

## Supplier Invoice Processing

### Save time with automated filing and on screen retrieval

Ensuring 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<sup>®</sup> 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.

#### Reclaim valuable time 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 sticky label produced by a small desktop printer and stuck 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, as the software recognizes each new barcode splitter page and files each invoice accurately.

#### Resolve disputes quickly with on screen access

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.

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.

#### At a glance

**Reclaim valuable time** and storage costs associated with manual filing and retrieval of supplier invoices

**Resolve disputes quickly** with on screen access to original supplier invoice to help avoid supply delays

**Reduce risk** by automating filing using barcodes to prevent misfiling and ensure invoices are never lost

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

**Seamless integration** with Dynamics NAV means you don't need to leave the application to retrieve incoming documents



#### Technical Information

For details of supported platforms and other system requirements, please visit: [www.equisys.com/zdnavechinfo](http://www.equisys.com/zdnavechinfo)



## 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.

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.

## Seamless integration with Dynamics NAV

Zetadocs is built for NAV, so that you don't need to leave the application to capture supplier invoices or view the archived copies in the Zetadocs Documents FactBox.

Zetadocs supports all NAV clients, so no matter if you are using the NAV Windows client that's installed on your desktop, streamed to your PC via ClickOnce or even the NAV Web client, you can use Zetadocs to send and capture documents electronically.

Zetadocs can also be customised to meet your individual requirements, so that captured documents are filed automatically to a custom folder structure in the electronic archive, or set additional business specific information to aid retrieval from SharePoint.

## Features

Capturing documents with Zetadocs	Zetadocs Express	Capture Essentials	Supplier Invoice Processing
<b>Drag &amp; Drop emails and files</b> , stored electronically with links to NAV	●	●	●
<b>Capture paper documents</b> with locally attached scanners directly into NAV		●	●
<b>Capture on the go</b> or in the office with the NAV Web client or any of NAV's HTML clients *		●	●
<b>Batch processing</b> of emails, files and scanned documents using multi-user document queues		●	●
<b>PDF/A conversion</b> of documents for long term archiving compliance and improved searchability		●	●
<b>Configurable metadata</b> for better indexing and filtering of documents in SharePoint		●	●
<b>Configurable folders</b> by (date/customer/type) to organise your electronic archive		●	●
<b>Automated filing of documents</b> , splitting batches using barcode recognition and OCR **			●
<b>Customisable</b> to meet your individual requirements using the Zetadocs Capture SDK **			●

\* Dynamics NAV 2015 and later with separately purchased subscription to Office 365 for your electronic archive

\*\* Supplier Invoice Processing requires the purchase of Zetadocs Capture Plus and customization by Equisys Solutions Partners using the SDK. Automated processing of the Zetadocs Document Queues available from Dynamics NAV 2015.



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