

# 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](http://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](http://www.zetadocs.com/expenses/futures)

# Zetadocs Delivery

## Powerful PDF emailing automation for Microsoft Dynamics NAV

### Consolidated batch delivery of NAV documents by email

All types of Microsoft Dynamics NAV<sup>®</sup> report, including customer invoices and statements, can be converted into PDF format and delivered directly from NAV in batches.

Zetadocs retrieves each recipient's information directly from Dynamics NAV and, based on their requirements and preferences, customers receive documents by email or printout. When several documents in a batch are for one recipient, they are grouped into a single email for convenience, rather than being sent individually.

Flexible delivery rules can overwrite the default NAV contacts on a per document basis, quotes can be sent to a different customer contact than invoices, and extra contacts can be added as additional recipients. The From email address for each document type can also be set so that replies can be received to a different shared mailbox.

### Consistent personalized content, every time

Zetadocs enables documents to be delivered with a professional appearance and consistent content, every time. Customized templates ensure every email and document is aligned with corporate branding, with appropriate logos.

Additional document attachments, such as terms and conditions or other supporting documents, can be automatically appended to reduce time spent managing document delivery runs.

### Store documents in SharePoint or network folders

Automated filing of delivered documents can be to a network folder, or indexed with metadata and stored in SharePoint. This ensures customer information is available online for search and retrieval across the organization, including by colleagues without access to Dynamics NAV.

### Further customization and scheduling of batches

Zetadocs Delivery Plus can be further customized to meet complex business rules and individual requirements. Invoices over a certain value can be copied to the sales director or Zetadocs can be programmed to switch the template and attachment that is automatically applied, based on what's been invoiced.

### At a glance

**Deliver documents in batches** that match customer delivery preferences

**Schedule batches automatically** to be sent as background tasks

**Consolidate multiple documents** for the same recipient within a batch

**Add attachments automatically** such as terms and conditions or other supporting documents

**Automatically file copies** in SharePoint<sup>®</sup> or network folders

**Send from all NAV clients** in the office or on the go

**Send documents and view archived copies** without leaving Dynamics NAV using the seamless Zetadocs integration

**Implement quickly and easily** as Zetadocs is installed on the NAV server and no client software is required

**Add additional email recipients** or set the From address using delivery rules

**Customize your email templates** for consistent corporate branding



### Technical Information

For details of supported platforms and other system requirements, please visit: [www.equisys.com/zdnaveinfo](http://www.equisys.com/zdnaveinfo)

In addition to automating the processing of Dynamics NAV documents in just a few clicks, Zetadocs Delivery Plus can also be customized to schedule the delivery of these personalized batches to run as a background task. Zetadocs can also be programmed to email customers automatically with the details of their overdue account when a reminder level changes in NAV, or even email as a batch a statement to each customer whose balance is overdue at the end of each month.

## Seamless integration with Microsoft Dynamics NAV that's simple to implement

Zetadocs is designed for Dynamics NAV. This means you don't need to leave NAV to send out batches of invoices using your NAV contacts, see the delivery progress of these emails using the Zetadocs Outbox, or view archived copies in the Zetadocs Documents FactBox.

Zetadocs is installed and configured on the Dynamics NAV server – no client software is required. Zetadocs supports all NAV clients, so no matter if you are using the NAV Windows client that's installed on your desktop, streamed to your PC via ClickOnce, the NAV Web client or even the Dynamics NAV app on devices, you can use Zetadocs to send batches of personalized documents electronically.

## Features

Delivering NAV documents with Zetadocs	Zetadocs Express	Delivery Essentials	Delivery Plus
Email any NAV report as a PDF directly from NAV, saving copies automatically to the electronic archive	●	●	●
Deliver documents in batches by email or hard copy to match customer preferences		●	●
Send from the NAV Web client or Dynamics NAV app on devices, in the office or on the go *		●	●
Use flexible delivery rules to add additional email recipients (To/Cc/Bcc) or set the From address		●	●
Consolidate multiple documents to the same recipient within a batch, so they receive one email *		●	●
Add attachments automatically such as terms & conditions or other supporting documents		●	●
Personalize email subject and message using templates to guarantee consistent delivery content		●	●
File copies into configurable folders (date/customer/type) in an electronic archive		●	●
Schedule delivery of invoices or other NAV reports to send in the background automatically **			●
Customize to meet your individual requirements using the Zetadocs Delivery SDK **			●

\* Dynamics NAV 2015 and later

\*\* requires the additional purchase of Zetadocs Delivery Plus and customization by Equisys Solutions Partners using the SDK

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[zetadocs.com/delivery](https://zetadocs.com/delivery)



# Zetadocs Capture

## Instant access to documents in Microsoft Dynamics NAV

### More ways to capture documents

Zetadocs integrates with Microsoft Dynamics® NAV so that documents such as emails, PDFs and images can be dragged and dropped directly onto records in NAV, for secure storage alongside relevant NAV transactions in an electronic archive. Field-based staff can add documents to a NAV record whilst on the go, by snapping and uploading photos with the Dynamics NAV app on their phones and tablets.

Paper documents can be scanned in batches and processed by your finance team in the order received. Documents can be 'checked out' whilst being processed – protecting against inadvertent posting or deletion by another team member.

The use of barcoded sticky labels to automate the filing of received documents with Zetadocs Capture Plus reduces the time spent processing each document. On the latest versions of NAV, the recognition and filing of a barcoded batch of documents can be scheduled to run as a background task.

### Enhanced secure storage

Zetadocs uses a central electronic archive to remove the inefficiencies caused by documents being spread across different systems and locations, in both paper and electronic form. That central archive may be on a SharePoint® server, on SharePoint Online (Office 365®) or in network folders on your file server. All related documents for a NAV record can be listed when it's displayed, not just those directly linked to it. For example, contract documents for a customer that are linked to the customer card can also appear on screen when creating a new sales order for that customer.

Documents are stored in the central archive in a configurable folder structure to reflect your work processes. With the Zetadocs Capture Plus edition that folder structure can be customized according to the specific requirements of your business, such as making those documents available on a customer portal.

Document indexing information, or metadata, is applied automatically and consistently every time you capture documents with Zetadocs. Indexing documents consistently in this way when they are captured makes searching for them later easier, ensuring customer information is available online for search and retrieval across your organization.

### At a glance

**'Drag & Drop' emails and files**, stored electronically with links to NAV

**Capture documents with all NAV clients** in the office or on the go

**Batch process** emails and scanned paper documents

**Capture electronic or paper documents** without leaving Dynamics NAV

**Implement quickly and easily** as Zetadocs is installed on the NAV server and no client software is required

**Search and retrieve fast** with configurable metadata

**Automate the filing of documents**, splitting batches using barcodes

**Customize** to meet individual requirements



### Technical Information

For details of supported platforms and other system requirements, please visit: [www.equisys.com/zdnavtechenfo](http://www.equisys.com/zdnavtechenfo)

## Powerful search and retrieval

Ensuring that the right people have access to the right documents at the right time is essential to resolving any disputes quickly. Storing paper documents across multiple locations, with few staff having access to them, makes answering customer queries harder, and this can lead to dissatisfied customers. Zetadocs helps remove that risk.

With Zetadocs, information is available instantly to anyone who needs it, from a secure and central location. Documents can be retrieved on screen via a FactBox in NAV or from the electronic archive itself – providing secure access for both your finance team and appropriate staff who do not have access to NAV to search for and find documents. This latter option can be useful for customer service or project teams that need access to financial documents normally held in the ERP system.

## Seamless integration with Microsoft Dynamics NAV that's simple to implement

Zetadocs is designed for Dynamics NAV. This means you don't need to leave NAV to capture electronic or paper documents. It is simple to drag and drop files and emails onto NAV records, or to use multi-user document queues for the batch processing of scanned paper documents. All documents are securely stored in the electronic archive and visible in the Zetadocs Documents FactBox in NAV.

Zetadocs is installed and configured on the Dynamics NAV server – no client software is required. Zetadocs supports all NAV clients, so no matter if you are using the NAV Windows client that's installed on your desktop, streamed to your PC via ClickOnce, the NAV Web client or even the Dynamics NAV app on devices, you can use Zetadocs to capture all original documents so that you have on screen visibility of them alongside their related NAV records.

## Features

Capturing documents with Zetadocs	Zetadocs Express	Capture Essentials	Capture Plus
Drag & drop emails and files, and store electronically with links to NAV	●	●	●
Capture on the go or in the office with the NAV Web client or Dynamics NAV app on devices *		●	●
Batch process emails, files and scanned documents using multi-user document queues		●	●
Convert documents to PDF/A for long term archiving compliance and improved searchability		●	●
Configure metadata for better indexing and filtering of documents in SharePoint		●	●
Configurable folders by (date/customer/type) to organize your electronic archive		●	●
Automate filing of documents, splitting batches using barcode recognition and OCR **			●
Customize to meet your individual requirements using the Zetadocs Capture SDK **			●

\* Dynamics NAV 2015 and later with separately purchased subscription to Office 365 for your electronic archive

\*\* requires the additional purchase of Zetadocs Capture Plus and customization by Equisys Solutions Partners using the SDK

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[zetadocs.com/capture](http://zetadocs.com/capture)



# Zetadocs Approvals

## Accelerate approval times and build better supplier relations

### Improved control and visibility

Zetadocs Approvals enables your Accounts Payables team to manage financial approvals on screen, reducing wasted effort and giving control over the approval of purchase invoices. It's designed for and integrates with Microsoft Dynamics<sup>®</sup> NAV.

You can instantly see where each purchase is in the approval process and quickly identify where delays and hold-ups occur that could result in early payment discounts being missed or overdue payment charges being incurred. It's simple to locate overdue approvals and delegate to substitute approvers when necessary to ensure the smooth operation of your supply chain.

### Faster purchase approvals

Zetadocs Approvals' intelligent workflow and on screen access streamlines your approval cycle. Purchase documents are authorized faster compared to a paper-based process, and the risk of paperwork getting buried or lost is minimized.

Highly flexible rule-based workflows automatically route documents electronically to the right department or budget holder, wherever they are geographically. Approvers instantly receive email notifications when they have documents to approve, and overdue approvals are chased automatically by email reminders to keep the whole process moving.

### Approve anywhere at anytime

Zetadocs Approvals is a cloud service built on the highly scalable Microsoft<sup>®</sup> Cloud, and managed for you by experts to offer a reliable service at anytime from anywhere. Accessed from all popular browsers, Zetadocs Approvals, in conjunction with Zetadocs Capture, provides instant access to all original documentation relating to a purchase, enabling tighter checks in the approval process.

Approvers can easily review Microsoft Dynamics NAV purchase documents alongside all captured supporting documentation whilst on the go – all without requiring direct access to NAV.

### At a glance

**Approve on screen faster**, more easily and with fewer errors compared to paper-based systems

**Identify delays** and take immediate action to unblock urgent purchases stuck in the approval process

**Set up intelligent workflow** to match your approvals process based on approval limits and other NAV fields

**Use automatic email notifications** to keep the whole process moving and remind reluctant approvers when approval tasks are overdue

**Approve anywhere** at anytime using mobile browsers on phones, tablets or on PCs in the office

**Make informed purchasing decisions** using original documentation alongside NAV business data without needing direct access to NAV

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



### Technical Information

For details of supported platforms and other system requirements, please visit: [www.equisys.com/zdnavtechinfo](http://www.equisys.com/zdnavtechinfo)

## Designed for companies using Microsoft Dynamics NAV

Zetadocs Approvals' light touch integration with Dynamics NAV makes it easy to set up, and simple to implement and manage. The service works with posted or unposted purchase invoices, purchase quotes and purchase orders, and with all your NAV business data to build highly flexible approval workflows.

There is a simple monthly subscription for each user, without any capital outlay beyond the implementation costs. As Zetadocs Approvals is a cloud service, your business is always on the most up to date version, without the pain associated with NAV upgrades.

Features	Benefits
<b>Approval dashboard</b>	Monitor the entire approval process on screen, spot overdue tasks or bottlenecks and take action
<b>Flexible approval rules</b>	Define the approval workflow path based on approval limits per vendor or almost any field held in NAV
<b>Delegate approvals</b>	Avoid bottlenecks and delays in the approval process by assigning approval tasks to another authorized approver
<b>Overdue email reminders</b>	Save time chasing reluctant approvers and answering the resulting supplier queries with automatic reminders
<b>Anywhere access</b>	Manage approvals wherever you are via the secure browser-based interface that's always up to date, and that is simple to use and understand with little or no training
<b>Multi-stage approvals</b>	Assign approval tasks to additional approvers that match the simplest or most complex business requirements
<b>Original supporting documentation</b>	View all related original documents to make informed purchasing decisions, stored on premise or in the cloud through SharePoint® Online (Office 365®)
<b>Integration with NAV</b>	Surface NAV business data to approve purchase orders, quotes, invoices and posted purchase invoices without requiring direct access to NAV
<b>Simple to setup</b>	Keep set up and configuration time to a minimum with no requirement to adjust the firewall or install and maintain client software
<b>Always up to date</b>	Receive enhancements automatically so you're always on the current version without the cost and disruption of upgrading your Dynamics NAV system
<b>Same sign on</b>	Use your Microsoft Office 365 or Azure Active Directory account to simplify access to Zetadocs Approvals and helps you centralize identity management