

Supplier invoice processing

Save time with automated filing and on screen retrieval



Improve handling of payables

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

Zetadocs is an electronic document management solution that reduces the time and costs associated with receiving, processing, archiving and retrieving incoming documents, emails and faxes. For users of Microsoft Dynamics 365 Business Central or NAV, it offers a powerful solution to improve 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 in terms of both archive and retrieval, and this can slow up approval processes, damaging supplier relationships.

Zetadocs allows your received supplier invoices to be scanned and automatically archived, drastically reducing the time taken to store these documents and making them available for approval. As soon as an invoice has been entered onto Business Central or NAV, a barcoded sticky label can be produced by a small desktop printer and stuck onto the invoice, so that it can be scanned and automatically linked to the relevant transaction. 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. This 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, with archive copies kept on premises or in Office 365 in the cloud.

Once a supplier invoice has been automatically scanned and stored, it can be quickly and easily retrieved from within Business Central or 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 invoices 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 Microsoft Dynamics® 365 Business Central and 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/zdtechinfo

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 help satisfy these requirements, taking care of controlling access to supplier invoices and other business documents to improve data integrity and provide speedy data retrieval.

Seamless integration with Dynamics

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

Zetadocs can also be customized 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
Drag & Drop emails and files , stored electronically with links to Business Central and NAV	●	●	●
Capture paper documents with locally attached scanners directly into Business Central and NAV		●	●
Capture documents using Business Central web client or mobile app on devices, in the office or on the go*		●	●
Batch processing of emails, files and scanned documents using multi-user document queues		●	●
PDF/A conversion of documents for long term archiving compliance and improved searchability		●	●
Configurable metadata for better indexing and filtering of documents in SharePoint		●	●
Configurable folders by (date/customer/type) to organize your electronic archive		●	●
Automated filing of documents , splitting batches using barcode recognition and OCR†			●
Customizable to meet your individual requirements using the Zetadocs Capture SDK†			●

* All Business Central and NAV clients are supported, including the web client, the apps for phones and tablets, the Windows client installed directly or via ClickOnce, and the classic client.

† 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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