



Document and expense management for Business Central and NAV

Zetadocs is a suite of leading document management and expense management solutions, designed specifically for Dynamics 365 Business Central and NAV.

Zetadocs helps you streamline business processes, freeing you from paper and improving the way your business operates. Finance departments, customer services, sales and operational teams can work more efficiently on screen, saving time and costs, while offering better service levels to customers, suppliers and staff.



ZetadocsDelivery

The Delivery editions of Zetadocs email batches of documents in PDF format from within Business Central or NAV using your contacts' email addresses, helping your finance team produce and send documents such as customer invoices and statements.

Essentials

- Send batches of documents, such as invoices and statements, in PDF format
- Personalize content based on document type or whom the user is sending the documents to
- Keep track of sent batches using activity log

Plus

- Automatically attach overdue invoices to statements when sending
- Batch delivery can be automated to run in the background
- Customizable to suit your customers' business needs

ZetadocsApprovals

Zetadocs Approvals offers simple approval of purchase invoices on screen for companies that use Business Central on premises and NAV. It is a cloud service built on the highly scalable Microsoft Cloud, managed for you by experts to offer a reliable service at anytime from anywhere.

Features

- Simple approval of purchase invoices and orders on screen, even by non-Business Central and NAV users
- Faster sign off, better relationships with suppliers and smooth operation of your customers' supply chain

ZetadocsCapture

The Capture editions of Zetadocs store emails and scanned documents alongside Business Central or NAV transactions for instant access from within Business Central or NAV, or directly from an electronic archive. This speeds up handling customer queries and cuts time spent on traditional paper filing.

Essentials

- Store emails and documents alongside Business Central and NAV transactions
- Locate and retrieve archived documents quickly and easily, as they are stored in SharePoint using a three-tiered folder structure, indexed using metadata
- Access files on the go with the Business Central and NAV Phone or Tablet client

Plus

- Customizable with automated filing of documents
- Automated storage of paper documents using barcode recognition and search using OCR
- Customizable SharePoint folder structure

Zetadocs Express

Zetadocs Express is our foundation document management module for Business Central and NAV, available for four users at no license charge for Business Central and NAV 2009 SP1 or later.

Features

- Foundation document management software
- Free for up to four users
- Drag and drop documents into Business Central and NAV records
- Save and send reports by email

Zetadocs Expenses

Zetadocs Expenses is an end to end solution that solves your organization's headache of managing travel and entertainment expenses, from capture through to reimbursement. Our seamless integration with Business Central and NAV saves you money and sets us apart from our competitors.

As a cloud-based solution, our software is updated monthly, users are automatically upgraded to the latest version and we offer a flexible pricing model and outstanding support.

Features

1. Submit expenses anytime, anywhere with the easy to use Zetadocs Expenses App
2. No rekeying by finance teams required
3. Reconcile credit card statements and manage fuel payments or business mileage with Google Maps
4. Analyse staff expenditure with Power BI reporting

Benefits



Happier workforce



Time savings



Simple process



Complete visibility



Control over expenditure

Finance processes Zetadocs helps with

Expense management

Sales order processing

Electronic invoicing

Proof of delivery tracking

Collections management

Supplier invoice processing

Invoice approval

Testimonials

“Zetadocs has halved the time it takes to deliver invoices to our customers. Also, misplaced and lost documents are a thing of the past using the Zetadocs Capture drag & drop feature.”

- Ingenieursburo Gommer BV

“This saves the organisation hours each week and staff have been very positive about the new claim process, especially about the simplicity.”

- National Citizen Service

Helpful Resources



Contact details

North America

Equisys Inc
30000 Mill Creek Avenue
Suite 335
Alpharetta, GA 30022
USA
(770) 772 7201
sales@usa.equisys.com

Europe

Equisys Ltd
32 Southwark Bridge Road
London
SE1 9EU
United Kingdom
+44 (0)20 7203 4000
sales@equisys.com



[@equisysplc](https://twitter.com/equisysplc)



linkedin.com/company/equisys



youtube.com/equisysplc



equisys.com/blog

“Zetadocs has considerably reduced the quantity of paper that we have to archive”

About Coinford

Established in 1981, Coinford has built up a reputation of experience and professionalism in the construction industry. Focusing on contracts ranging from \$600,000 - \$40 million, Coinford are the groundwork and concrete frame specialists throughout London and the South East of England.

Challenges to overcome

- “The main problem was paper - too much of it”
- The company was already using Microsoft Dynamics NAV, but still had paper-based processes for document capturing and management. The finance team wanted to do away with paper
- Preparing and sending invoices and remittance advices were time-consuming, manual, paper-based processes

The solution we delivered

- The full functionality of Zetadocs Capture, including batch capture scanning and automated filing
- Zetadocs Delivery, which offers fully customizable automated batches of documents from NAV
- Zetadocs integrates within the EVision construction accounting software and supports regular EVision updates and new functionality

“Zetadocs has improved productivity tremendously, it does what it says on the tin and makes the finding of documents a lot quicker and easier. You don’t have to leave your home office and it increases the speed of document sharing because you can just share links to documents. We want to use Zetadocs even more.”

Suzy Pinsent, IT Consultant - Coinford

What was achieved

Zetadocs has considerably reduced the quantity of paper that Coinford have to archive. The finance team has moved away from paper-based processes and can now capture documents digitally, scan all invoices and use the Excel export ability to send out remittances electronically.

Electronic invoices are sent out and stored documents are now retrieved at the click of a button. Using the drag & drop functionality, the team can now store emails and files electronically with links to NAV. Emails, files and scanned documents are now batch processed using multi-user document queues.

Coinford are using configurable folders to organize their electronic archive in EVision and converting documents to PDF/A for long-term archiving compliance and improved searchability, alongside using metadata for better document indexing and filtering in SharePoint.

The key challenges, identified by Coinford prior to the implementation, were therefore overcome.



“We saw a 50% reduction in the time needed to submit monthly expenses”

Case Study

Financial Times | IE Business School Corporate Learning Alliance

FT | IE Corporate Learning Alliance is a joint venture between Financial Times and IE Business School. It combines world-renowned business journalists, academics and a global network of educators to co-create customised corporate learning programmes for companies looking to solve operational and strategic challenges. Its main customers are blue-chip companies in Europe, the Middle East, Latin America and Japan. With two main offices in London and Madrid, as well as a business development teams working in Germany, France, Denmark, Middle East and Japan, the company is growing rapidly.

Challenges to overcome

- Having a global team made processing paper-based expenses difficult, as the joint venture increased company size two-fold
- Using Excel spreadsheets created time-consuming manual work and was inconvenient for everyone involved in the expenses process
- Field-based employees were required to post hard copies of receipts and Excel spreadsheets reconciling expenses with their credit card statement line items, which delayed the reconciliation process
- Due to the lengthy process, team members were getting up to 6 months behind with their expenses
- FT | IE Corporate Learning Alliance finance team uses Microsoft Dynamics NAV* and did not have an expenses management solution that integrated easily with NAV

The solution we delivered

- Zetadocs Expenses is a cloud-based software that provides users with a mobile expenses app to use anytime, anywhere in the world
- Employees can now take photos of their receipts and submit expense reports on-the-go, eliminating Excel and paper-based submissions
- Post office trips have been eliminated, as the finance team only requires digital copies of receipts and report approval
- Zetadocs Expenses is closely integrated with NAV, meaning FT | IE Corporate Learning Alliance no longer needs to rekey expenses

Results

- A 50% reduction in time needed for employees to submit expenses remotely, from 2 hours to under 1 hour to create a complete company credit card expense report
- A large improvement in the number of employees submitting their expense reports on time
- A new expense management process that is simple and easy to use, as well as scalable as the FT | IE Corporate Learning Alliance team grows
- Integration with NAV was rapid, seamless and the product is getting updated on a monthly basis

Background: the process before Zetadocs Expenses

The FT I IE Corporate Learning Alliance team quickly grew from a team of 30 to 60 global employees across two offices in the United Kingdom and Spain, including 10 working in other countries. The expansion led to an increasingly complex and time-consuming expense management process. The incumbent process was based on Excel spreadsheets, with team members having to match bank statements to receipts that had been saved throughout the month.

The expense reports and the related receipts then had to get approval digitally via email and physically on a hard copy of the spreadsheet. Any employees working outside the London or Madrid offices had to schedule in a monthly trip to the post office to send hard copies of their receipts to one of the main offices for approval. It was causing some employees to be up to six months behind on their expenses.

It quickly became clear that this manual, paper-based process was not a viable option for expense management in the long-term. The FT I IE Corporate Learning Alliance finance team was also aware that SaaS-based expense management solutions now existed and could bridge that gap in convenience and practicality for their team. It was important for them to find a solution that integrates seamlessly within their accounting software, Microsoft Dynamics NAV.

Driving change

The FT I IE Corporate Learning Alliance team got in touch with their NAV Partner to ask for software suggestions. They first looked at using the expense management capabilities already available within Dynamics NAV but they did not meet their requirements. They compared Zetadocs Expenses with one of the other leading expense management solutions. Kristian Pedersen, Finance Director at FT I IE Corporate Learning Alliance and his team looked at product T&E management functionality, prices and the level of NAV integration and decided to implement Zetadocs Expenses. In Kristian's words: "What won it for me was the integration with NAV. It was straightforward and easy - no workaround needed. The implementation went smoothly, your product specialist has been really helpful, professional and attentive. He helped us with our questions and has been great from a service point of view."

Results

Several months on from the implementation of Zetadocs Expenses, the FT I IE Corporate Learning Alliance team is happy with the results. Kristian says: "I haven't had anyone saying we should go back to Excel spreadsheets."

The duration of the expense management process at FT I IE Corporate Learning Alliance has decreased over 50%, from taking over two hours to submit required monthly expenses to approximately sixty minutes, as receipts are now stored and shared digitally. In Kristian's words: "It's all very convenient - we don't need our teams who work remotely to send us hard copies of receipts anymore. No need to go to the post office anymore. It's simply more efficient and something I've had a lot of positive feedback about."

As Zetadocs Expenses develops further, everyone using this expense management for NAV solution will always be on the latest version of the software, accessing the latest features. FT I IE Corporate Learning Alliance is now implementing more of the Zetadocs for NAV suite of business solutions, to help make their finance processes even more efficient.

We spoke to Kristian Pedersen, Finance Director at FT I IE Corporate Learning Alliance, about how the company successfully implemented Zetadocs Expenses for Microsoft Dynamics NAV to manage company credit cards, cash expenses and car mileage.

"We selected Zetadocs Expenses over NAV's native offering and above one of the more popular expense management solutions, because of its enhanced functionality and straightforward, easy integration with NAV, as well as its monthly product updates."

"To be able to do your expenses on-the-go and as you incur them is such an improvement, and the user interface is really simple. We were seeing that people were getting far behind doing their expenses. Since the introduction of Zetadocs Expenses, people get their expenses done much quicker and much more timely than what we've seen before."

Kristian Pedersen
Finance Director
FT I IE Corporate Learning Alliance



North America
Equisys Inc
30000 Mill Creek Avenue, Suite 335
Alpharetta, GA 30022
USA
770 772 7201
sales@usa.equisys.com

Europe
Equisys Ltd
32 Southwark Bridge Road
London, SE1 9EU
United Kingdom
+44 (0)20 7203 4000
sales@equisys.com

zetadocs.com/expenses

