Remittance advice

Drive efficiencies and improve supplier relations by automating remittances

Zetadocs

Build better supplier relations

Notifying the accounts team at your valued suppliers when they'll receive payment is more than just a courtesy, it helps them to match your payments with the correct invoices.

With Zetadocs, you can send remittances electronically to a specific contact, or multiple contacts in your suppliers' accounts receivable team. The remittance goes to the correct recipient according to Zetadocs Rules you have set up for each contact. You can define directly on the vendor card the specific contact and email address to send remittance advice emails to.

This ensures they have the information they need to process your payment efficiently and avoids the risk of the remittances getting lost, which can result in wrong payment allocations and confusion in reconciling statements and balances with your suppliers.

Automate repetitive tasks

Zetadocs offers you flexibility to send remittances directly from the payment journal or after payment from the vendor ledger entries. This is also helpful if you need to resend misplaced remittances. Zetadocs can be fully automated so that it sends remittances when you post your payment journals.

Zetadocs enables you to set rules to change delivery method. For example, for suppliers that still prefer to receive hard copies, the printed output is sent as a batch to an internal user to print off and post in the mail to your supplier. Copies of sent remittances can be stored in the electronic archive for wider internal collaboration so that supplier account managers can keep tabs on when their accounts will receive payment.

Use less paper

Some remittance advices can include dozens, even hundreds of invoice numbers and other information. If not using an electronic system, this amounts to significant amounts of paper used to send remittances. This is expensive and won't help your company meet any sustainability goals.

Sending remittances via email eliminates paper and ensures your suppliers receive the remittances quicker than if sent by post. If printing hard copy remittances is essential, sending a consolidated remittance advice means you don't need as much paper to do this.

At a glance

Nurture better supplier relationships by letting them know when to expect payment

Replace repetitive tasks by scheduling remittances to be sent automatically on payment run posting

Helps your sustainability goals by using less paper by emailing remittances, or by printing fewer pages when printing is essential

Increase efficiency as time spent preparing and sending remittances can now be spent on other finance tasks

Significantly lower your costs by delivering more documentation electronically to cut out printing and related postage costs

Seamless integration with Microsoft Dynamics® 365 Business Central and NAV means you don't need to leave the application to send remittances

Get it from
Microsoft
AppSource

Technical Information

For details of supported platforms and other system requirements, please visit:
www.equisys.com/zdtechinfo

Additional time savings for Accounts Payable

Combining remittance advice with additional Zetadocs solutions will maximize efficiency for accounts payable teams.

Supplier invoice processing with Zetadocs allows you to automatically split and securely file scanned batches of supplier invoices, increasing staff productivity and improving handling of payables.

With Zetadocs Invoice Approvals, you can transform your financial approvals process with a modern add-on that places the entire process on screen.

Seamless integration with Dynamics

Zetadocs is built for Dynamics, so you don't need to leave the app to send out batches of consolidated remittances, stipulate which vendor contact will receive the email and see the delivery progress of these emails using the Zetadocs Outbox.

Contact details and preferences are taken directly from Business Central or NAV, to save you from having to maintain multiple contact lists. Zetadocs has flexible delivery rules and can be customized to meet your individual requirements, so that emailing of remittances is fully automated, as is dynamically attaching any supporting electronic documentation.

Features

Sending documents with Zetadocs	Zetadocs Express	Delivery Essentials	Remittance advice
Email any report as PDF directly from Dynamics, saving copies automatically to the electronic archive	●	●	●
Deliver documents in batches by email or hard copy to match supplier preferences		●	●
Send from Business Central or any of NAV's HTML clients, in the office or on the go*		●	●
Flexible delivery rules to add additional email recipients (TO/CC/BCC) or set the From address		●	●
Consolidate multiple documents to the same recipient within a batch, so they receive one email*		●	●
Group all payments for the supplier into a single report to send fewer emails and send less paper†		●	●
Add attachments automatically such as contract terms or other supporting documents		●	●
Personalized email subject and message using templates guarantees consistent delivery content		●	●
File copies into configurable folders (date/customer/ type) in an electronic archive		●	●
Send remittance advice from the Payment Journal or after payment from the Vendor Ledger Entries		●	●
Send remittances automatically on payment run posting‡			●

* Dynamics NAV 2015 and later.
† Extension for Business Central only.
‡ Requires the additional purchase of Zetadocs Delivery Plus and customization by Equisys Solutions Partners using the SDK.

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