Expense management for Microsoft Dynamics 365 Business Central



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

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, dimension and tax codes already set, so expenses are ready to reimburse or book to jobs.

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 spread sheets for 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 VAT recovery on expenses and business mileage

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

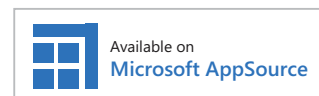
No rekeying into Microsoft Dynamics® 365 Business Central or Microsoft Dynamics NAV to save time and reduce errors

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

Understand where approval bottlenecks exist and speed up the processing of expense reports

Flexible custom fields ensure expenses are categorised according to your use of dimensions for analysis

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



Technical Information

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

Features	30 day trial Essentials Plus		
Expenses with photo receipts As you incur an expense, enter it on your phone and snap a photo of the receipt, or forward any emailed receipt for online bookings – nothing is forgotten when you submit your expense report later	●	●	●
Submit on any device It's a fully paperless system: gather up expenses in moments to submit as a report to your manager, then track the approval on your phone or PC so that you stay informed	●	●	●
Approve on browser or phone Managers get emails for any expense reports needing approval: just click through to review reports with visual indicators for any expenses with policy warnings	●	●	●
Automatic export Once approved and checked, expense reports are exported automatically to Business Central, saving time rekeying and improving visibility to staff of reimbursements	●	●	●
Total visibility Status screen provides visibility to the finance team of each expense report in the system, plus reports can be saved to file for analyzing different sets of expenses	●	●	●
Policy enforcement Limits for each type of expense and vehicle control allowable expenditure, either with warnings for approvers or by preventing expense reports from being submitted		●	●
Tax compliance Support for recording of sales tax and VAT on expenses and fuel for UK business mileage aids IRS and HRMC compliance, and assists with VAT recovery to bring tangible savings		●	●
Credit card reconciliation Export of justified and matched company credit card transactions saves time rekeying each statement line separately into Business Central		●	●
Multi-currency Foreign travel expenses can be entered in any currency, with automatic currency conversion into your home currency for speed and accuracy		●	●
Car mileage Road distances for business trips are calculated using Google Maps for convenience, with allowances calculated automatically according to engine size and total distance claimed year to date		●	●
Company cars Monthly vehicle reports separate personal mileage from business trips in company cars, recharging for private use with a company fuel card or reimbursing for business mileage, based on fuel rates		●	●
Reporting insights* See who incurred what expenses and how, helping you control spend, improve travel and entertainment budgeting, and accrue for credit card payments		●	●
Customized export† Extend the integration using customization to apply additional business logic that records each approved expense in your accounts database in whatever way you need			●

* Feature coming soon † Dynamics NAV only at present

© Equisys Ltd All information accurate at time of preparation All trademarks acknowledged ZDE-DS-US-1812

A cloud service

For phones, tablets and PCs

Android and Apple (iOS) apps for phones, iPads and tablets – or browse safely using popular browsers. There's nothing to set up on a PC, and no server to manage.

Separation of duties

System administrators and IT providers can configure users and settings via a secure web interface. The role-based approach makes it quick to set up a user as a submitter, approver or processor.

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.

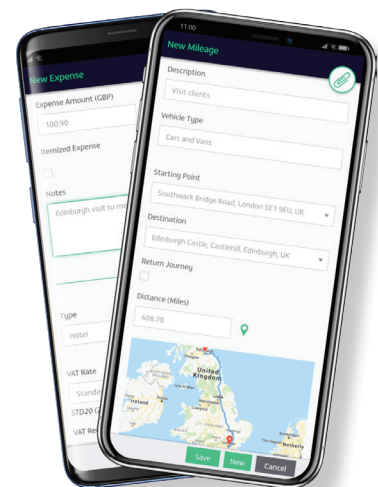
Highly scalable

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



 **Zetadocs**

zetadocs.com/expenses



North America
Equisys Inc
30000 Mill Creek Avenue, Suite 335
Alpharetta, GA 30022
USA
770 772 7201
sales@usa.equisys.com

Europe
Equisys Ltd
32 Southwark Bridge Road
London, SE1 9EU
United Kingdom
+44 (0)20 7203 4000
sales@equisys.com