



Zetadocs for Accounting

Sage Line 50, 100 & MMS Editions

Zetadocs for Accounting software works alongside your Sage system. It gives you the ability to deliver statements, invoices, purchase orders and other financial documents instantly by email and fax from your PC. Zetadocs then archives documents so they can be retrieved promptly, helping you to respond quickly to queries.

Business Benefits

Deliver your accounts documents instantly by email or fax

Send your statements, invoices, purchase orders and other accounts documents more cost effectively using email and fax

Automate and accelerate statement runs

Save time and reduce effort by using Zetadocs to output your accounts documents either singly or in batches

Store all sent documents automatically so that they can be retrieved immediately on screen

Eliminate paper-chasing and improve your administrative processes

Provide accounting staff with an easy, time-saving way of managing their daily tasks

Lighten the load of your accounts team with Zetadocs, with no disruption to your existing accounts software

How it Works



1. Select the Sage documents you want to send.

2. Choose how to deliver your documents.

3. Documents are instantly delivered by fax, email or printed and then archived for easy retrieval.

“Many of our accounting procedures no longer have to be manual, meaning staff can concentrate on other tasks. Prior to Zetadocs, if a customer queried an invoice, it would entail our searching through filing cabinets, going to the photocopier and then waiting by the fax machine to send the paperwork. Now we have the relevant document at our fingertips.”

Paul Bradley, Booth Brothers Printing Ltd.