

Zetadocs Expenses

Make sense of expenses

Expense management for better business, designed by people like you

Save time, gain control and reduce costs

Zetadocs Expenses is an expense management service designed for Microsoft Dynamics® NAV. It saves finance teams time by dispensing with spread sheets and the traditional paper-based processing of business expenses incurred by staff.

It provides centralized control over the capture, submission, approval and reimbursement of travel and entertainment (T&E) expenses. Costs can be kept to budget and company policies enforced, such as the spending limit for each type of expense and allowable submission time. The software helps you recover Value Added Tax (VAT) on expenses and business mileage, while saving the time and costs of rekeying expense reports and reconciling credit card accounts.

Available on the go, always up to date

Zetadocs Expenses is a cloud service built on the highly scalable Microsoft® Cloud, and is managed for you to offer reliable access anytime from anywhere. Android™ and Apple® (iOS) apps make snapping receipts, submitting reports and approving expenses a breeze on phones and tablets. Nothing gets forgotten and there's no scrambling around for receipts when it's time to submit your expenses or justify your company credit card statement.

Service enhancements are made regularly, with most available to you automatically without any need to upgrade anything in Dynamics NAV. So you'll have the most up to date version without the pain associated with NAV upgrades.

Designed for companies using Microsoft Dynamics NAV

Zetadocs Expenses' light touch integration with Dynamics NAV makes it quick to set up, and simple to manage.

All expenses are coded using NAV business data, with the expense types that users select being mapped directly to NAV general ledger codes, and categorized to NAV Dimensions. Once checked by your finance team, expense reports and reconciled credit card statements are automatically exported to NAV without the need to rekey.

At a glance

Assists VAT recovery on expenses and VAT on business mileage to bring tangible savings

Improve control of travel and entertainment expenses to help improve profitability

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

Enable users to submit and approve anywhere, anytime through mobile apps and browsers on PCs, phones and tablets

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

Save time rekeying and reduce errors via tight integration with Dynamics NAV

Use flexible custom fields to meet your individual needs

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

Easily reconcile corporate credit card accounts

Features	
Expenses with photo receipts	As you incur an expense, enter it on your phone and snap a photo of the receipt. Saves time and nothing gets forgotten when the time comes to submit your expense report.
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.
Car mileage	For convenience and accuracy, mileage claims based on journey distances are calculated using the allowable rates or dual band rate for each engine size set by the finance team.
Company cars	Detailed vehicle reports automatically separate monthly personal and business miles from total miles, and collect the fuel expenses with receipts for accurate financial reporting.
Policy enforcement	Expense type limits control allowable expenditure, either with warnings for approvers or by preventing expense reports from being submitted. Greater control saves time for approvers and the finance team, and helps reduce expenditure.
Multi-currency	An expense can be entered in any currency, with automatic currency conversion for speed and accuracy.
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.
Overdue reminders	Reminder emails chase in late approvals, helping streamline the expense management process and saving your finance team time.
Finance team	Expenses approved by managers can be checked on screen by the finance team. Expense reports are then exported automatically to NAV, saving time rekeying and improving visibility to staff of reimbursements.
Reclaiming VAT	Separation of VAT into NAV Posting Groups aids compliance with tax regulations and assists VAT recovery on expenses and VAT on business mileage for UK companies to bring tangible savings.
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.
Credit card reconciliation	Export of justified card transactions saves time rekeying each statement line into NAV.

Technical Information

For phones, tablets & 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.

NAV integration

Automatic export to Dynamics NAV, using your normal expense codes and categories, saving additional time for your finance team. For details of supported platforms and other system requirements, please visit:

www.equisys.com/zdnavtechinfo

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