

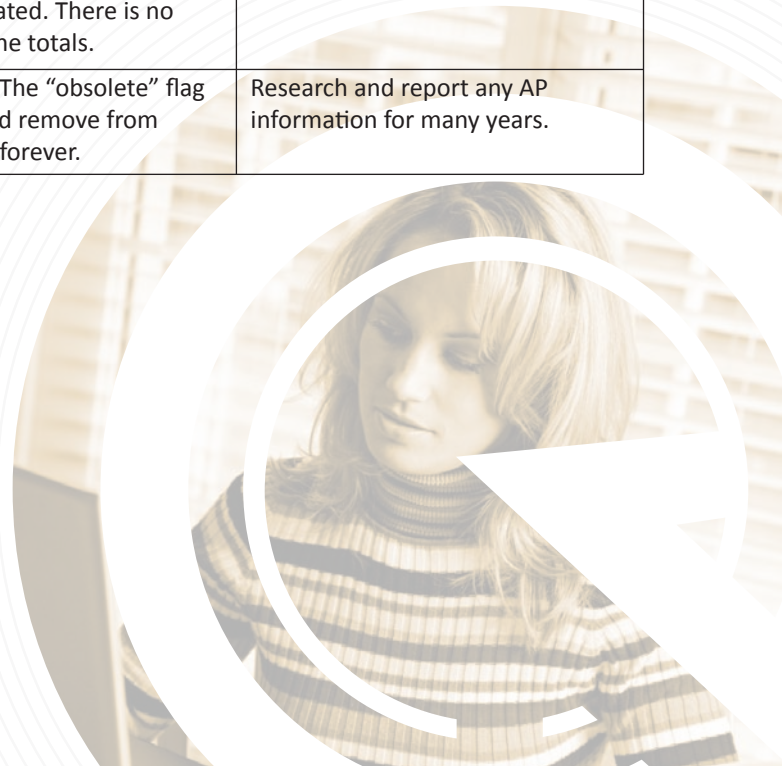


ActivAP Technology

Feature	Usage	Benefit
Framework	nQativ has built the ActivAP system as a foundation on which you can define your payables processing system to fit your company. This is in contrast to most payables packages where you must fit your payable procedures to specific package design.	Payables department can adapt the system to suit its requirements without additional programming resources or "side systems".
Activity Technology	Activity technology is used throughout the ActivAP system. See the brochure "Activity Technology" for details.	User convenience and the ability to quickly analyze and modify data.
Integration	ActivGL (General Ledger), ActivBR (Bank Reconciliation)	Seamless integration with the suite of nQativ accounting packages.
Vendor Code	The vendor code 20 characters. The vendor code is NOT used as a foreign key to related files. You can change the vendor code as simply and quickly as changing the vendor address.	Change and restructure you vendor codes at any time.
Security	Security can be defined in a granular manner so that a separation of duties can be affected in the AP department. Also, the GL personnel can be limited in their ability to view sensitive payables data.	Allows the separation of duties in your organization and protects sensitive data.
One-Stop Shopping	All related vendor information is viewed from the same form. Tabs at the bottom of the form are accessed to reveal all invoice history, payment history, vendor contacts, vendor correspondence, and all vendor locations.	No need to hunt through a menu system to find the various pieces of information for a single vendor.
Vendor Notes	Note events can be kept for each vendor. These flexible notes can contain correspondences, images, and many other items that can be defined by the persons using the software.	Customize the vendor records to your requirements.
Locations	ActivAP offers any number of 'Locations' (addresses) per vendor. Each location has an address, and can be specified during invoice entry. Locations can be designated for default payment, default purchasing, and default correspondence.	Maintain separate addresses for payment and ordering.
Contacts	An unlimited number of contacts can be stored per vendor, along with their location (address) assignment as well as phone, fax, e-mail, mail-stop, and other contact information.	Maintain distinct records for each contact person in the vendor organization.
Vendor Defaults	Vendor defaults establishes default values for several fields to simplify invoice entry. For example, you can create and assign a default 'Distribution Template' to each vendor along with an account mask. With this combination, you can automatically distribute an invoice to multiple accounts (such as departments) using a prearranged percent ratio, or merely produce the default account list for manual entry of the distribution amounts.	Enter consistent invoices with proper general ledger distributions and terms.
Audit Changes to Vendor Records	Accounting system always audit dollars in order to trace the monetary values through the system. What happens if a vendor address changes without authorization? ActivAP tracks all changes to the important vendor data. You can determine who changed the data and when.	Trace all changes to vendor data back to exactly who and when the data was changed. This prevents unauthorized tampering with vendor data.

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APCodes	APCodes address Use Tax, Payment Reporting, and Federal Income Tax (FIT) withholding based on an effective date. You can create any number of 'APCodes' which can then be assigned to any invoice as necessary. You can also assign default APCodes to vendors. When a payment is made against the invoice, the APCodes from the invoice are copied to the payment. 1099 information is determined by APCodes assigned to payments. ActivAP supports the 1099-MISC, 1099-DIV, and 1099-INT forms.	Properly assign individual invoice line items to the appropriate 1099 classification, use tax, and FIT.
AP Terms	Terms define the discount and credit arrangements made with vendors. The code can represent a "day from the invoice date" or "days from the end of the month" basis for calculating an invoice due date. In addition, an optional "Pay By" date field on the invoice form allows an earlier payment date to be entered (earlier than the due date), so the payment will arrive before the due date.	Set up terms codes to match those offered by your vendors and apply to appropriate invoices through vendor defaults.
Invoices	Invoices can be distributed to multiple accounts and are merged individually or in batches. There can exist multiple liability accounts for separate companies/stores or divisions. The general ledger liability date can be different from the invoice date. Notes can be attached to the invoices to record any invoice related correspondence.	Distribute directly to the general ledger.
Invoice Notes	Note events are integrated into the invoicing system to maintain a record of correspondences regarding a particular invoice. Notes have timestamps, contacts, types, and employee associations.	Keep all correspondence regarding the invoice in a paperless electronic environment.
Recurring Invoices	Recurring invoices is used to create a set of invoices that are the same month after month. You can then process these invoices into the ActivAP system which creates new invoices that can be reviewed and merged.	Efficiently enter invoices that recur.
Payments	Payments are made on one, multiple, or partial invoices. Manual checks can be recorded. Discounts can be modified at payment time. Individual payments can be made from the vendor form or the payments folder. During creation, you can select which invoices to pay, as well as how much to pay. A group of invoices can be paid using the pay option on the invoices view. This process creates new payments which can be proofed, edited, and individually (or as a group) merged.	Pay invoices in any grouping you desire and retain full control.
General Ledger Integration	There is no "Post AP to GL" process. Each invoice and payment is recognized on a new GL journal entry when either is merged in ActivAP. The new journal entry can be left unmerged indefinitely, allowing GL accounts to be changed on merged invoices and payments. When the new journal entry is merged in ActivGL, the invoices and payments referenced by that entry are now locked, and can no longer be changed.	Allows a separation of duties between the AP department and those responsible for general ledger distribution.
Delayed GL Distribution	General ledger distribution of the amounts on the payables checks do not have to be finalized prior to the checks being created and disbursed.	AP processing can proceed independently of the accounting requirements for general ledger distributions.
Distribution Templates	Distribution templates make the entry of invoices quick, easy, and accurate. They provide automatic GL distribution to a set of predefined accounts based on percentages or ratio amounts. You can assign a default distribution template to each vendor.	Easy to define various general ledger distribution scenarios for efficient data entry.

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Reporting	ActivAP offers many reports including the following: Aged AP Analysis, Cash Requirements Report, Vendor Listing, Vendor Labels, Vendor Invoices Report, Vendor Invoice/Payment Analysis, Vendor Payments Report, 1099 Detail Report. These standard reports can be changed and modified to include other information, or be reformatted to present alternate information.	Extensive built-in reporting and the ability to modify or create user defined reports.
Positive Pay	Electronic positive pay files can be generated to send to the bank simultaneously with the issuance of paper checks. The format of the file can be modified to accommodate any bank requirement. (Note: requires ActivCM)	Stops the illicit modification of printed checks.
Check Designs	Check design is completely defined by your company using ActivAP. There are no requirements to use a specific design.	No specific check form required. You can use blank check stock and print using MICR ink and electronic signatures.
Void Checks	Vendor checks can be voided with complete control on the date associated with the void: original payment date or any prescribed date.	Closed accounting periods can be honored with the voided check process.
Paperless	You can scan any data and attach the scans to the appropriate records within the ActivAP system. Invoices, Purchase Orders, Packing Slips, etc. can all be electronically attached to the appropriate invoice.	Electronic records make it very efficient to locate the paper associated with the computerized data.
OLE Automation	Invoices, vendor records, and contacts can be imported from almost any electronic source using the OLE Automation interface to the ActivAP system. This facility can greatly decrease the implementation time for a new installation of ActivAP or can be utilized in day-to-day operations with third party products.	Easy implementation of data entry from third party products.
Calculated Totals	Many accounts payable systems rely on pre-calculated totals ("bucket") to make reporting efficient. These totals are often placed on vendor forms to show the total balance and perhaps an aging of invoices. ActivAP relies on an efficient use of the database so that all totals are always calculated. There is no possibility of the detail data not matching the totals.	Never have totals on forms not match detail.
History	You can keep historical records indefinitely. The "obsolete" flag on a vendor will disallow future postings and remove from reports. You can research historical records forever.	Research and report any AP information for many years.





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