

# Zetadocs for Microsoft Dynamics NAV

Integrate Zetadocs with Microsoft Dynamics NAV to enable users to manage the capture, production and delivery of financial documents.



“Zetadocs will enhance Microsoft Dynamics NAV, enabling our customers to benefit from further productivity gains and reduced costs. I would suggest that Zetadocs functionality is something that all Dynamics NAV customers should invest in.”

**K3 Business Technology Group plc**

Zetadocs for Microsoft Dynamics NAV helps accounts departments reduce the costs associated with producing and handling paper documents to improve efficiency and enhance customer service. It simplifies order capture and automates the delivery of invoices, statements, remittances and other financial documents. Zetadocs for NAV integrates with SharePoint to enable secure storage and instant document retrieval by authorized network users.

## Simple document capture

Zetadocs for NAV manages the capture and storage of paper and electronic documents that are entered on NAV. For example, it can store copies of inbound sales orders electronically, whether they are received on paper, by fax or by email. This reduces the risk of incoming documents being lost or misfiled.

## Instant document delivery

Producing, packaging and posting statements, invoices and remittances is a time consuming and costly process. Zetadocs for NAV enables you to deliver accounting documents instantly by email or fax, removing the cost of printing and postage and reducing the time accounts staff spend on administrative tasks.

## Choice of delivery methods

Simple rules can be set up to deliver business documents appropriately by email and fax, as well as being printed, so you can give your customers the choice of how they receive information. Zetadocs for NAV makes it straightforward for users to create and send NAV documents singly or in batches.

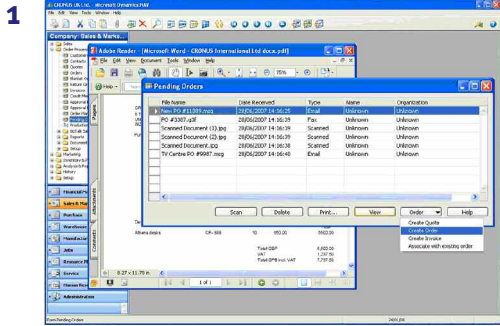
## Share and retrieve documents quickly

Zetadocs for NAV automatically archives copies of all documents that have been sent, allowing for quick retrieval. Accounts staff will no longer waste time searching for paper documents and storage costs will be reduced, helping you meet compliance guidelines. Zetadocs for NAV archives to SharePoint so that non NAV users such as sales people can access key documents easily, without relying on assistance from the accounts team.

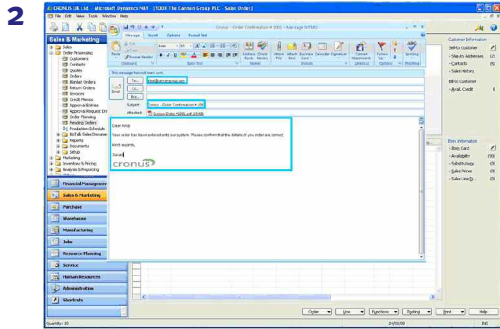
## The advantages of Zetadocs for Microsoft Dynamics NAV

- Eliminate the cost of paper fulfilment and storage – create electronic invoices, statements and remittances from NAV and store copies automatically
- Meet individual customer delivery requirements – send personalized documents by email, fax or as paper copies
- Enable instant document retrieval by authorized network users – provide non-finance personnel access to key financial documents

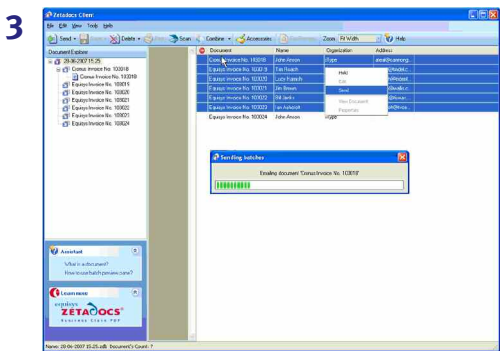
# Sales order processing with Zetadocs for Microsoft Dynamics NAV



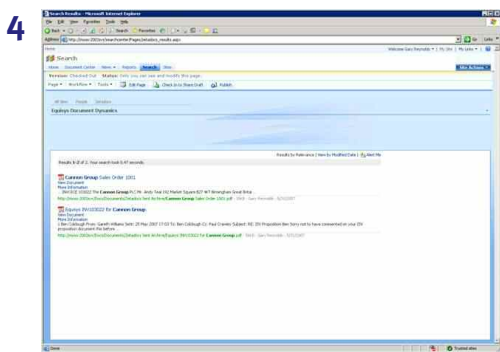
Capture and view sales orders in NAV and create new orders



Send a personalized order confirmation as a PDF by email



Post the invoices and then deliver a batch of customer invoices from Zetadocs for NAV



Sent documents are available for any authorized network user to view within SharePoint

## Technical Specifications

Operating systems supported:  
Windows Vista™ Business, Ultimate and Enterprise,  
Windows® XP Professional,  
Windows 2000 Professional,  
Windows Server® 2003 Standard Edition,  
Windows Server 2003 with Terminal Services,  
Windows Server 2003 with Citrix Presentation Server™ 4,  
Windows 2000 Server with Terminal Services

Requires Microsoft .NET Framework version 2.0

Integrates with Microsoft Office Outlook® 2003 and 2007

Integrates with Lotus® Notes® V6.5 and above

Integrates with SMTP email systems

Integrates with Microsoft Word versions 2000, XP, 2003 and 2007

Supports Microsoft Dynamics™ NAV 4.x and 5.0

Supports Microsoft Office SharePoint® Server 2007

## Hardware requirements:

It is recommended that systems have Pentium® class CPUs of 1 GHz or higher with 512 MB RAM or more

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