

axis diplomat

Document Faxing

The **axis diplomat** Document Faxing module offers closer integration between **axis diplomat** and Zetafax, the fax software solution from Equisys.



Do I need the Document Faxing module in order to send faxes from AXIS Diplomat?

No! Equisys' Zetafax software, in line with most fax solutions, works by emulating a printer with a Windows printer driver. This means, in essence, that anything that can be printed can be faxed.

The drawback with faxing by printer emulation is that the software does not embed addressing information - when the operator tells **axis diplomat** to 'print' a document (such as a quotation) to the fax software, they are prompted to enter the addressing details (recipient name(s), fax numbers etc). Whilst this is a perfect solution for sending an individual document, such as when a customer requests a copy invoice, it is not desirable when sending several hundred documents, such as is the case with statements and remittance advices.

What additional functionality does the Document Faxing module provide?

The Document Faxing module allows Sales Ledger Statements and Purchase Ledger Remittance Advices to be faxed as a batch, rather than individually, using the fax numbers held on the sales and purchase ledger accounts. On systems with the Sales Order Processing module, Order Acknowledgements and Quotations may also be faxed as a batch.

Using this mechanism, hundreds (or thousands) of documents can be scheduled for transmission via fax within minutes with corresponding savings in time, stationery and postage.

The software is also clever enough to handle documents that are more than a single page. Just in case some customers or suppliers cannot be faxed, each customer or supplier is also given a default contact method ("fax" or "post"). A document run (for example statement or remittance advices) is carried out for just those suppliers or customers where the specified default contact method is "fax", and these documents are then automatically faxed using the Document Faxing module.

The document run is then carried out a second time for those suppliers or customers with a default contact method of "post". These documents can then be printed and processed in the traditional way.

Document Faxing can offer a very real and easily calculated return on investment (ROI) - please see overleaf for example calculation.

How much is the Document Faxing module likely to save me?

It is estimated that each statement or remittance advice sent in the post, second class, will cost 32p.

To fax a statement, off peak, nation-wide, will cost approximately 5p.

This means that a company sending 1000 statements each month can save approximately £270 per month by faxing those statements instead of posting them, or approximately £3240 per annum.

How are these costs arrived at?

To send a statement in the post requires

- ✓ postage (assume 21p second class)
- ✓ window-style envelopes (4p each)
- ✓ computer stationery or company letterhead (minimum of 4p per sheet)
- ✓ labour to fold and put statements in envelopes (assume someone on minimum wage, preparing 120 statements per hour)

This gives a minimum of 32p per statement.

In practice, the real cost is likely to be higher (you may struggle to find someone that can prepare an average of 120 statements per hour, and you may also find that the work is carried out by Accounts Department staff that are paid higher than minimum wage).

Faxes sent using Equisys Zetafax can be scheduled for off-peak faxing –assuming a single page statement going to a destination within the UK, this can normally be sent within the BT minimum charge (5p assuming no additional discounts).

In practice, the cost of sending each fax is likely to be less, depending on the discount schemes available through your telecomms provider.

Further Information

For further details please call one of our sale team on **0800 668 1934** or by visiting our website www.axissoftware.co.uk