

Collections management

Streamline your collections process and cut costs by automating delivery of invoices and other financial documents. Electronically file incoming information relating to a transaction in a central, searchable archive.



Each day we are saving at least 2 working hours with Zetadocs. This equates to 1 week every month. As well as making my life easier, we have reduced our delivery costs and fine-tuned our order-to-cash process.



Debbie Tabrett, Credit Control Manager, Man and Machine Ltd.

Effective collections processes are critical to the financial stability of your business. Automation of these processes could save your business a small fortune each year.

Zetadocs for Microsoft Dynamics® NAV is an electronic document management and delivery software solution that reduces the time and costs associated with sending, processing and archiving documents, emails and faxes.

Batch order processing

For many organizations, printing, packaging and sending invoices, statements and other financial documents is a time-consuming, manual task. Aside from the costs of paper, consumables and postage, the physical time spent collating documents to send, coupled with the time that it takes for documents to reach the customer makes the collections process slow and expensive.

Zetadocs enables users to send documents and reports from NAV electronically either singularly or in batches, drastically reducing the time and cost of delivery. Documents are received by customers instantly which encourages them to pay on time, therefore reducing debtor days.

Documents can also be personalized according to recipient requirements and preferences, including overlaying stationery, adding attachments and populating the email. A single click sends the documents, updates NAV and then saves a copy of the document into an archive linking it back to the record.

Capture, archive and retrieval

Zetadocs links all related documents in a transaction making tracking and retrieving simple. Incoming documents, emails or faxes can also be quickly and easily captured and linked to the transaction with a simple drag-and-drop interface. For example, email updates on when payments will be made can be dragged and dropped against the NAV record, ensuring that anyone chasing the payment is completely up-to-date.

The benefits of Zetadocs

- **Encourage earlier payment to improve cash flow** by automating the process of delivering invoices and statements.
- **Quickly resolve queries over invoice payment that cause delays** by making all sent documents easy to find with limited search criteria.
- **Link all related documents in a transaction** making tracking and retrieving simple.
- **Significantly lower your document delivery costs** by automating the process of managing collections via email to cut out printing, postage and related filing costs.



Zetadocs also helps manage transactions more effectively by giving non-NAV users access to financial documents. By default, all financial documents are automatically archived so that they can be traced by any user with the relevant access levels. This increases customer satisfaction by handling queries quickly and efficiently, and makes the whole transaction transparent by providing the right documents on screen at the right time.

Technical Specifications

For details of supported platforms and other system requirements, please visit:

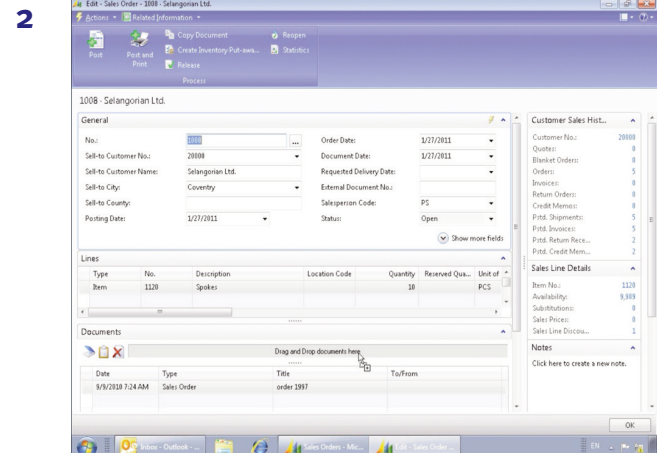
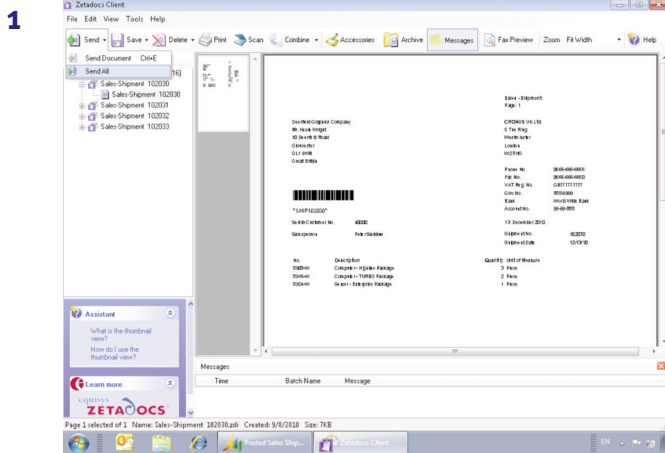
www.equisys.com/zdnavtechinfo

For example, if a customer service agent needs to quickly find a copy of an invoice, they can search with information such as the invoice number or customer name. They can then view the original invoice along with all other documents, ensuring that customer queries are handled as quickly as possible.

Zetadocs for NAV editions

Zetadocs for NAV Delivery Essentials and Capture Essentials provide off-the-shelf functionality to help organizations streamline their collections management processes. Also available are Zetadocs for NAV Delivery Plus and Capture Plus which then allow full automation of document delivery and capture, or customization to meet specific organization or industry requirements.

Collections management with Zetadocs



Zetadocs personalizes statements and invoices and automatically delivers them in batches via email. These documents are stored in NAV for instant retrieval.

Incoming emails, faxes and documents can be 'dragged-and-dropped' onto the NAV record to create a complete electronic archive of all information relating to the record.

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