

Zetadocs Expenses Integration Setup Guide



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Table of Contents

Zetadocs Expenses Integration Setup Guide	5
Preparing your Environment	6
Checking the Firewall Settings	7
Registering your Account	9
Configuring Zetadocs Expenses	10
Expenses Connection Setup	11
Zetadocs Expenses Extension for Business Central	12
Install the Zetadocs Expenses App	13
Run the Zetadocs Expenses Assisted Setup	14
Create Web Service Key	15
Zetadocs Expenses Extension for Business Central on Premises	16
Publishing the Extension app file	17
Installing the Extension	18
Run the Zetadocs Expenses Assisted Setup	19
Enabling Access to the Web Service	20
Testing the Zetadocs Expenses Web Service	21
Configure Zetadocs Expenses to use the published Web Service	25
Testing the Export to Business Central	26
Zetadocs Expenses Connector for NAV	27
Connector Setup Pre-requisites	28
Creating the Connector User Account	29
Setting up Roles and Permissions	30
Opening the Web Services	33
Linking your Connector and the Zetadocs Expenses Service	37
Starting the Connector Service	44
Testing the Connection	45
Testing the Setup	46
Appendices	48
Zetadocs Expenses Connector	49

Requesting Support**51**

Zetadocs Expenses Integration Setup Guide

This guide aims to provide you with all the information you need to get a Zetadocs Expenses system integrated with your accounting software. Much of the install will be done for you by a representative of our technical team, please contact your Reseller if you need further information on the requirements or scheduling of the installation.

Setting up Zetadocs Expenses integration has three main stages:

1. Preparing your Environment: Before installing the integration components on your system there are a number of setup steps that should be completed. These include configuring the Zetadocs Expenses Account, configuring your Microsoft Dynamics software and preparing your network for integration with Zetadocs Expenses.

2. Zetadocs Expenses Extension for Business Central: Use the Zetadocs Expenses Extension for Business Central to connect Zetadocs Expenses to Microsoft Dynamics 365 Business Central when deployed in the cloud.

3. Zetadocs Expenses Extension for Business Central on Premises: Use the Zetadocs Expenses Extension for Business Central to connect Zetadocs Expenses to Microsoft Dynamics 365 Business Central when deployed on premises.

4. Zetadocs Expenses Connector for NAV: Use the Zetadocs Expenses Connector for NAV to connect Zetadocs Expenses to Microsoft Dynamics NAV. It is a proprietary service application that must to be installed on the NAV server machine.

5. Testing the Setup: Verifying that the setup is complete and correct is an important final step in the setup.

For technical support, visit the Equisys support pages, www.equisys.com/support
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Preparing your Environment

As the first step of the setup process a couple of basic steps must be completed in order to prepare your system and accounting software for integration with Zetadocs Expenses.

1. [Checking the Firewall Settings](#)
2. [Registering your Account](#)
3. [Configuring Zetadocs Expenses](#)

Checking the Firewall Settings

Your firewall settings requirements will depend on how you have deployed Business Central and NAV:

- Business Central public cloud – No firewall changes or connector installation required
- Business Central private cloud or on premises – Firewall changes required, no connector installation required
- NAV private cloud or on premises – No firewall changes required, connector installation required

Business Central private cloud or on premises requirements

Firewall changes are required to publish the Zetadocs Expenses Web Service for external communication via HTTPS. See advice from your Reseller or firewall maintainer on making the Zetadocs Expenses Web Service Internet facing and applying the correct certificates to enable HTTPS communications.

NAV private cloud or on premises requirements

The Zetadocs Expenses Connector makes it easy to setup secure access to your data using the Microsoft Azure Service Bus Relay. This service allows the Zetadocs Expenses Connector make outbound calls to establish a connection with Zetadocs Expenses. This reduces the amount of firewall configuration required. The connector can communicate using either HTTP/HTTPS connections using ports 80 and 443 as per normal web traffic, however you will gain a significant performance increase if you allow Zetadocs to use outgoing TCP to communicate with the Service Bus relay.

Firewall Requirements

The following Ports need to be open to enable communication with the Zetadocs Expenses site and the service bus relay.

- Port 80
- Port 443

Optional Firewall Changes - Utilizing TCP

Using outgoing TCP to communicate with the Service Bus relay will provide you with a quicker more responsive solution. To support this you will need to open ports 9350, 9351, 9352, 9353 and 9354 whilst also ensuring that the connector has been set to run as a user with sufficient authority to utilize these ports.

Further Advice

Further advice is available from Microsoft via the links below.

Connection Requirements

Due to the variety and complexity of network Firewall and proxy setups it is difficult to provide specific steps for all requirements, beyond those provided above. The link below provides the latest information from Microsoft on how to connect to the Service Bus from behind a Firewall or a proxy server whilst maintaining security.

<https://azure.microsoft.com/en-us/documentation/articles/service-bus-architecture/>

Troubleshooting your Connection

Should you have problems establishing a reliable connection to the Service Bus Microsoft has provided tools and advice on how to troubleshoot your connection. Simply follow the link below and review the latest advice.

<http://social.technet.microsoft.com/wiki/contents/articles/2055.troubleshooting-connectivity-issues-in-the-windows-azure-appfabric-service-bus.aspx>

Understanding the Connection Requirements

Zetadocs Expenses Connector is installed behind the firewall and only requires Internet access to communicate with the Zetadocs Expenses site. Once users can access the Zetadocs Expenses website the Expenses site needs access to data on premise so it can display the appropriate data to those authenticated users.

The Azure Service Bus is designed to broker calls between the Expenses site and the on premise Expenses Connector via a secure encrypted HTTPS channel. As both the Expenses site and the on premise Expenses Connector only make outbound calls to the Service Bus, no inbound firewall changes are required. The Expenses Connector is then configured to communicate with Microsoft Dynamics NAV via business web services to provide users with access to the essential NAV data.

Registering your Account

When you request a Zetadocs Expenses account for your company you will be sent an Account Registration email from the Zetadocs Expenses team. This email contains a Complete Registration link, it is used to activate your Account and allow you to access the system and complete the remaining setup steps.

This email will be sent from approvals@noreply.mail.zetadocs.com, should you not receive your registration email as expected please check your spam filter settings before raising a [support request](#). This email address will also be used to send approval request notifications and reminders, as such it should be added to your list of safe or trusted senders to ensure that users throughout your organization receive Zetadocs Expenses emails.

Completing the registration requires the selection of some key account settings which cannot be changed later. If you are unsure of any of these settings then it is advised that you wait for the Zetadocs team member to assist you in this setup step.

1. Open the email and select the Complete Registration button.
2. You will be taken to the Zetadocs Expenses site where you need to enter details about your account as well as your First and Last Names and chosen password. It is important to check the Account Name and email address fields before clicking Register.
3. This will complete your account registration and display a confirmation screen which contains the Secure Connection Credentials for your Account. These should be copied to a safe location as they will be required to establish the connection between Zetadocs Expenses and your internal systems.

Configuring Zetadocs Expenses

Configuration Process:

At present the configuration of Zetadocs Expenses is carried out by a member of the Zetadocs team and should have been arranged when you requested your system. They will assist you in configuring the system with essential information required to successfully integrate with your accounts system. This will include:

1. Regional Settings
2. Companies
3. Users
4. Export Settings
5. Payment Methods
6. Expense Types
7. Currencies
8. Vehicle Types
9. Sales Tax

Zetadocs Expenses Connection Setup

The next step is to setup the connection type in Zetadocs Expenses:

1. Log into the Zetadocs Expenses System Settings using the Administrator account
2. Click on the "Export Settings"
3. Set "ERP Integration" to "Enabled"
4. Set "ERP System Type" to "Dynamics 365 Business Central / NAV"
5. Set Report Export and Export Description Format to Automatic.
6. Click Save.

Continue below if you are connecting to Business Central or skip to [Zetadocs Expenses Connector](#) if connecting to NAV.

Zetadocs Expenses Extension for Business Central

Use the Zetadocs Expenses Extension for Business Central to connect Zetadocs Expenses to Microsoft Dynamics 365 Business Central when deployed in the cloud.

Steps to set up the Zetadocs Expenses Extension for Business Central:

- [1. Install the Zetadocs Expenses app](#)
- [2. Run the Zetadocs Expenses Assisted Setup](#)
- [3. Create Web Service Key](#)
- [4. Testing the export to Business Central](#)

Install the Zetadocs Expenses App

- Zetadocs Expenses is available for installation via AppSource of the Extension Marketplace option under Manage, from the Setup & Extensions > Extensions Command bar.
- Confirm your Language on the Extension Installation page and hit Install.

Run the Zetadocs Expenses Assisted Setup

- From the Command bar, choose Setup & Extensions > Assisted Setup and click on Set up Zetadocs Expenses connection.
- Follow the instructions presented during the assisted setup and keep a note of the Zetadocs Expenses web service URL as you'll need that in a moment. NOTE: Only part of the URL is displayed <https://api.businesscentral.dynamics.com/v1.0/edd93260-083e-4957-9438-1cd27da1...> however, copying the URL will copy the entire URL e.g. <https://api.businesscentral.dynamics.com/v1.0/edd93260-083e-4957-9438-1cd27da175e7/sandbox/WS/CRONUS%20UK%20Ltd./Codeunit/ZetadocsExpenses>

Create Web Service Key

- From the Command bar, choose *Setup & Extensions > Manual Setup* and click on *Users*.
- Normally the web service user will be the same Accounts Payables user that will perform the export of approved expense reports from the Zetadocs Expenses cloud service.
- For AppSource testing, edit the current logged in user from the user list and choose *Change Web Service Key* from the Authentication ribbon.
- Click *Yes* on the warning and choose *Key Never Expires*, on the next screen and click *OK*.
- Make a note of the Web Service Access Key created.

Zetadocs Expenses Web Service Configuration

Go to <https://expenses.zetadocs.com/Settings> and Sign In as a user with the Zetadocs Administrator role.

- Click on the *Companies* tab and choose the *Manage* icon to the right of your company name.
- Set the following information under *Connection*:

Web Service Type: **Zetadocs Extension for Business Central**

Web Service URL: **<enter the web service URL created above. You can rerun the Zetadocs Expenses connection Assisted Setup again to retrieve the URL if needed>**

Web Service User Name: **<enter the user name you created the web service key above>**

Web Service Access Key: **<enter the web service access key from above. Be sure to include the trailing equals sign = > e.g.**
V5M80zzkUfyYO9+fDLziyIDz0q7P33Hfj40APVydtRw=

- Now click *Save*.
- You have now completed the connection to Business Central and you can go directly to [Testing the Setup](#) section next.

Zetadocs Expenses Extension for Business Central on Premises

Use the Zetadocs Expenses Extension for Business Central to connect Zetadocs Expenses to Microsoft Dynamics 365 Business Central when deployed on premises.

Assumptions:

1. Internet facing web services have been configured with a genuine certificate issued by a Certificate Authority

NOTE: Self-signed certificates are not supported by Zetadocs Expenses

2. Firewall settings that allow SOAP port (typically 7047) calls through to Business Central web services unrestricted
3. DNS entries have been created for the fully qualified domain name (FQDN) that corresponds to the server certificate name e.g. <https://bcserver.domain.com>

Steps to set up the Zetadocs Expenses Extension for Business Central on premises:

1. [Publishing the Extension app file](#)
2. [Installing the Extension](#)
3. [Run the Zetadocs Expenses Assisted Setup](#)
4. [Enabling access to the Web Services](#)
5. [Testing the Zetadocs Expenses Web Service](#)
6. [Configure the Zetadocs Expenses to use the published Web Service](#)
7. [Testing the Export to Business Central](#)

Publishing the Extension app file

1. Ensure you have the latest [Zetadocs Expenses Extension] .app file for your version of Business Central.
2. Use the below script in Business Central Administration Shell (update the values in bold below to match your server instance and the Zetadocs Expenses Extension for your version of Business Central.)

```
Publish-NavApp -serverInstance BC140 -path 'Zetadocs Expenses_1.2.5.14_runtime.app' -skipVerification -packageType Extension
```

Installing the Extension

1. Go to the Extension Management page in the Business Central web client
2. Select "Zetadocs Expenses" and click on Install
3. Click Next and select the relevant language
4. Accept the terms and conditions and click on Install

Run the Zetadocs Expenses Assisted Setup

1. Go to Assisted Setup in the Business Central web client
2. Follow the "Set up Zetadocs Expenses connection" Assisted Setup to publish the web service
3. Take a note of the web service URL

Enabling Access to the Web Service

1. Go to Users and select a user with SUPER permissions
2. Click on the three dots of the Web Service Access Key, then "Yes". Tick the Key Never Expires box and then click on OK
3. Copy the Web Service Access Key

Testing the Zetadocs Expenses Web Service

1. Test access to the web service by opening the web service URL in a browser on a PC outside your internal network and entering the relevant Business Central user name and the web service key e.g.

https://<your_internet_facing_domain>/WS/CRONUS%20UK%20Ltd./Codeunit/ZetadocsExpenses

<YOUR_DOMAIN>\<WEBSERVICE_USER>

<WEB_SERVICE_KEY>

e.g.

<https://bcserver.domain.com:7047/BC140/WS/CRONUS%20UK%20Ltd./Codeunit/ZetadocsExpensesBCSERVER\WSUSERrDkv+s92fd/e9dfAk+xyfGNhXfBTz2m2b/vL7L6Y/NI=>

2. If everything is setup correctly you should see a response from the webservice similar to this....

This XML file does not appear to have any style information associated with it. The document tree is shown below.

```
<definitions xmlns="http://schemas.xmlsoap.org/wsdl/" xmlns:tns="urn:microsoft-dynamics-schemas/codeunit/ZetadocsExpenses"
```

```
targetNamespace="urn:microsoft-dynamics-schemas/codeunit/ZetadocsExpenses">
```

```
<types>
```

```
<schema xmlns="http://www.w3.org/2001/XMLSchema"
```

```
elementFormDefault="qualified" targetNamespace="urn:microsoft-dynamics-schemas/codeunit/ZetadocsExpenses">
```

```
<element name="ExportExpenses">
```

```
<complexType>
```

```
<sequence>
```

```
<element minOccurs="1" maxOccurs="1" name="data" type="string"/>
```

```
<element minOccurs="1" maxOccurs="1" name="resultData" type="string"/>
```

```
</sequence>
```

```
</complexType>
```

```
</element>
```

```
<element name="ExportExpenses_Result">
```

```
<complexType>
  <sequence>
    <element minOccurs="1" maxOccurs="1" name="return_value" type="int"/>
    <element minOccurs="1" maxOccurs="1" name="resultData" type="string"/>
  </sequence>
</complexType>
</element>
<element name="GetExtensionFullVersion">
  <complexType>
    <sequence/>
  </complexType>
</element>
<element name="GetExtensionFullVersion_Result">
  <complexType>
    <sequence>
      <element minOccurs="1" maxOccurs="1" name="return_value" type="string"/>
    </sequence>
  </complexType>
</element>
</schema>
</types>
<message name="ExportExpenses">
  <part name="parameters" element="tns:ExportExpenses"/>
</message>
<message name="ExportExpenses_Result">
  <part name="parameters" element="tns:ExportExpenses_Result"/>
</message>
<message name="GetExtensionFullVersion">
  <part name="parameters" element="tns:GetExtensionFullVersion"/>
</message>
<message name="GetExtensionFullVersion_Result">
  <part name="parameters" element="tns:GetExtensionFullVersion_Result"/>
</message>
<portType name="ZetadocsExpenses_Port">
  <operation name="ExportExpenses">
    <input name="ExportExpenses" message="tns:ExportExpenses"/>
    <output name="ExportExpenses_Result" message="tns:ExportExpenses_Result"/>
  </operation>
  <operation name="GetExtensionFullVersion">
```

```
<input name="GetExtensionFullVersion"
message="tns:GetExtensionFullVersion"/>
<output name="GetExtensionFullVersion_Result"
message="tns:GetExtensionFullVersion_Result"/>
</operation>
</portType>
<binding name="ZetadocsExpenses_Binding" type="tns:ZetadocsExpenses_Port">
<binding xmlns="http://schemas.xmlsoap.org/wsdl/soap/"
transport="http://schemas.xmlsoap.org/soap/http"/>
<operation name="ExportExpenses">
<operation xmlns="http://schemas.xmlsoap.org/wsdl/soap/"
soapAction="urn:microsoft-dynamics-
schemas/codeunit/ZetadocsExpenses:ExportExpenses" style="document"/>
<input name="ExportExpenses">
<body xmlns="http://schemas.xmlsoap.org/wsdl/soap/" use="literal"/>
</input>
<output name="ExportExpenses_Result">
<body xmlns="http://schemas.xmlsoap.org/wsdl/soap/" use="literal"/>
</output>
</operation>
<operation name="GetExtensionFullVersion">
<operation xmlns="http://schemas.xmlsoap.org/wsdl/soap/"
soapAction="urn:microsoft-dynamics-
schemas/codeunit/ZetadocsExpenses:GetExtensionFullVersion"
style="document"/>
<input name="GetExtensionFullVersion">
<body xmlns="http://schemas.xmlsoap.org/wsdl/soap/" use="literal"/>
</input>
<output name="GetExtensionFullVersion_Result">
<body xmlns="http://schemas.xmlsoap.org/wsdl/soap/" use="literal"/>
</output>
</operation>
</binding>
<service name="ZetadocsExpenses">
<port name="ZetadocsExpenses_Port" binding="tns:ZetadocsExpenses_Binding">
<address xmlns="http://schemas.xmlsoap.org/wsdl/soap/"
location="https://api.businesscentral.dynamics.com/v2.0/dc228d65-da29-4961-
9a0c-ad9450345289/Production/WS/CRONUS%20UK%
20Ltd./Codeunit/ZetadocsExpenses?tenant=msweua9310t57459082&aid=FIN"/>
</port>
```

```
</service>  
</definitions>
```

3. If not, then please reconfirm the Assumptions at the beginning of this topic are true and confirm you are entering the access credentials in the format above before continuing.

Configure Zetadocs Expenses to use the published Web Service

1. Go to Companies and click Manage to enter the Company Details page
2. Choose Zetadocs Expenses Extension for Business Central as the web service type
3. Enter the web service URL, ensuring this the https and FQDN is amended to the start of the one you copied after the Assisted Setup
e.g. <https://bcserver.domain.com:7047/BC140/WS/CRONUS%20UK%20Ltd./Codeunit/ZetadocsExpenses>
4. Enter the web service user and key e.g.
DEMOBOX\SALESTEAM\rEkv+s82fd/b9dfAk+xyqGNhXfMTz2m2b/vL7L6Y/NI=
5. Save your settings

Testing the Export to Business Central

1. Prepare an expense report and send it for approval
2. Confirm the export succeeded.

Zetadocs Expenses Connector for NAV

Use the Zetadocs Expenses Connector for NAV to connect Zetadocs Expenses to Microsoft Dynamics NAV. It is an proprietary service application that must to be installed on the NAV server machine.

Steps to set up the Zetadocs Expenses Connector:

1. [Connector Setup Pre-requisites](#)
2. [Creating the Connector User Account](#)
3. [Opening the Web Services](#)
4. [Linking your Connector and the Zetadocs Expenses Service](#)
5. [Starting the Connector Service](#)
6. [Testing the Connection](#)

Connector Setup Pre-requisites

Please note that the Zetadocs Expenses Connector requires the following files to be installed.

Please Note: .NET 4.5 is a pre-requisite for NAV 2013 and above and will already be installed on machines running it, as such if you are installing the connector on a machine running NAV 2013 and above you can skip this section.

.NET 4.5

.NET 4.5 or later is required for the Connector, if you are unsure whether your system has it installed please follow the steps below.

1. Locate your Zetadocs Expenses Connector download and extract it in a suitable location.
2. Next locate the NDP451-KB2858728-x86-x64-AllOS-ENU.exe file and run it to install .NET4.5.
3. If you are already using this or a higher version of .NET a message will appear, in which case you can cancel the install.
4. Otherwise follow the installers instructions to complete the .NET 4.5 install.

Creating the Connector User Account

The Zetadocs Expenses Connector needs to be setup and running to enable a connection between your NAV system and the Zetadocs Expenses service, to do this it is recommended that the connector is configured to run as its own user on both your network and in NAV.

Creating a Windows User for the Connector

You need to create a specific user account for the connector, which has the permissions required to access the internet making use of the [firewall settings configured earlier](#) to allow it to reach Zetadocs Expenses service. This should be done as per your standard network user generation policy.

Creating a NAV user for the Connector (NAV 2013 and above)

1. Open the NAV Windows Client (RTC).
2. In the search bar, search for Users and open the Users page.
3. Click the New button and add a User Name and Full Name of Connector.
4. Select the License Type drop down menu and select Limited User.
5. Next in the Windows Authentication section select the Windows User Name option and select the Windows user account you created above and click OK.

Creating a NAV user for the Connector (NAV 2009 R2)

1. Open the NAV Classic Client and select Tools, Security and then Windows Logins.
2. Add the Connector user you created above.

Setting up Roles and Permissions

To enable the Zetadocs Expenses to connect to Microsoft Dynamics NAV systems a set of roles and permissions need to be configured for it. This section covers the setup of roles and permissions in NAV required for integrating Zetadocs Expenses.

Required Permission Sets

To enable the Zetadocs Expenses Connector service to function correctly the user that the service is running as needs to have the following permission sets:

- BASIC – This gives basic access to the NAV system (NAV 2013 and above only)
- ALL – This gives basic access to the NAV system (NAV 2009 R2)
- ZETADOCS – Provides access to the Zetadocs for NAV functionality for related documents. Please see your product specific installation guide for more information on creating this permission set.
- ZETADOCSAPPROVALS – Provides access to the standard NAV tables required by the Zetadocs Expenses Connector.

The process for configuring NAV varies depending on the version of NAV you are using:

- [Microsoft Dynamics NAV 2013 and above Systems](#)
- [Microsoft Dynamics NAV 2009 R2 Systems](#)

Configuring the Zetadocs Approval Permissions Set for NAV 2013 and above

Permissions are setup using a rapid start file that is part of the product download.

Importing the RAPIDSTART file

The ZETADOCSAPPROVAL role grants access to the specific tables that Zetadocs Expenses requires access to. Please follow the steps below to import the RAPIDSTART file:

1. Open the NAV Windows Client (RTC).
2. In the search bar, search for Configuration Packages and open the Configuration Packages page.
3. Select Import Package... from the Process group on the Home tab and select the Zetadocs Approval Permission Sets and Permissions.RAPIDSTART file from your product download.
4. In the Process group, click on Apply Package to complete import of the settings.
5. Next type Users into the search bar and open the Users page.
6. Select the Connector user and open the user card.

7. In the User Permission Sets section add the ZETADOCS permission set and click OK.
8. In the User Permission Sets section add the ZETADOCSAPPROVALS permission set and click OK.
9. We also recommend the following standard NAV permissions be granted to the Connector which should enable it to work on standard systems.

Permission Sets

- BASIC
- P&P-Q/O/I/R/C
- P&P-Q/O/I/R/C, POST
- P&P-VENDOR
- G/L-JOURNAL
- G/L-JOURNAL, POST
- JOB-JOBS
- JOB-JOURNAL
- JOB-JOURNAL, POST

Please Note: If you have modifications in NAV on data access by Expenses which require extra or modified permissions for users to access and work with them, then please grant these permissions to the Connector user as well.

Configuring the Zetadocs Approval Permissions Set for NAV 2009 R2

The Zetadocs Expenses Connector comes with two xml files which contain the permission set (formally known as a role) and permissions. To import these settings please follow the steps below:

Permission Set

1. Open the NAV Classic Client.
2. From the navigation pane select Administration Application Setup > Company Setup > Data Migration.
3. The Migration Overview form will appear, select the Functions button and then Import from XML.
4. Go to your product download folder and open the Zetadocs Approval Permission Set.xml file.
5. When the import is complete return to the Migration Overview form, highlight the row containing the imported Role and select the Migration button and then choose the Apply Migration Data option.

Permissions

1. Open the Dynamics NAV Classic Client.

2. From the navigation pane select Administration > Application Setup > Company Setup > Data Migration.
3. The Migration Overview form will appear, select the Functions button and then Import from XML.
4. Go to your product download folder and open the Zetadocs Approval Permissions.xml file.
5. When the import is complete return to the Migration Overview form, highlight the row containing the imported Permissions and select the Migration button and then choose the Apply Migration Data option.

Note: After the "Apply Migration Data" you need to initiate the execution of the synchronization process "Synchronize All Logins".

Allocating the Permissions to the Connector User

1. Open the NAV Classic Client and select Tools, Security and then Windows Logins.
2. Choose the Connector user and click the Roles button.
3. Select the Roles ID column and choose ZETADOCSPROVALS and click OK.
4. If you are using Zetadocs Capture as well as Approval add the ZETADOCSEXRESS permission set as well.
5. We also recommend the following standard NAV permissions be granted to the Connector which should enable it to work on standard systems.

Permission Sets

- BASIC
- P&P-Q/O/I/R/C
- P&P-Q/O/I/R/C, POST
- P&P-VENDOR
- G/L-JOURNAL
- G/L-JOURNAL, POST
- JOB-JOBS
- JOB-JOURNAL
- JOB-JOURNAL, POST

Please Note: If you have modifications in NAV on the areas accessed by Approvals, which require extra or modified permissions for users to access and work with them, then please grant these permissions to the Connector user as well.

Opening the Web Services

To enable Zetadocs Expenses to access data from your NAV system you need to publish a series of web services which enable a connection to be established. The web services use a combination of NAV objects and add-in DLLs to support the various calls from the Zetadocs Expenses service.

Installing the Integration Add-in DLL for NAV 2013 and above

To compile the NAV objects that you will import in the next step you must install the integration components in the local RTC add-ins folder. For the web services to run successfully at runtime later the dll must also be installed in the Microsoft Dynamics NAV services add-in folder.

Installing the Add-in DLL for object compilation

1. On the system where you will import the objects using the Microsoft Dynamics NAV Developer Environment, navigate to the RTC add-ins folder. This is typically found at
a. [C:\Program Files \(x86\)\Microsoft Dynamics NAV\100\RoleTailored Client\Add-ins](#)
2. Create a new folder "Zetadocs Expenses"
3. Copy the Zetadocs.Approval.Integration.dll from the <Zetadocs Expenses download pack>\Zetadocs Expenses NAV Server Extensions to this folder

Installing the Add-in DLL for runtime

4. On the system where your Microsoft Dynamics NAV Server service is installed, navigate to the service add-ins folder. This is typically found at
a. [C:\Program Files\Microsoft Dynamics NAV\100\Service\Add-ins](#)
5. Create a new folder "Zetadocs Expenses"
6. Copy the Zetadocs.Approval.Integration.dll from the <Zetadocs Expenses download pack>\Zetadocs Expenses NAV Server Extensions to this folder
7. Now restart the Microsoft Dynamics Nav Service.

Installing the Integration Add-in DLL for NAV 2009 R2

To compile the NAV objects that you will import in the next step you must install the integration components in the local RTC and Classic add-ins folder. For the web services to run successfully at runtime later the dll must also be installed in the Microsoft Dynamics NAV services add-in folder.

Installing the Add-in DLL for object compilation

1. On the system where you will import the objects using the Microsoft Dynamics NAV Classic Client, navigate to the RTC add-ins folder. This is typically found at
 - a. [C:\Program Files \(x86\)\Microsoft Dynamics NAV\60\RoleTailored Client\Add-ins](#)
2. Create a new folder "Zetadocs Expenses"
3. Copy the Zetadocs.Approval.Integration.dll from the <Zetadocs Expenses download pack>\Zetadocs Expenses NAV Server Extensions to this folder
4. Perform steps 1 to 3 for the add-ins folder for the Classic Client. This is typically found at
 - a. [C:\Program Files \(x86\)\Microsoft Dynamics NAV\60\Classic\Add-ins](#)

Installing the Add-in DLL for runtime

5. On the system where your Microsoft Dynamics NAV Server service is installed, navigate to the service add-ins folder. This is typically found at
 - a. [C:\Program Files \(x86\)\Microsoft Dynamics NAV\60\Service\Add-ins](#)
6. Create a new folder "Zetadocs Expenses"
7. Copy the Zetadocs.Approval.Integration.dll from the <Zetadocs Expenses download pack>\Zetadocs Expenses NAV Server Extensions to this folder
8. Now restart the Microsoft Dynamics Nav Business Web Services Service.

Importing the Objects

9. Start the NAV Development Environment (NAV Classic Client in NAV 2009 R2) and open the Object Designer.
10. Select File and then Import. Browse to the NAV Objects folder in the Zetadocs Expenses download pack:
 - a. For NA (North America) database with NAV 2009 R2, select the "Zetadocs Expenses Objects - NA (NAV 6.10).fob" file.
 - b. For NA (North America) database with NAV 2013 or later, select the "Zetadocs Expenses Objects - NA (NAV 7.00+).fob" file.
 - c. For UK (United Kingdom) or GB (Great Britain) database with NAV 2009 R2, select the "Zetadocs Expenses Objects - UK (NAV 6.10).fob" file
 - d. For UK (United Kingdom) or GB (Great Britain) database with NAV 2013 or later, select the "Zetadocs Expenses Objects - UK (NAV 7.00).fob" file

NOTE: you may need to recompile the newly imported NAV objects after import. To do this, apply a "Version" field filter on "ALL" objects of "ZDA*". Then select all objects and hit F11.

11. Next go to the NAV Role Tailored Client and open the Web Services, click New and add each of the following entries ensuring that they are named exactly as specified below.

Object Type	Object ID	Service Name	Published
CodeUnit	9041228	ApprovalManagement	X
Codeunit	9009987	Expenses	X

To test that these web services are published and available you can try and access them using a web browser by adding the link to the web service. Ensure that SOAP services have been enabled for the NAV Service in the NAV Administration program (for NAV 2009 R2, the SOAP services are enabled once the 'Microsoft Dynamics Business Web Services' service is started. For the ApprovalManagement Codeunit this would take the form:

<http://<Server>:<WebServicePort>/<ServerInstance>/WS/<CompanyName>/CodeUnit/ApprovalManagement>. Example link: <http://localhost:7047/DynamicsNAV/WS/CRONUS%20International%20Ltd/Codeunit/ApprovalManagement>.

If successful you will be presented with the xml as shown below.

```

<?xml version="1.0"?>
- <definitions xmlns:tns="urn:microsoft-dynamics-schemas/codeunit/ApprovalManagement"
  xmlns="http://schemas.xmlsoap.org/wsdl/" targetNamespace="urn:microsoft-dynamics-
  schemas/codeunit/ApprovalManagement">
  - <types>
    - <schema xmlns="http://www.w3.org/2001/XMLSchema" targetNamespace="urn:microsoft-dynamics-
      schemas/codeunit/ApprovalManagement" elementFormDefault="qualified">
      - <element name="GetCurrentUserLocale">
        - <complexType>
          <sequence/>
        </complexType>
      </element>
      - <element name="GetCurrentUserLocale_Result">
        - <complexType>
          - <sequence>
            <element name="return_value" type="int" maxOccurs="1" minOccurs="1"/>
          </sequence>
        </complexType>
      </element>
      - <element name="DocumentApproved">
        - <complexType>
          - <sequence>
            <element name="documentType" type="string" maxOccurs="1" minOccurs="1"/>
            <element name="documentKey" type="string" maxOccurs="1" minOccurs="1"/>
          </sequence>
        </complexType>
      </element>
      - <element name="DocumentApproved_Result">
        - <complexType>
          - <sequence>
            <element name="return_value" type="int" maxOccurs="1" minOccurs="1"/>
          </sequence>
        </complexType>
      </element>
      - <element name="GetCaptureInitData">
        - <complexType>
          - <sequence>
            <element name="documentType" type="string" maxOccurs="1" minOccurs="1"/>
            <element name="documentKey" type="string" maxOccurs="1" minOccurs="1"/>
            <element name="initData" type="string" maxOccurs="1" minOccurs="1"/>
          </sequence>
        </complexType>
      </element>
      - <element name="GetCaptureInitData_Result">
        - <complexType>
          - <sequence>
            <element name="return_value" type="int" maxOccurs="1" minOccurs="1"/>
          </sequence>
        </complexType>
      </element>
    </schema>
  </types>
</definitions>

```

Linking your Connector and the Zetadocs Expenses Service

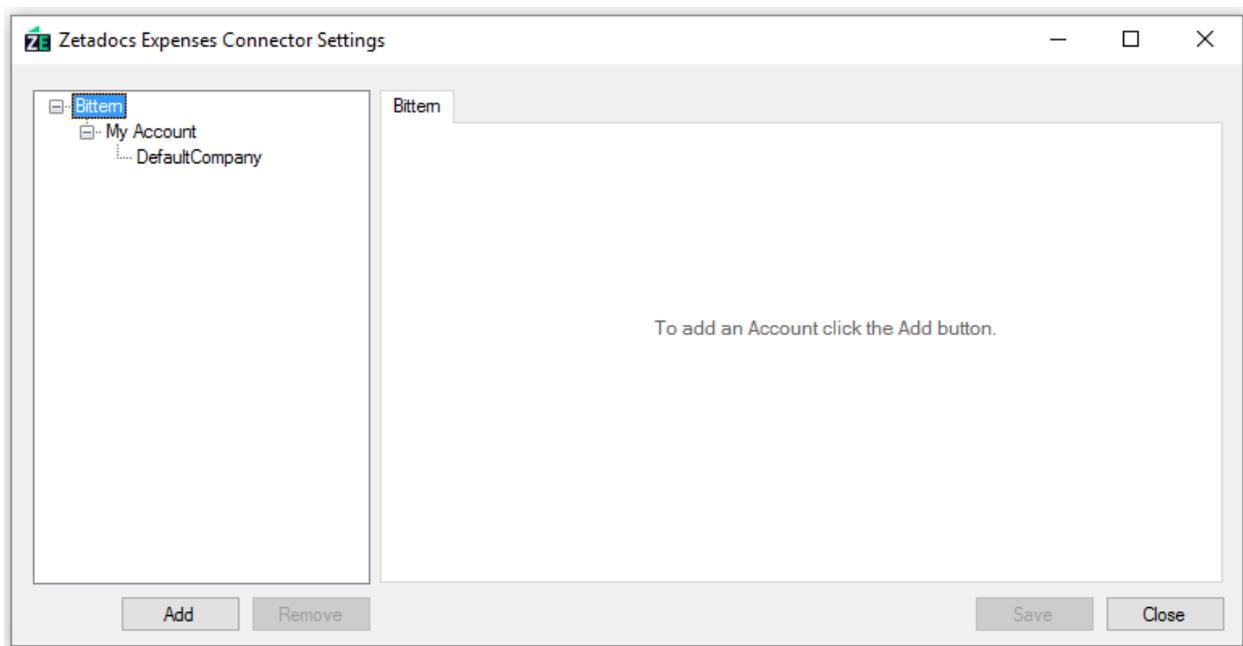
Zetadocs Expenses connects to Microsoft Dynamics NAV using the Zetadocs Expenses Connector. This communicates with your systems and provides the ability to read and write data for integrating Zetadocs Expenses with your accounting function. The setup of the Zetadocs Expenses Connector is currently carried out by a member of the Zetadocs team and should have been arranged when you requested your system.

Installing the Connector Components

1. Locate Setup.exe from the connector installation package (typically Zetadocs Expenses Connector\Setup.exe).
2. Run Setup.exe, this will require administrator privileges.
3. Select Next, accept the end user license agreement and click install.
4. After successfully installing ensure the option to launch the Zetadocs Expenses Connector Settings tool is checked and click Finish.

If for whatever reason the Zetadocs Expenses Connector Settings tool does not open; open the start menu and run Zetadocs Expenses Connector Settings.

The tool should now be open as in the following picture:



Understanding the Zetadocs Expenses Connector Settings Interface

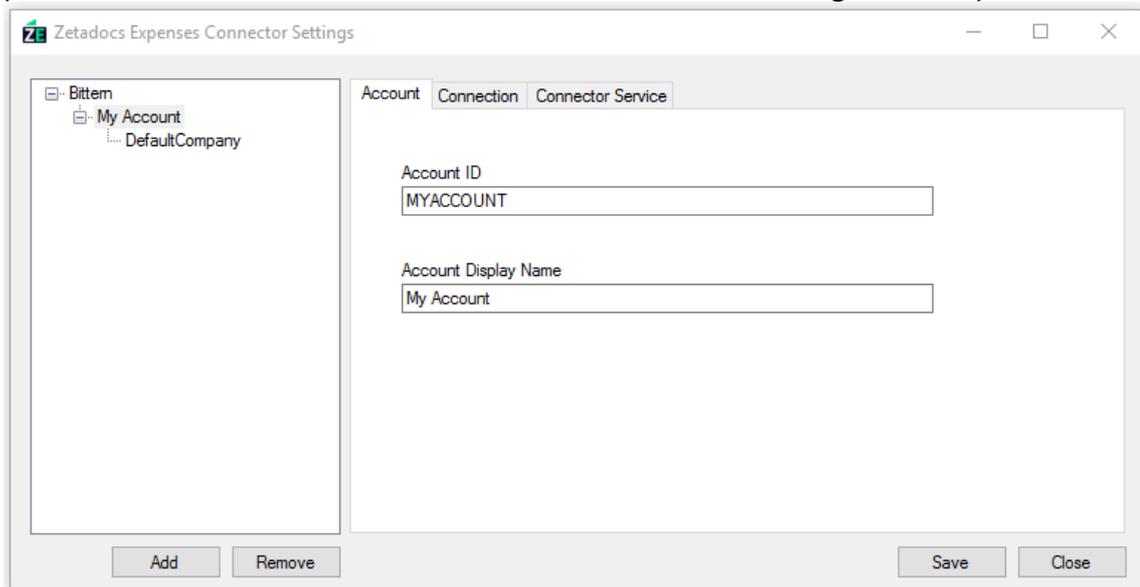
The Zetadocs Expenses Connector Settings allows you to configure all of your accounts and respective companies settings, so to enable the export to NAV functionality in Expenses.

On the left-side panel are listed the configured accounts, under the machine's root node. Under each configured account are listed the respective companies. Through this interface it's possible to manage multiples accounts and their respective companies.

Managing Accounts

- **View Details**

To view the account's details, select the node of the account which you wish view. The account details panel will be displayed on the right-side panel. This right-side panel will be divided in tabs which contain the various configuration options.



- **Configuration Options**

- **Account Tab:**

- **Account ID** – The unique identifier of the account.

- **Account Display Name** – The name that will be displayed on the left-side panel for the selected account.

- **Connection Tab:**

- **Connection ID** – The Connection ID provided in Zetadocs Expenses.

Connection Public Key - The Connection Public Key provided in Zetadocs Expenses.

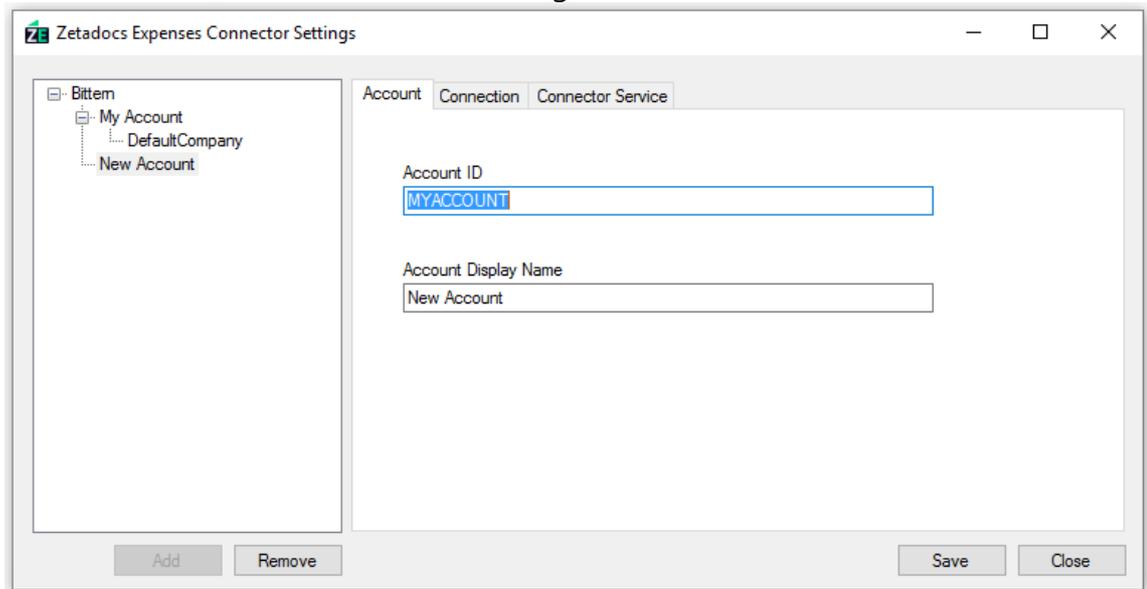
- **Connector Service Tab (read-only):**

Connector Service Name – The service instance name assigned to the account.

Connector Service User Name – The configured user to run the service instance.

- **Add Account**

To add a new account first select the root node in the left-side panel and then click the Add button, as illustrated in the image bellow.



A New Account will be added, and the configuration options will be available for editing on the right-side panel.

To save the New Account, click the Save button.

To remove the New Account, the user can either move away from the New Account selection on the left-side panel or click the Remove button.

- **Edit Account**

To edit an account, select it from the left-side panel, make the desired alterations to its configuration and finally click the Save button to commit the changes.

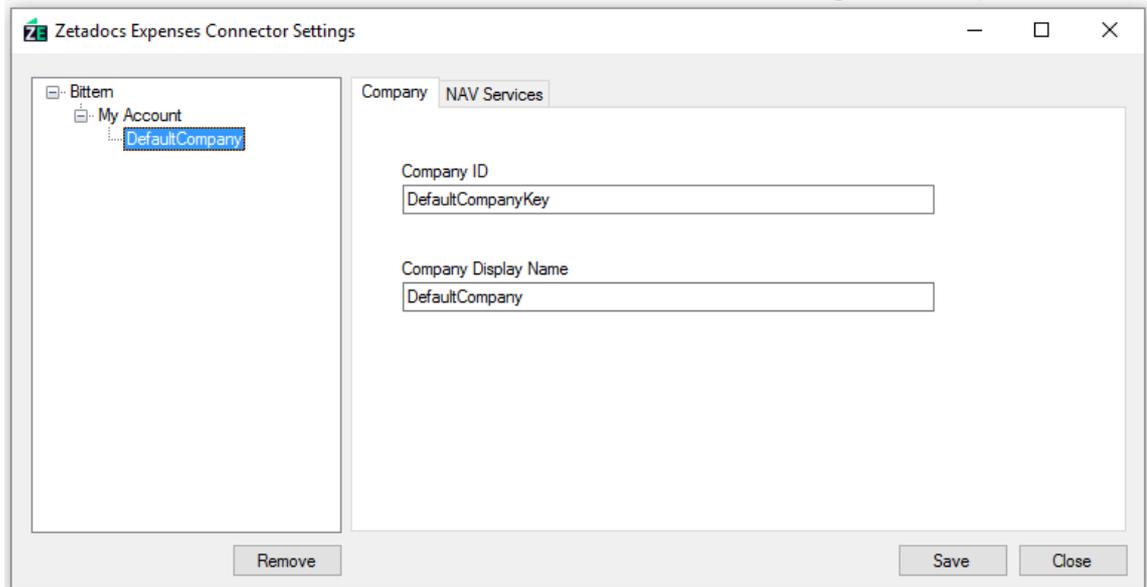
- **Remove Account**

To remove an account, select it from the left-side panel, and click the Remove button.

Managing Companies

- **View Details**

To view a company's details, select the node of the company which you wish view. The company details panel will be displayed on the right-side panel. This right-side panel will be divided in tabs which contain the various configuration options.



- **Configuration Options**

- **Company Tab:**

- **Company ID** – The unique identifier of the company.

- **Company Display Name** – The name that will be displayed on the left-side panel for the selected company.

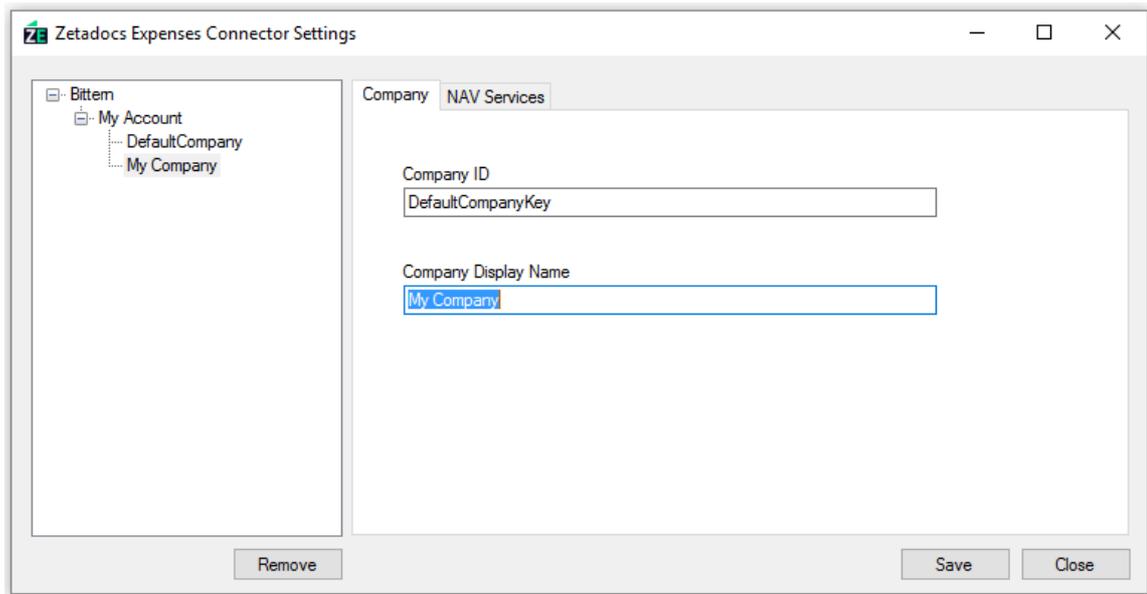
- **NAV Services Tab:**

- **NAV Zetadocs Approval Management Service** – The web service URL used to allow communication between Approvals and NAV.

- **NAV Zetadocs Expenses Service** – The web service URL used to allow communication between Expenses and NAV.

- **Add Company**

To add a new company first select an account's node in the left-side panel and then click the Add button, as illustrated in the image below.



A New Company will be added, and the configuration options will be available for editing on the right-side panel.

To save the New Company, click the Save button.

To remove the New Company, the user can either move away from the New Company selection on the left-side panel or click the Remove button.

- **Edit Company**

To edit a company, select it from the left-side panel, make the desired alterations to its configuration and finally click the Save button to commit the changes.

- **Remove Company**

To remove a company, select it from the left-side panel, and click the Remove button.

Configuring the Connector Connection

Using the Zetadocs Expenses Connector Settings tool navigate to the Connection tab of an Account.

1. The values for ConnectionID and ConnectionPublicKey were issued when you registered your account, they are available in the Zetadocs Expenses Admin site under the Export Settings tab.
2. In the Connection tab of the settings tool enter the Connection ID and the Connection Public Key.

Configure the Service User

Select the Connector Service tab of an Account, the user that the Zetadocs Expenses Connector service is currently configured to run as is displayed in the Connector Service User Name box.

Please:

1. Click the Configure button below the Connector Service User Name box. This should open the Windows Services window. If for some reason it does not, press Windows Key + R and type "services.msc" in the Run window
2. In the Windows Services window locate the Zetadocs Expenses Connector service
3. Right click on it and select Properties, then the Log On tab.
4. Enter the account details and password of the account you configured as a prerequisite in Creating the Connector User Account.
5. Return to the Zetadocs Expenses Connector Settings tool.
6. Click the Refresh button in the Connector Service tab.
7. The user name will update to the user configured for the Zetadocs Expenses Connector service to run as.

Configuring Companies

Expand the Account where the company to be configured is under. Once visible, select the Company and navigate to the Company tab.

Please:

1. Choose a unique Company ID. This value must match the Name field configured for the company in Expenses.
2. Define a Company Display Name. This value should match the Display Name field configured for the company in Expenses for consistency.

To configure the options in the NAV Services tab please refer to the following sections of this document.

Configuring Web Services for NAV 2013 and later

1. Open the NAV RTC then open the "Web Services" page. Copy the SOAP URL for the ApprovalManagement service into the text box for NAV Zetadocs Approval Management Service in the NAV Services tab of a Company.
2. Copy the SOAP URL from the "Web Services" page into the NAV Zetadocs Expenses Service text box in the NAV Services tab of a Company.

Configuring Web Services for NAV 2009 R2

1. NAV 2009 R2 does not provide a quick view of the SOAP URL. In order to construct the URL, follow the Microsoft documentation located at the following URL and follow the instructions for codeunit web services: <https://msdn.microsoft.com/en->

us/library/dd355398.aspx (the 2 service names being ApprovalManagement, and Expenses).

2. Copy the SOAP URL into the NAV Zetadocs Expenses Service text box in the NAV Services tab of a Company.

Testing the connection to Web Services

To test the web services, click the Test button next to each text box. You will be prompted for the credentials of the user configured in the service instance. Insert the credentials and click the Ok button to test the connection. If you see the "Connection test was successful" prompt, you have successfully configured the service.

Understanding errors:

The remote server returned an error: (404) Not Found: The Zetadocs Expenses Connector Settings tool could not establish communication with the server. Check the server host name in the URL, verify if the server is running and is accessible.

The remote server returned an error: (500) Internal Server Error: The Zetadocs Expenses Connector Settings tool established communication with the server, but the service could not be accessed properly. Check if the last sections of the URL are spelled correctly. Verify if the Codeunits/Pages have been published correctly.

The remote server returned an error: (401) Unauthorized: Wrong credentials entered.

Saving Settings

To save the configuration click on the Save button. When successful a restart of the Zetadocs Expenses Connector services instances requires restart. To do this, navigate to the Windows Services window by pressing the Windows Key + R and typing "services.msc", locate the Zetadocs Expenses Connector services, right click and select Restart.

Starting the Connector Service

Now that you have configured each of the individual elements of the Zetadocs Expenses Connector configuration file you are ready to start the service.

1. Run View Local Services
2. Locate Zetadocs Expenses Connector
3. Start the service

Please note: The user must have sufficient rights to make outgoing data calls through your [firewall](#) or proxy setup. We recommend creating a specific network user account for this purpose. Prior to starting the connector it is advised to log in to the server hosting the Zetadocs Expenses Connector and check internet access.

The connector should now be operational, if you have problems starting your connector please review the [Troubleshooting the Connection](#) topic for more details.

Testing the Connection

To test the connection between your NAV system and Zetadocs Expenses there are a few quick checks you can make to ensure that the connection is securely established.

1. Did the connector start?

The Zetadocs Expenses connector runs a number of checks when you start it and if any problems are detected it will fail to start. The Zetadocs Expenses Connector Log file will contain information to point you towards a solution, please see the [troubleshooting](#) topic for further details on interpreting and resolving these issues.

Testing the Setup

Verifying that all the components are installed and configured correctly is an important final step. Below are the main test steps that should be executed by your Zetadocs team member during the installation session.

Export Testing

1. Run a test approval and export for all Submitter users. Verify that the exports were successful.
2. Run a test approval and export which includes one of each type of Expense Type.
3. Run a test approval and export for an expense which includes a non-taxable amount.

Steps to follow

1. Log into Expenses with the administrator user of your account, go to the **"System Settings"** screen and click on the **"Payment Methods"** tab
2. Click on the **"Manage"** arrow of the **"Payment method"** you wish to use, and set **"No"** in the **"Reimburse to User"** menu
3. Set **"Yes"** in the **"Enable ERP Export"** menu
4. Set **"Report Export"** to **"Manual"**
5. To test exporting as Purchase Invoice: Set **"NAV Vendor with Purchase Invoice"** in the **"Export type"** menu, and enter the correct **"Vendor Number"**
6. To test exporting as a General Journal entry: Set **"NAV Vendor with Journal"** in the **"Export type"** menu, and enter the correct **"Vendor Number"**
7. Log into Expenses using the user with the role you are currently testing and open the **"Status"** screen
8. Select the **"Approved"** report you wish to export to NAV, and click on the three-dot menu in the top right corner of the screen, and select **"Export to NAV"**
9. The **"Status"** of the report should change in a few moments from **"Approved"** to **"Done"**, to verify this click on the three-dot menu in the top right corner of the screen and select **"Refresh"**
10. Once the **"Status"** of the report is **"Done"**, click on the report, the topmost entry in the **"History"** section will indicate the number of the NAV Purchase Invoice or Journal the report has been exported as

-
11. To verify this, open the Microsoft Dynamics NAV Client. You can find the Purchase Invoice or Journal you have just exported in either

Departments > Financial Management > Payables > Purchase Invoices/Credit Memos

or

Departments > Financial Management > General Ledger > General Journals

or

Departments > Jobs > Job G/L Journals

Appendices

The following sections relate to actions which are optional or are not part of the standard installation process.

Topics:

1. [Troubleshooting the Zetadocs Expenses Connector](#)

Troubleshooting the Zetadocs Expenses Connector

Viewing the Connector Log File

The Zetadocs Expenses Connector has a log file which logs the connectors activity and may prove useful in diagnosing any issues you are having. It can be located at the following location: C:\Users\\AppData\Local\Temp\Zetadocs where <Username> represents the account under which the Connector is running. Select the Zetadocs.Expenses.Connector.txt file and review the recent activity of your connector for potential problems.

To get additional logging information you should change the LogLevel specified in the connector configuration file to "Debug" temporarily while troubleshooting issues.

.NET 4 Framework Security Issue

Symptom: On starting the Connector the following error is displayed.

```
20/02/2013-17:13:10.018-Error-ac.c() Service stopped due to an error while initializing: An error occurred creating the configuration section handler for NavConfiguration: Request failed. (C:\Program Files\Zetadocs Approval Connector\Zetadocs.Approval.Connector.Service.exe.Config line 19)
20/02/2013-17:13:10.031-Error-ac.c() System.Configuration.ConfigurationErrorsException: An error occurred creating the configuration section handler for NavConfiguration: Request failed. (C:\Program Files\Zetadocs Approval Connector\Zetadocs.Approval.Connector.Service.exe.Config line 19) --->
System.Security.SecurityException: Request failed.
   at System.RuntimeMethodHandle.PerformSecurityCheck(Object obj, RuntimeMethodHandleInternal method, RuntimeType parent, UInt32 invocationFlags)
   at System.RuntimeMethodHandle.PerformSecurityCheck(Object obj, IRuntimeMethodInfo method, RuntimeType parent, UInt32 invocationFlags)
   at System.Reflection.RuntimeConstructorInfo.Invoke(BindingFlags invokeAttr, Binder binder, Object[] parameters, CultureInfo culture)
   at System.Reflection.ConstructorInfo.Invoke(Object[] parameters)
   at System.Configuration.TypeUtil.InvokectorWithReflectionPermission(ConstructorInfo ctor)
```

Resolution: This is due to a security issue associated with .NET 4.0, this can be resolved by applying an update from Microsoft which can be downloaded from the following Microsoft link:

<http://support.microsoft.com/kb/2580188>

NTLM Authentication Protocol Issue

Symptom: When running the connector you see the following error in the Zetadocs Expenses Connector.log.

The HTTP request is unauthorized with client authentication scheme 'Anonymous'. The authentication header received from the server was 'NTLM'.

Resolution: This issue only occurs when a network is using older NTLM authentication protocols. Search your Connector Configuration file for the following text:

```
<transport clientCredentialType="Windows" />
```

Next replaced Windows with NTLM as shown below and save the file and restart your Connector.

```
<transport clientCredentialType="Ntlm" />
```

Requesting Support

Zetadocs Expenses comes with software assurance included as part of the service agreement, however we recommend that all support requests are escalated through your system administrator to the Reseller who installed and setup the solution first. As they have access to settings and options which may be able to resolve your inquiry more swiftly.

Software Assurance

Software Assurance is our standard support contract, providing email support with a response time of under 24 hours. Software Assurance enables administrators to keep their systems up to date, including updates for new platforms and new versions of supported applications, as well as feature enhancements in new releases.

When contacting Equisys for support please have the following information to hand:

- Full description of the problem
- Company name and administrator contact details
- Client PC operating system (e.g. Windows 7)
- Contact phone number, address and email

Technical support in the United Kingdom

Tel: +44 (0)20 7203 4002

Fax: +44 (0)20 7203 4007

email: support@equisys.com

Technical support in the United States

Tel: +1 (678) 942 7250

Fax: +1 (770) 442 5789

email: support@usa.equisys.com