Zetadocs for NAV - Supplier Invoice Processing

Automatically split and securely file scanned batches of supplier invoices to increase staff productivity and improve handling of payables.

> " I would suggest that Zetadocs is something that all NAV customers could consider investing in. "
>
> **Steve Farr, NAV Product Marketing Manager, Microsoft UK**.

Ensuring that suppliers are paid on time and early payment discounts are achieved needs an efficient accounts payable process. This is hard to achieve using paper. Automating the filing of supplier invoices and then providing on-screen access to them for approval is the answer. Invoices can no longer go astray, payment approval processes are more transparent and timely payments can be routine with minimal effort.

Zetadocs for Microsoft Dynamics NAV is an electronic document management solution that reduces the time and costs associated with receiving, processing, archiving and retrieving incoming documents, emails and faxes. It offers a powerful solution for improving accounts payable processes.

Increase efficiency and reduce costs

Storing paper copies of supplier invoices is costly and takes up valuable office space. It is also a time consuming process both in terms of archive and retrieval, which can adversely affect approval processes and supplier relationships.

Zetadocs allows your received supplier invoices to be automatically scanned and archived, drastically reducing the time taken to store these documents and make them available for approval. As soon as an invoice has been entered onto NAV, a barcoded label is produced by a small desktop printer for sticking onto the invoice so that it can be scanned and automatically linked to the relevant transaction in NAV.

Scanning can be done in batches to save time, even if invoices are of varying numbers of pages, as the software recognizes each new barcode and files each invoice accurately and instantly, removing the risk of human error. This automated filing can be used to initiate a workflow, such as document approval, to ensure authorization processes run efficiently.

Speed dispute resolution

Ensuring that the right people have access to the right supplier invoices at the right time is essential to resolving any disputes quickly. Storing invoices across multiple locations, with few staff having access to them makes the task of fixing problems harder, and can lead to dissatisfied suppliers and disruptions in the supply of goods and services, damaging your business. It's better to have everything available on-screen instantly.

The benefits of Zetadocs:

- **Increase efficiency and reduce costs** with automated supplier invoice scanning, splitting and archiving.

- **Improve information access and security** with instant, on-screen access by authorized personnel.

- **Speed dispute resolution** by ensuring that more staff have access to the information they need to answer queries.

- **Ensure the integrity of documents** by electronically storing supplier invoices for back-up.

- **Ease compliance and process management** through automatic archiving and indexing of documentation.

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Once a supplier invoice has been automatically scanned and stored, it can be quickly and easily retrieved from within NAV, SharePoint or network folder archives - alongside other key information. By having a full picture readily available, disputes or queries can be handled and resolved as quickly as possible.

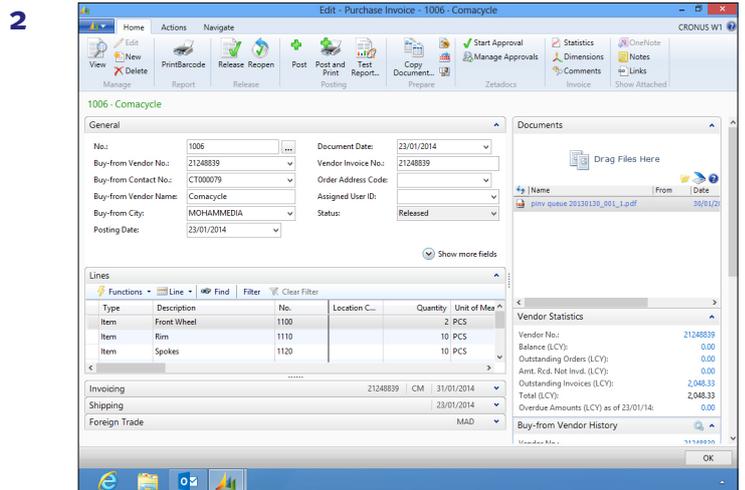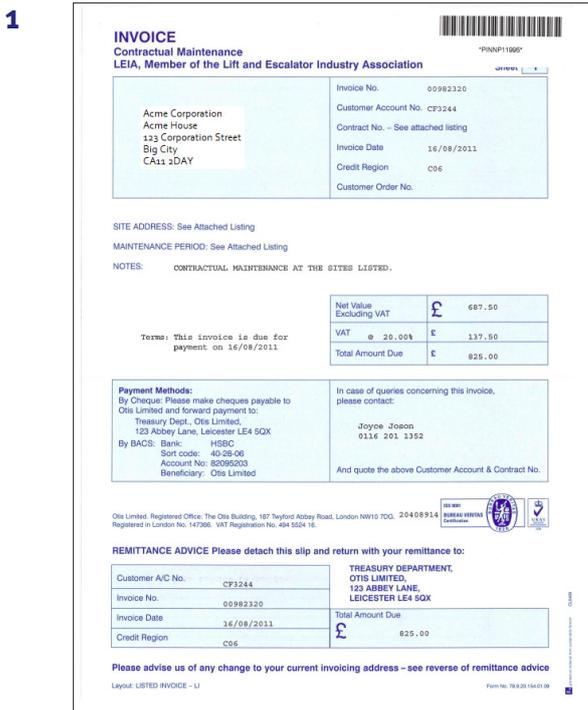## Reduce the risk of lost or misfiled supplier invoices

Documents can get mislaid in a paper-based document archive system due to human error. Conventional paper files also leave your company exposed to information being lost forever in the event of disasters such as fire or flooding. Automated electronic filing both eliminates the risk of documents being misfiled and makes comprehensive system back-ups viable to ensure documents are never lost.

Ease compliance with regulations and improve process management

For many organizations, compliance with legal or regulatory requirements covering retention and access to commercial information is non-negotiable. Quality standards such as ISO 9001 demand process management controls, ensuring documentation is appropriately stored for quick and easy retrieval. Zetadocs helps ensure that access to supplier invoices and other business documents is controlled, improves data integrity and provides speedy data retrieval, supporting these requirements.

For more information on Zetadocs for NAV, please visit www.equisys.com/zetadocs or watch the YouTube video from Equisys on supplier invoice processing.

Supplier Invoice Processing with Zetadocs

1

Barcoded sticky labels are applied to supplier invoices, allowing them to be automatically identified, archived and linked to both NAV and your electronic archive.

2

Archived invoices are immediately available for on-screen access directly from within NAV and via your electronic archive.

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