

Purchasing automation

Zetadocs enables you to switch to managing purchasing via email and reduce printing, postage and related filing costs. Track all documents in a transaction to speed up purchase approval and help control cash flow.



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

Steve Farr, Product Marketing Manager, Microsoft UK

Efficient management of purchasing is key to the smooth running of your business finances. A switch from manual, paper processes to electronic management could significantly reduce your annual operating costs and improve the efficiency of your finance team.

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.

Deliver orders in batches

Zetadocs uses a unique document queue that enables ERP users to manage delivery of orders in batches. Once orders are created they are added to document queue. They can then be sent to the supplier in a single process based on rules that can be customised specifically for that supplier. For example, delivering by email, to a specific contact, with customized attachments.

Zetadocs automatically picks the relevant contact information for this type of document and the order number from the ERP system and pre-populates the email. It also automatically attaches documents (e.g. conditions of purchase). One click sends the order, updates the ERP software and saves a copy of the order into SharePoint (or a network folder) linking it back to the record.

Streamline Accounts Payable

Zetadocs helps streamline the Accounts Payable process by enabling users to link invoices to original orders. For example, once a supplier has shipped their goods and sent their invoice, Zetadocs enables the accounts payable employee to quickly locate the original order, check against the invoice and confirm that goods received match the original order and the invoice. They are then able to quickly authorize payment.

The benefits of Zetadocs

- **Zetadocs supports faster purchasing and payment management** by linking documents in a transaction to speed up purchase approval and help finance teams stay on top of cash flow.
- **Zetadocs enhances your document management** by enabling your non-NAV users to track documents relevant to each stage of a purchase process without the need to involve the finance team.
- **Zetadocs significantly lowers your document delivery costs** by automating the process of managing purchasing via email. This enables you to reduce printing, postage and related filing costs.



Accounts payable can then automate the process of delivering remittance notifications using Zetadocs. After running the remittances report, the documents are added to the Zetadocs document queue which will then automate the delivery of remittances to the supplier. Again rules can be set up determine exactly how this type of document is sent; by email or fax, personalized to a specified contact and with specific attachments added.

Tracking the purchase process

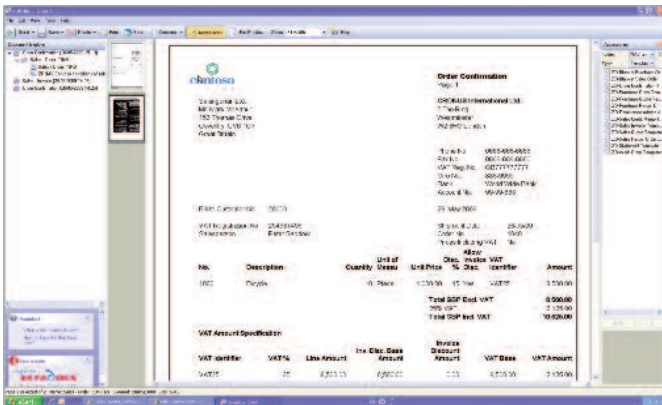
Zetadocs adds real business value by making copies of orders, invoices and remittances available to any authorized employee via SharePoint (or via access to the relevant network folder) so that they can track each stage of the purchase process. For example, the manager who originated the purchase can check and confirm that goods received match the original order and the invoice.

Simple and fast deployment

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

Delivering orders with Zetadocs

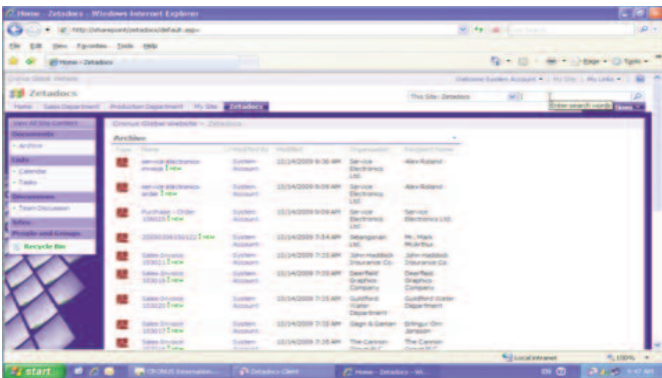
1



Zetadocs personalizes the orders and then delivers them automatically with attachments.

Tracking the purchase process in SharePoint

2



Zetadocs enables users to quickly find invoices, orders and related documents.

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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