

# Zetadocs for NAV - Electronic invoicing

Zetadocs enables you to deliver invoices via email to reduce printing, postage and related filing costs. File all information related to a transaction electronically to speed up query resolution and improve credit control.



“ Zetadocs saves our Accounting Department approximately 20 to 25 hours per month and between \$12,000 and \$15,000 per year.” ”

**Rich Franklin, IT Administrator, Laser Mechanisms Inc.**

The true cost of managing business processes on paper is nowhere more apparent than in your finance and accounts team. Invoicing from your ERP system in this way can cost your business dearly.

Zetadocs for Microsoft Dynamics® NAV is an electronic document management and delivery software solution that replaces paper based processes used by many businesses to manage financial transactions.

## Smart electronic delivery

There is no doubt that delivering paper invoices is time-consuming and costly. Aside from the direct costs of paper, consumables and postage, the time it takes to print, collate, package and post documents adds significant costs to the process. What's more, paper invoices can take days to reach the customer which adds further delays.

Zetadocs for NAV delivers invoices electronically, directly from NAV. In addition to single invoices, Zetadocs also personalizes delivery of batches of invoices, based on the recipients' requirements and preferences. This includes overlaying stationery, adding attachments and populating the address details, email subject line and body. A single click sends all of the invoices, updates NAV and archives a copy of each invoice electronically for secure, efficient retrieval.

## Electronic filing

With more and more orders and updates being received via email, important information can be isolated in an individual's email account or even printed off to be held in paper files. This means that information can easily be lost, hidden away or inaccessible when it is needed.

Zetadocs for NAV allows emails, electronic faxes or scanned documents to be dragged and dropped against the NAV records, automatically archiving the information and creating links to ensure swift retrieval. This then ensures that the information is available instantly to anyone who needs it, from a secure and central location.

## The benefits of Zetadocs

- **Reduce your document delivery costs** by sending invoices via email to cut printing, postage and related filing costs.
- **Support faster invoice payment and better credit control** by managing the batch processing of documents to help the finance team stay on top of payments.
- **Ensure that all information is instantly available** by capturing incoming emails, faxes or scanned documents for central storage with automatic linking.
- **Achieve real customer service improvements** by enabling non-NAV users to track information relevant to each stage of a sales process without the need to involve the finance team.
- **Enhance your document management** by storing and linking electronic records in a transaction for fast and reliable retrieval.



## Improving customer service

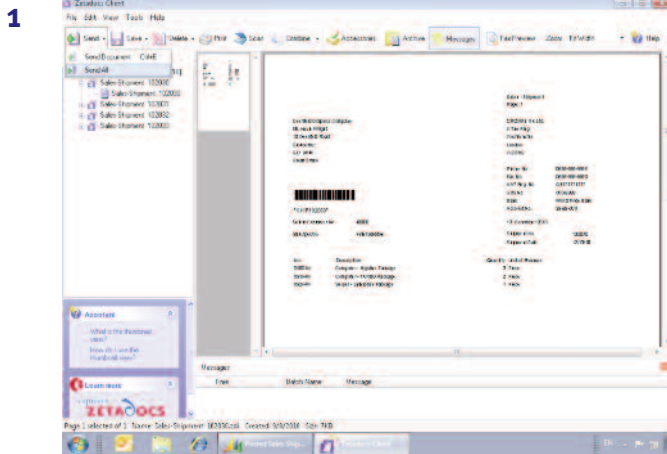
For many organizations, customer queries are often only able to be handled by the finance team who can access the ERP software. This can cause delays in responding to customer questions, which damages customer satisfaction. By storing all sent documents and captured information centrally, Zetadocs allows users to quickly and easily find the information they need.

For example, when customer service agents need to find a copy of an invoice, they can search with information such as the invoice number or customer name. Aside from retrieving the invoice, they will also be presented with any related information linked to the invoice to help them quickly resolve any query, and avoid delays or disputes.

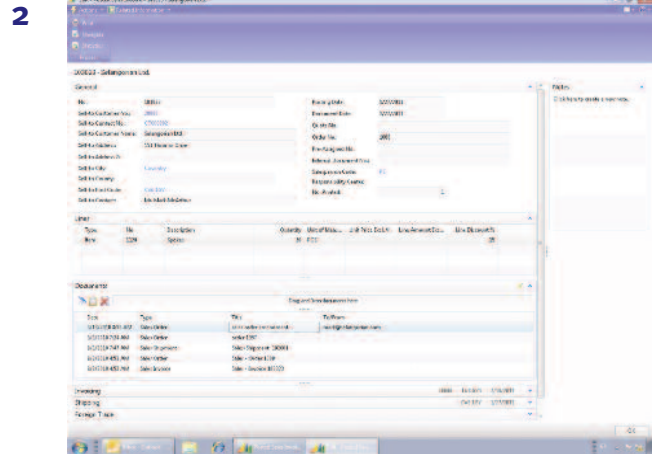
## Zetadocs for NAV editions

Zetadocs for NAV Delivery Essentials and Capture Essentials provide off-the-shelf functionality to help organizations reduce costs and increase the efficiency of their invoicing process. Also available are Zetadocs for NAV Delivery Plus and Capture Plus which then allow full automation of document delivery and capture, or customization to meet specific organization or industry requirements.

## Electronic invoicing with Zetadocs



*Zetadocs personalizes invoices and automatically delivers them in batches via email. These documents are stored in NAV for instant retrieval.*



*Sent documents and captured information are available for any authorized network user to view quickly and securely.*

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