

# Invoice automation

Zetadocs enables you to switch to managing invoicing via email and reduce printing, postage and related filing costs. Track all documents in a transaction to speed up query resolution and help improve credit control.



“

I would suggest that Zetadocs is something that all NAV or GP customers could consider investing in.

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Steve Farr, Product Marketing Manager, Microsoft UK

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 is electronic document management and delivery software, developed specifically for Microsoft Dynamics ERP systems, that replaces paper based processes used by many businesses to manage financial transactions. Zetadocs integrates tightly with Microsoft Dynamics NAV and GP.

## Smart electronic delivery

Zetadocs replaces the traditional system of printing and posting invoices by delivering them electronically, directly from the ERP system. Zetadocs can deliver single invoices but its real power is in the intelligent delivery of invoices in batches.

Zetadocs personalizes the delivery of batches of invoices according to recipient requirements and preferences, including overlaying stationery, adding attachments and populating the addressing details, email subject line and body. One click sends all invoices, updates the ERP system and then saves a copy of the invoice into SharePoint linking it back to the ERP record (for non SharePoint users, documents can be archived to a network folder).

This function adds value by streamlining business processes and cutting administration time. For example, if a customer calls and queries an invoice against goods that were shipped, the user can check the posted invoice and check the Zetadocs archive directly from the ERP application. This will retrieve any documents from SharePoint that are related to that transaction.

## The benefits of Zetadocs

- **Reduce your document delivery costs.** By automating the process of invoicing via email you can cut out 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.
- **Achieve real customer service improvements** by enabling your non-ERP users track documents relevant to each stage of a sales process without the need to involve the finance team.
- **Enhance your document management.** Because it stores and links electronic records in a transaction, it makes document retrieval fast and reliable



## Improving customer service

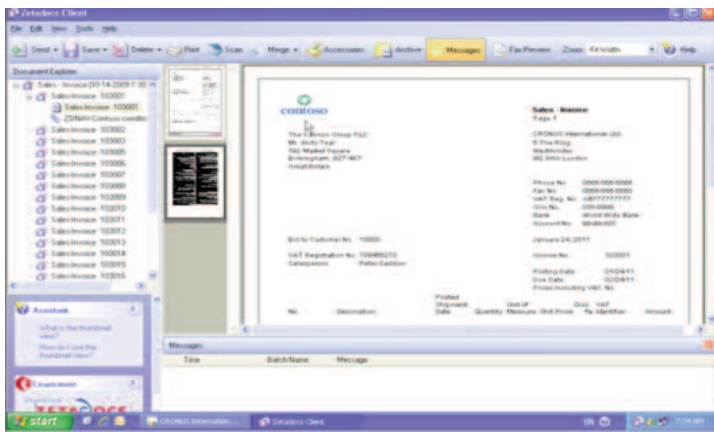
Zetadocs can also help you improve customer service by letting colleagues, which normally do not have access to the ERP software, find financial documents. For example, if a customer service agent needs to quickly find a copy of an invoice, they can search SharePoint with any information that they have about the document such as invoice number or customer name. This will also find any related document linked to this invoice to help them quickly resolve any query, avoid delays or disputes.

## Simple integration and fast deployment

Zetadocs can be deployed and integrated with either NAV or GP software in a matter of hours. It provides many standard templates, but is also highly customizable to accommodate the different types of document to help finance teams manage invoicing more effectively from these products. It integrates with SharePoint (or with a central fileserver) to archive all financial documents generated by the ERP system. This SharePoint integration enables ERP and non-ERP users alike complete control over managing and retrieving archived documents.

## Delivering invoices with Zetadocs

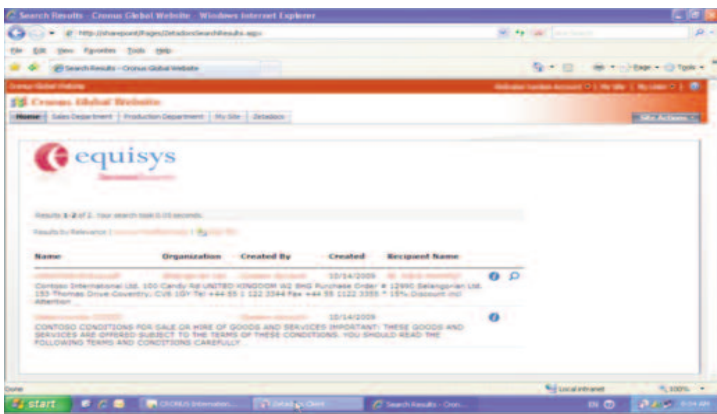
1



*An electronic invoice in the Zetadocs queue. This invoice has had electronic stationery and attachments added.*

## Finding invoices and related documents

2



*Sent documents are available for any authorized network user to view within SharePoint.*

### Technical Specifications

Windows Vista™ Business or Ultimate Edition (32 bit or 64 bit),  
Windows® XP SP2 (32 bit or 64 bit),  
Windows Server® 2003 R2 (Standard, Enterprise or Datacenter), with Terminal Services or Citrix XenApp  
Windows Server 2008 (Standard, Enterprise or Datacenter), with Terminal Services or Citrix XenApp.

Requires Microsoft .NET Framework version 2.0.

Integrates with Microsoft Office Outlook® 2003 SP2 and 2007.  
Integrates with Lotus® Notes® V6.5 and above.

Integrates with SMTP email systems. Active Directory® integration for rapid and easy deployment to all network users.

Creates PDF files which are readable using Adobe® Reader® software version 5 and later.

Supports PDF attachments created in PDF 1.2, 1.3, 1.4 and 1.5 standards. Specifies PDF security options such as allow printing, content extraction and password protection.

Password protection using 40-bit and 128-bit encryption.

Integrates with NAV version 3.60, 3.70, 4.0, 5.0, 6.0 and 2009 SP1 Classic Client (32 bit or 64 bit).

Supports Microsoft Office SharePoint® Server (MOSS) 2007 and Windows SharePoint Services (WSS) v3.0 (running 32 bit or 64 bit versions)

### Client Hardware requirements

It is recommended that systems have Pentium® class CPUs of 1 GHz or higher with 1 GB RAM or more.

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