



## Employee Travel & Expense Management Solution



Consolidate, automate and streamline your company's employee expense management process. Monitor & track claims in real-time from desktop & mobile.

### How Does Zento Help ?

- ▶ Employees can manage their expenses better and track their claim status' anytime
- ▶ Managers save time and money processing employee expense claims from a centralized system
- ▶ Increased control over costs with insightful reports & analytics
- ▶ Optimizes claim processing workflow according to your organization's unique policies
- ▶ Curbs expense fraud by bringing about transparency in employee expenses

### How Does Zento Work ?



Archetypal Expense Claim Process which can be customized at every step.

### Why Zento ?

#### Manage Expenses With Ease

Employees manage their expenses centrally & without hassle. With Zento, they can easily submit, reconcile & check the status of and reclaim their expense claims & reimbursements. All this on one single dashboard.

#### Maximise Organizational Efficiency

Zento is designed to highlight actionable data quickly managers view all expenses pending their approval on their own dashboards, they spend far less time tracking down expense data they need to act upon, expenses incurred can be filtered & arranged - by date, value, employee, department, expense type, location, etc., giving you transparent, holistic insights into the expenses incurred.

#### Helps in Budgeting & Planning

Zento allows users to generate a number of reports that enable stakeholders to carry out trend analysis & financial planning/ budgeting. New report formats tailored to business requirements can also be created. Zento enables to fix baseline metrics and monitor compliance and spending trends in organization.

#### Secure System with Single Point of Access

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### Key Features

- Single-click expense approvals
- Attach receipts and related paperwork to claims
- Advance payment request handling
- Mobile-ready solution, accessible on the go
- Single point of view of relevant company policies and approval processes for employees
- In-built and custom Management Reports provide actionable insights
- Secure system with User Access Rights & Controls
- ERP & Accounting Software Integration, greatly reduced need for data entry



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### Get in touch

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