

# ActivAP

Accounts Payable

ActivAP is the "state of the art" Accounts Payable module in the Activity system. Used alone or with the suite of Activity modules, ActivAP will enhance your ability to organize and track your vendor information, orders, payments, and customer service.

## Scalable

Whether your company has a separate Accounts Payable department that runs thousands of invoices or one general accounting department to take care of it all, ActivAP will work for you. Unlike other software, ActivAP has a flexible framework that is made to accommodate any size growth that your company needs to be successful.

## Customizable

ActivAP allows you to see what you want by enabling you to run Customized and Built-in reports at anytime. You can also choose what you see on forms with customizable fields.

## Usability

Looking for information about one of your vendors? The vendor form is a "one-stop shopping" area with all items related to the vendor including: locations, contacts, invoices, payments, attachments, website, email correspondence, purchase orders, and more. No more hunting through menus and lists to find the information you need.

See what you want and when you want it with customizable fields and views, instantly updated information, and comprehensive reports with ActivAP.

## Vendor Forms

- Locations
- Contacts
- Notes
- Invoices
- Payments
- Purchase Orders
- Attachments

## Reports

- Aged AP Analysis
- Cash Requirements Report
- Vendor Invoice Report
- Vendor Payments Report
- Vendor Listing
- 1099 Reports

Vendor - "ATT" for Demo Casa Blanca, Inc.

File Edit View Tools Help

New Read Save Report Previous Next

Vendor: ATT Description: AT&T Phone

Class: Utility

Utility Accounts

Identification

Customer #: 32651232

Filing Status: Corporation

Federal ID:

State ID:

Other ID:

Last Contractor Report:

Controls

Miscellaneous?  On Purchase Hold?

Delete Historical?  On Payment Hold?

Require PO Number?

Maximum Invoice:

Maximum Payment:

Duplicate Invoice Controls

Invoice Number?

Date?

Amount?

AP Account?

Vendor Like:

Vendor Defaults PO Data Links Locations Contacts Notes Invoices Payments Purchases Orders Attachments Other

Edit

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## Adaptable

ActivAP is flexible enough for the most demanding requirements of any payables department in any type of business. Vendor records are complete and online. Vendors can merge, cease to exist, or change policies and ActivAP adapts to handle the related issues.

## Imports

Invoices, vendor records, and contacts can be imported from almost any electronic source 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.

## Paperless

Scanned images of all invoices can be attached to the related invoice and retrieved directly instead of having a separate document image system.

## Invoices

Posting the payables invoices from vendors can be accomplished with a complete and versatile posting form. Allocations can be programmed to affect the ledger postings. ActivAP can also import invoices from other systems. Recurring invoices can be defined and efficiently posted.

## General Ledger Distribution

The distribution of any invoice to the general ledger can be entered at the same time as the invoice. Distribution templates are set up to handle the most common distributions. Distribution templates can be assigned to a vendor or invoked at invoice entry time. Ledger distributions do not have to be completed prior to the payment of the invoice.

## 1099, Use Tax, & Withholding

The classification of 1099 information for government reporting is efficient and flexible. You can enter these amounts during invoice data entry or at any subsequent time, even after the invoice has been paid. This eliminates the requirement to manually calculate 1099 amounts at the end-of-year because you forgot to include/exclude certain amounts from the calculations. The 1099 amount can be different from the invoice amount. Similarly, Use Tax and Vendor Withholding can be entered at any point in the accounting cycle, not just at invoice entry time.

## Change Audit

Critical vendor file information changes are tracked so that management can determine the exact time and person who made changes to the vendor records.

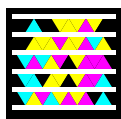
## History

You can keep historical records indefinitely. The "obsolete" flag on a vendor will disallow future postings and remove that vendor from reports. You can research historical records forever.

## Integration

ActivAP integrates seamlessly to the ActivGL (General Ledger) and ActivBR (Bank Reconciliation) modules.

[www.nQativ.com](http://www.nQativ.com)



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