

# Zetadocs Expenses

Make sense of expenses

## 7 reasons to choose an expense management cloud service for Microsoft Dynamics® NAV

There is plenty of statistical evidence around to tell you how much time, money and effort is spent by businesses on the process of managing employee travel and entertainment (T&E) expenses. It's time to modernize, and here are 7 good reasons why.

### Managed for you

For many small and mid-sized businesses, the idea of having to manage yet another internal system, or the prospect of employing dedicated IT staff are reason enough to continue making do with traditional (paper-based) methods of capturing and processing expenses.

However, cloud-based solutions are widely regarded as being both more robust and simpler to roll out. Expense management services built on scalable and reliable cloud platforms like Microsoft Azure are securely hosted on enterprise grade infrastructure and offer high availability by default. Furthermore, on premise systems have been shown to be 60% more expensive to operate than their online equivalent, so choosing cloud-based solutions has a tangible ROI.

Because the service is managed, hardware running costs and IT issues associated with on premise solutions are eliminated. And with service levels backed by Microsoft Azure, your employees are assured of uninterrupted access at anytime from anywhere.

### Take advantage of BYOD

Nowadays, employees expect to use their personal devices to access business email and calendar appointments via apps on their own tablets and phones in the pursuit of greater efficiency.

Extending the BYOD principle to employee and business expense management should be no exception. Mobile apps can make capturing expense receipts easy via the built-in camera on the device. They are great for recording expenses and mileage immediately while still fresh in the mind. Apps can also be used offline and synchronize automatically once the device's internet connection is restored.

EACH YEAR ALMOST  
**FOUR MILLION**  
UK EMPLOYEES CLAIM EXPENSES

TRAVEL AND ENTERTAINMENT  
EXPENSES ALONE ACCOUNT FOR  
**10% TO 12%**  
OF AN AVERAGE COMPANY BUDGET

EMPLOYEE TRAVEL AND  
ENTERTAINMENT EXPENSES COST  
THE UK ECONOMY  
**£8.2 BILLION**  
PER YEAR

## Enforce policy at source

Most managers have – at some point – needed to reject an employee expense claim for a cab trip or hotel bill because it didn't comply with company spending policy or exceeds budget for that type of expense.

Often though, it's the finance team that spots the issue, but only after the expense has been submitted and approved. This wastes valuable time for the finance team who need to reject and communicate policy to all parties; it is also frustrating for the employee to have the expense rejected later, having submitted it in good faith. Further time is now wasted either resubmitting the expense or justifying the overspend and starting the approval process again.

Expense management services that check policy while employees fill out their expense reports can help avoid delays and inefficiencies. When the cab trip amount is entered by the employee the system will automatically warn or block an amount that exceeds the limit set for that expense type. Notes can be entered to justify the amount and the expense can be added to the expense report for approval with a warning flag. The manager now has a visual aid to help him spot the irregular expense and can view both the notes and the receipt to make an approval decision before it goes to the finance team. Should the manager choose to approve the expense, the manager's notes tell finance that the expense is valid and should be processed.

## Rapid user adoption

There's nothing better for accelerating user adoption than a new service that requires practically zero employee training. An expense management service that is intuitive to use and simple to manage for the finance team will be loved by all.

As a cloud service, it's ready to go as soon as you are, meaning that your implementation time is dramatically reduced. Employees are easily set up via a web browser and, equally, can simply be disabled when they leave the company. All their expense data and approval history remain instantly accessible to the finance team.

Expense management services need to work the way employees prefer to work. An equally responsive web browser experience means coverage and choice for everyone, including employees without a device, or those who prefer to add details later on a full-size screen and keyboard.

## Seamless NAV integration

Paper-based or spreadsheet-based expense reports are typically rekeyed into NAV by the finance team. Once complete, the expense report is typically stored - along with the corresponding receipts - in a filing cabinet, or is manually scanned and stored on disk. It all amounts to a very time-consuming and tedious process for the finance team.

Expense management systems that automatically export checked and coded expense reports into NAV save time on rekeying and improve processing accuracy. Each expense type can be mapped to NAV's corresponding general ledger (G/L) codes, so that each expense line on the expense report is automatically coded upon export along with the description, thus improving the level of detail stored in NAV. Links created back to the expense approval history and receipts ensure these are constantly available from within the NAV record, and the NAV database does not become bloated with images over time.

Management reporting requirements on business expenses differ widely between companies. A service that can be easily customized to include additional metrics allows the export to NAV to be closely tailored to specific reporting needs.





## Making VAT reclaim easy

A major frustration for finance teams is being unable to claim the full tax allowance for any given deductible expense. Most companies stipulate that valid VAT receipts must be obtained by employees for any expenses along with fuel receipts for personal mileage travelled. Processing these receipts accurately is a very valuable - yet time consuming - task for the finance team.

Expense management services that support mixed VAT rate expense items (e.g. expenses where part of the expense is not subject to VAT or where the VAT cannot be reclaimed), significantly simplify expense entries for the employee, improve VAT recovery and save time for the finance team. This is done by separating VAT on export into NAV in their corresponding VAT posting groups.

## Designed by people like you

If you're looking for an expense management cloud service for Microsoft Dynamics® NAV, there are plenty of products and services to choose from. But how many of the software companies behind them are a mid-sized business like yours? And how many really understand what it takes to run your type of business? At Equisys we know what it takes to run a mid-sized business because we are one. We understand your needs, so we build in features to help you run your business with minimum effort, rather than making things overly complicated and creating additional overhead or administration for your finance team.

We know the importance of managing expenses and how time consuming it can be. So we've created Zetadocs Expenses, a cloud based expense management service that seamlessly integrates with Dynamics NAV to help you make sense of expenses.

### Sources

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