



ActivPO Technology

Feature	Usage	Benefit
Framework	nQativ built the ActivPO system as a foundation on which you can define your purchasing system to fit your company. This is in contrast to most purchasing packages where you must fit your purchasing procedures to a specific package design.	Purchasing department can adapt the system to suit its requirements without additional programming resources or “side systems”.
Activity Technology	Activity technology is used throughout the ActivPO system. See the brochure “Activity Technology” for details.	User convenience and the ability to quickly analyze and modify data.
Integration	ActivAP (Accounts Payable) and ActivGL (General Ledger)	Seamless integration with the suite of nQativ accounting packages. Financial statement integration includes the ability to include purchase quantities and amounts.
Security	Security can be defined in a granular manner so that a separation of duties can be affected in the purchasing department.	Allows the separation of duties in your organization and protects sensitive data.
Dashboard	A customizable dashboard is available to put access to key purchasing information and common workflows in the hands of your power users.	Put a single version of the truth of your company’s key performance indicators in front of your users.
One-Stop Shopping	All related purchase order information is viewed from the same form. Tabs at the bottom of the form can be accessed to reveal all invoice history, receipt history, payment history, print history, related attachments, and related vendor correspondence.	No need to hunt through a menu system to find the various pieces of information for a single purchase order. Using the same concept at the vendor level, all related purchasing information can be accessed by vendor from a single point of access.
Departments	ActivPO supports a multi-department environment for purchasing activity. Department designations can be used to define varying approval requirements and personnel. Users (operators) can be restricted to entering purchases for specific departments. In addition, purchasing relationships by vendor can be restricted by department.	Differences in individual business unit purchasing requirements do not require custom programming.
Attributes	ActivPO provides for classifying individual purchases and orders by customizable attributes. Attributes can be used for deriving GL distributions.	Tight integration between attributes and GL segment items ensures that your GL purchasing distributions are accurately made.
Products	ActivPO provides for the flexible definition of the goods and services you purchase from your vendors. Each product can be defined with multiple units of measure and can be supplied by any number of vendors. Date effective costs can be specified for each vendor/UOM combination. An “allocated” product type is available to record costs (such as freight) that should be spread across all items on an order.	Flexible product definition ensures you are purchasing the correct products at the correct costs.

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GL Account Determination	ActivPO provides ultimate flexibility to defining how your purchasing activity is recorded in the General Ledger. Using a hierarchical approach, GL account masks can be defined at virtually any level, including unit of measure, product, user-defined attribute, vendor, and department.	No need to reclassify GL entries due to rigid application restrictions. ActivPO lets you post your purchasing activity the way you need to the first time.
Flexible Purchasing Types	ActivPO supports two types of purchasing activity: (1) standard purchases or products and/or services where a purchase order is required, and (2) after-the-fact purchases made with a company credit card or charge account, or purchases made by a company employee where a reimbursement is needed.	Multiple purchasing scenarios can be accommodated without the need for multiple systems.
PO "Print" Tracking	Every "print" or "re-print" of the purchase order is tracked/logged, along with the communication medium used to send the purchase order to the vendor for fulfillment. In addition, a PDF attachment of the purchase order can be attached to the print record.	Electronic records of each vendor communication make it easier to locate information when needed and alleviates the need for manual filing systems.
Purchase Order Notes	Note events can be kept for each purchase. These flexible notes contain correspondences, images, and any other items that can be defined by persons using the software.	Customize the purchase records to your requirements.
Shipment Tracking	Flexible shipment tracking is available to track a virtually unlimited number of shipments on each purchase order. Shipment tracking includes an address for each shipment, the freight terms, shipping company, and a shipment tracking number (with a direct link to the shipper's tracking website).	Knowing when and how purchases will be delivered and received ensures your internal operations and customer service levels are maintained to the highest level possible.
Direct Ship	When you need to purchase items from your vendors to fulfill one of your customer orders, you can flag the shipment to be sent directly to your customer by the vendor.	Improve your customer service levels by processing special orders and backorders more efficiently.
Commitments	Commitments provide the ability to record amounts that represent a reservation of funds from an appropriated budget to honor a purchase commitment (purchase order) for goods or services. When the purchase is invoiced or cancelled, the associated commitment is reversed. Commitments are typically recorded under a separate commitment ledger with the General Ledger.	By including this commitment ledger, along with budgets and actuals, in any any financial reporting, you get a more complete picture of the allocation of budgetary resources. In addition, commitment invoices can be included in your Cash Requirements analysis in ActivAP for a clearer, forward-looking view into your future payment liabilities.
PO Approvals	An approval process for purchase orders can be configured by department. Multiple approval levels and approval limits can also be defined. Notifications can be configured to notify key personnel when approvals are needed. Using the built-in web services available with the Activity platform, a self-serve web portal accessible through any web browser (including most mobile devices), can be used to process the required approvals.	Ensure department budgets are closely monitored and adhered to. Enable the internal controls to ensure you are meeting any required regulatory compliance, such as Sarbanes-Oxley.
Invoices/Payments	All AP information created from Purchasing activity is seamlessly integrated. Flexible drill-down capabilities are available from AP invoice and payment information directly to the order and purchase details in ActivPO.	Users have access to all necessary purchase information without having to define complex integrations or match up information from multiple systems.

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Receipts	Whether purchasing goods or services, ActivPO provides a flexible receiving process to record when and how you receive the items purchased. ActivPO can be configured to ensure that invoices are not processed for a product until the associated receipt is processed.	Ensure you are paying only for the good and services actually received.
Reporting	ActivPO offers many reports, including the following: Purchase Order Listing, Product Listing, and Receipts Listing. 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.
Paperless	You can scan any data and attach the scans to the appropriate records within the ActivPO system. Purchase Orders, Invoices, Packing Lists, etc., can all be electronically attached to the appropriate Purchase Order.	Electronic records make it very efficient to locate the paper associated with computerized data.
OLE Automation	Purchase Orders, product information, and receipts can be imported from almost any electronic source using the OLE Automation interface into the ActivPO system. This facility can greatly decrease the implementation time for a new installation of ActivPO or can be utilized in day-to-day operations with third party products.	Easy implementation of data from third party sources.
Calculated Totals	Many purchasing systems rely on pre-calculated totals (“buckets”) to make reporting efficient. These totals are often placed on vendor forms to show total purchases or total receipts. ActivPO relies on an efficient use of the database so that totals are always calculated when needed. There is no possibility of detail data not matching the totals.	Never have totals on forms not match the underlying detail.
History	You can keep historical records indefinitely. The “obsolete” flag on a vendor or agent will disallow future postings and remove from reports. You can research historical records forever.	Research and report any purchasing information for many years.





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