Expense management

for Microsoft Dynamics 365 Business Central

Zetadocs Expenses

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 using spread sheets for managing 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 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

Reporting insights that allow you to see who incurred what expenses and how, helping you to control spend

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

ANDROID APP ON Google play

Available on the App Store

Available on Microsoft AppSource
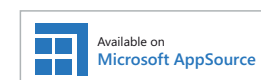
www.d-c.co.uk/expenses

Features

Features	Express*	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	●	●	●
Private car mileage Reimburse employees promptly for business mileage in their own cars, with road distances calculated using Google Maps for convenience and to validate mileage claimed	●	●	●
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 – plus automatic reminder emails chase in late approvals, helping streamline the expense management process	●	●	●
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	●	●	●
Total visibility Status screen provides visibility to the finance team of each expense report in the system, plus reports can be printed or saved to file for analyzing different sets of expenses	●	●	●
Integrated with Business Central Once approved and checked, expense reports are exported to Business Central, saving time rekeying and improving visibility to staff of reimbursements	●	●	●
Multi company Expenses can be entered for any group company using the same currency on a single expense report, and once approved is exported to the corresponding company in Business Central or NAV		●	●
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		●	●
Credit card reconciliation Export of justified and matched company credit card transactions saves time rekeying each statement line separately into Business Central		●	●
Business rules Set departmental approvers, limit certain expense types and vehicles to specific groups or individual users, and enforce manager approval of each expense item rather than the entire expense report		●	●
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 and improve travel and entertainment budgeting that lead to tangible cost savings		●	●
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			●

* The Express edition is free for use by up to 25 named users and is available for Dynamics 365 Business Central online only . Implementation and support plan available as a chargeable option
† Dynamics NAV only at present

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.

Single sign-on
Integration with Office 365 identity and Azure AD 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.

Zetadocs

equisys

in partnership with

DC Dynamics Consultants

www.d-c.co.uk