Expense management
for a smarter way of working

Zetadocs
Expenses

Mobile expense capture, for travel and entertainment expenses, that integrates seamlessly with existing systems to enable faster reimbursement, with a smarter and more convenient way of working.

Smart expense capture

The Zetadocs Expenses app creates expenses for you automatically, making it quick and easy to submit expenses while on the go.

Users snap a picture of their expense receipt, and Zetadocs Expenses then uses AI to extract the key information and create the expense for you (or match it to the relevant credit card transaction). This enables expenses to be submitted more easily and accurately so that employees may be reimbursed faster.

Control expense spend

Accelerate the processing of employee expenses with no rekeying of receipt and card transaction data into your finance system, automated approval workflow and policy compliance checks – all saving you time and helping you control expense spend.

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.

Real-time information on expenditure is available with the Zetadocs Expenses reporting feed, that can be used with Microsoft Power BI or Excel, to help shape your policies and processes to maximize time and money savings, plus spot potential expense fraud.

Seamless integrations

Zetadocs Expenses is a secure 24/7 cloud service that is easy to manage, always up to date and integrates rapidly with finance systems, such as Microsoft Dynamics 365 Business Central.

Zetadocs Expenses offers single sign-on (SSO) for secure and easy user access, with the option to create or disable user accounts automatically in sync with Microsoft Entra ID.

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

Submit and approve anytime, anywhere using mobile apps on phones, tablets and PCs

Extract data automatically using receipt OCR (Microsoft Entra ID) and bank feeds

Save time and reduce errors with no rekeying into your finance system

Control expenditure by setting spend policies

See who incurred what expenses and how with reporting insights, further 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

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	●	●	●
User identity Single sign-on (SSO) and multi-factor authentication (MFA) using Entra ID on the Microsoft identity platform, for secure and easy user access	●	●	●
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	●	●	●
Expense export Export approved expenses to the finance package, without any manual rekeying of data to save time and enable faster reimbursement	●	●	●
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 are then exported to the corresponding company in the finance package		●	●
Automatic data synchronization† Sync business data (e.g. cost centre codes and jobs) with Zetadocs Expenses, so that expenses are always coded correctly with easy tracking of costs		●	●
Daily card transactions via automatic bank feed Daily credit card transactions automatically matched to expenses, so cardholders can 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 the finance package		●	●
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		●	●
Provisioning Automatic user synchronization via Microsoft Entra ID, or any other SCIM compliant interface, for simplified user account management		●	●
Customized export† Customize the export of approved expenses into your finance package, or the import of business data from your finance package into Zetadocs Expenses			●

* The Express edition is free for use by up to 25 named users. Implementation and support plan available as a chargeable option
† Feature available with certain finance packages only

A cloud service

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

Single sign-on
Integration with Microsoft 365 identity and Entra ID 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.
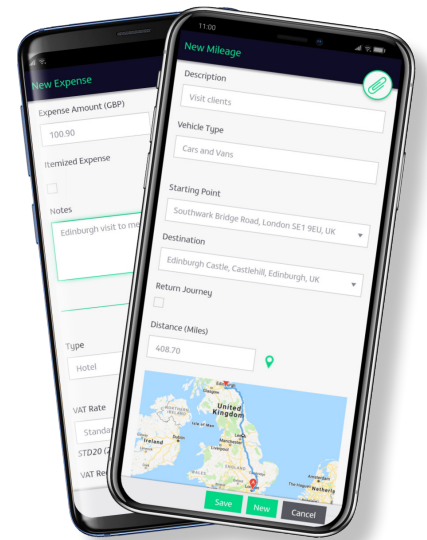
Highly scalable
No month-end bottlenecks; Microsoft Azure's cloud architecture lets us switch on more computing power whenever it's needed so that the service remains responsive, even at busy times.

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