

Zetadocs for NAV - Payables Approval

Transform your financial approvals process with a modern add-on that takes paperwork off the desk and places the entire process on screen.



“ I find Zetadocs a great way to demonstrate clear financial benefits to the board – more so than with any other software we have purchased. ”

**Richard Howarth, Finance Manager,
Holchem Laboratories Ltd**

Using a paper-based process for approving purchase documents can result in slower approvals, with little visibility or control. Misplaced documents can result in early payment discounts being missed or overdue payment charges being incurred. The smooth operation of your supply chain may even be put at risk. Zetadocs Payables Approval is an add-on for Microsoft Dynamics NAV that places the whole approval process on screen and under your control.

Greater efficiencies and reduced costs

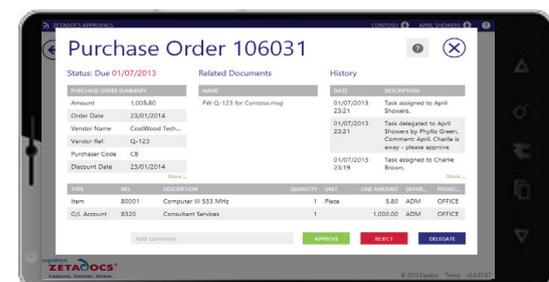
Intelligent workflow and on screen access streamlines your approval cycle, meaning documents are authorized faster than a paper-based process, whilst minimizing the risk of paperwork getting misplaced or buried. It also reduces the cost to process your purchase documents: approve more than five documents per day to reduce your ongoing Accounts Payable costs within three months.[†]

Better visibility and control for faster invoice approvals

Zetadocs Payables Approval enables the Accounts Payables team to manage their financial approvals on screen, reducing wasted effort and giving total control. The management console enables users to see instantly where each purchase is in the approval process and quickly identify where delays and hold-ups occur. It can also be used to locate overdue approvals quickly and easily delegate to substitute approvers when necessary.

Intelligent workflow

Create highly flexible rule based approval workflows that automatically route documents to the right department or budget holder. Approvers automatically receive email notifications when they have documents to approve, and overdue approvals are chased automatically with email reminders.

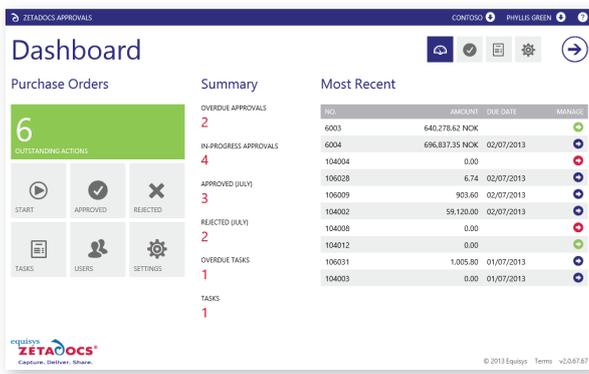


Approve anywhere

The modern browser based interface of Zetadocs Payables Approval streamlines the user experience whilst making it available to approvers wherever they choose to work. Instant email notifications contain quick links that keep the process moving and allow approvers to easily review purchase documents on the go. Approvers can approve, reject or delegate your NAV purchase documents supported by copies of original documentation - all without requiring direct access to NAV.

Benefits at a glance

- **Efficient and cost effective** – on screen approval is faster and less error prone than paper based systems, reducing your costs to process each document
- **Visibility and control** – management console enables access to approvals across the organization with tools to manage the authorization process
- **Intelligent workflow** – customizable rules for more complex approvals and automatic chasing of overdue approvals
- **Mobile** – approve from anywhere using phones, tablets or PCs
- **Original documents** – on screen access to all related documentation
- **Easy to use** – integrated with NAV for a familiar user experience that doesn't require special training
- **Managed** – always on the latest version with low running overheads and rapid time to value



Access to original documents

Zetadocs Payables Approval works with all Zetadocs Capture editions including NAV's own document management add-on, Zetadocs Express. Zetadocs provides instant access to all original documentation relating to a purchase: the quotation, purchase order, contract, delivery or acceptance paperwork and supplier's invoice. These key documents may be viewed by an approver alongside a copy of the NAV purchase record, saving time and enabling tighter checks in the approval process - it's access to your digital archive on the go.

Designed for companies using Microsoft Dynamics NAV

Zetadocs Payables Approval works with posted or unposted purchase invoices, purchase quotes and purchase orders, across all your NAV categories and data to build highly flexible rules. Fully integrated with NAV, Zetadocs Payables Approval is intuitive to use for both the Accounts Payable team and approvers across the organization without requiring additional training.



Managed for you

Zetadocs Payables Approval is a managed solution running on Windows Azure™. It is maintained for you by experts so it is faster and easier to administer - both initially and in the future - removing the need for IT administrators to spend valuable time maintaining it. There is a simple monthly subscription for each user, without any capital outlay beyond the implementation costs. With Zetadocs Payables Approval, your business is always on the latest version of the software with none of the hassle of upgrading.

Features	Benefits
Modern management console to monitor the entire approval process and spot overdue tasks	Total visibility and control of the approval cycle: know the status of each approval, view bottlenecks or possible holdups and take action
Delegate approvals to another authorized approver when approvers are out of the office on leave	Helps avoid bottlenecks in the approval process and saves time rejecting and restarting approvals when incorrectly assigned
Approval rules to define highly flexible approval routing logic based on approval limits and almost any field held in NAV	Determine approval workflow path based on your process and business rules, incorporating multiple authorization levels and custom data into the logic
Overdue reminders to automatically chase reluctant approvers via email	Save time chasing overdue approval tasks and answering the resulting supplier queries
Multi-stage approvals that assign approval tasks to additional approvers so that each has the ability to approve the purchase	Helps business scenarios where the workflow is simpler or where business owners want visibility of all purchasing decisions
Anywhere access with a secure browser based interface	Zero maintenance hosted service: minimal setup and configuration time with no need to adjust firewalls, no ongoing worries about security holes and no client software to install
Original documents stored on premise or in the cloud through SharePoint Online	Approvers have access to view all original documents, both sent and received, to make informed purchasing decisions
Integration with NAV to approve NAV purchase orders and quotes along with purchase invoices and posted purchase invoices with line visibility	Matches your company's procurement and approval processes by providing the ability to approve documents at each stage of your purchasing cycle

† Based on expected cost savings of 25% on the industry average cost of \$10 for processing each document in a company with 5 approvers, excluding implementation of Zetadocs by a Microsoft partner taking an estimated 2 days charged at \$1000/day. Cost savings based on the Accounts Payable team expecting to spend less time processing documents for approval with each approver responding the same day to approval requests (whether on screen or via paper), working away from the office one day a week and mislaying one piece of paper in twenty-five for an average of two days. Paper-based approval systems requiring matching to any paperwork, entered into NAV, distributed, filed on receipt back and marked for further processing (3 min total), with mislaid copies meaning this process must be replicated for 1 in 25 documents with the associated time chasing approvers (5 min) and dealing with queries (10 min) – average 3.8 min per document; screen-based approval systems require data entry and assignment for approval (2 min), follow-up (1 min for one in ten), and a need to deal with half the number of queries – average 2.5 min per document.*

** The Institute of Finance and Management's research in 2010 established that it costs an average of \$10.58 to process a purchase invoice.*

Equisys Ltd Equisys House, 32 Southwark Bridge Road, London SE1 9EU, UK
T +44 (0)20 7203 4000 F +44 (0)20 7203 4005 E sales@equisys.com

Equisys Inc 30000 Mill Creek Avenue, Suite 335, Alpharetta, GA 30022, USA
T +1 (770) 772 7201 F +1 (770) 442 5789 E sales@usa.equisys.com

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