



ActivPR Technology

Feature	Usage	Benefit
Framework	nQativ has built the ActivPR system as a foundation on which you can define your payroll processing system to fit your company. This is in contrast to most payroll packages where you must fit your payroll to a specific package design.	Payroll department can adapt the system to suit its requirements without additional programming resources or “side systems”.
Activity Technology	Activity technology is used throughout the ActivPR system. See the brochure “Activity Technology” for details.	User convenience and the ability to quickly analyze and modify data.
Integration	ActivHR (Human Resources), ActivGL (General Ledger), ActivBR (Bank Reconciliation)	Seamless integration with the suite of nQativ accounting packages.
Employee Code	The employee code is NOT used as a foreign key to relate files. You can change the employee codes as simply and quickly as changing the employee address.	Change and restructure you employee codes at any time.
Security	Security can be defined in a granular manner so that a separation of duties can be effected in the payroll department. Also, the HR or GL personnel can be limited in their ability to see sensitive payroll data.	Allows the separation of duties in your organization and protects sensitive data.
One-Stop Shopping	All employees’ records are viewable from the same form. Tabs at the bottom of the form are accessed to show all check history, all employee automatics, all group totals, Human Resource information, status, change audits, etc.	No need to hunt through a menu system to find the various pieces of information for a single employee.
PRCodes	PRCodes are used to define each line on the check calculation. PRCodes may be pay, deductions, statistics, tax and user defined. This allows for a versatile calculation of all amounts related to the creation of a payroll.	Allows for the definition and payment of almost any form of pay, deductions, and tax.
Segmented PRCODE	PRCodes have a multiple segment architecture that allows you to group like items together and cut down on the complexity of PRCodes. For example if you have multiple health plan providers (HHP), the PRCodes could be defined as: Deb.HPP.BCBS, Deb.HPP.AFLAC, Deb.HPP.Aetna, etc.	Groups like codes for better organization and analysis.
PRCodes for Pay	You can define any type of pay that is applicable to your company: e.g. Shift differentials, position pay, double time, hazard pay, bonus, leave buyback, physical fitness pay, reimbursals, disability, etc. there is no limit to the number of PRCodes or the number that can be assigned to any single employee. The PRCODE determines (in part) the general ledger accounts to be posted.	Pay is defined rather than dictated by the software.
PRCodes for Deductions	Deduction items are customizable, unlimited, and defined to fit within a company policy. Deductions can have amount limits or date limits. Deductions can define union dues, loan repayments, garnishments, retirement plans, reimbursements, state/federal unemployment, workers compensation insurance, etc.	Deductions are defined rather than dictated by the software.
PRCodes for Taxation	Tax items are also defined as PRCodes so that a single check can be taxed by multiple taxation entities. There is no limit to the number of taxing jurisdictions on a single employee check.	Simplifies tax as it relates to employees who are taxed in multiple taxing jurisdictions.

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PRCodes for Statistics	Statistical items such as “weeks worked”, car allowances, etc. can be accounted for at the source of the information.	Captures important analytical information at the payroll processing time.
Employee Automatics	Automatics are PRCodes that will automatically be processed during the check processing cycle. In some circumstances, separate check processing cycles require alternative deductions. PRCodes (as automatics) are assigned to employees and payroll runs.	Ease of setting up pay, statistic, tax, and deductions that apply individually to the check processing cycle.
Calculation Engine	The calculation engine calculates pay according to the formulas associated with each PRCCode. Mathematical operations can be used on the source, rate, and results components to implement complex payroll scenarios. Many functions are available such as Max, Min, SumYTD, SumCheck, SumAll, If-then-else constructs, etc.	Extensive versatility in defining the pay and deduction lines on a paycheck.
Parameters	Most payroll systems have predefined and limited parameter values, e.g. Medicare %, maximum wages subject to state unemployment, or the deduction on a specific health plan. ActivPR lets you define your own parameters and assign values as needed. Also, parameters can be defined at a high level so that the parameter values only need be specified at one place rather than on each employee or payroll code.	No limits to the variables you can define and assign values to. Values can be company-wide or employee-specific.
Employer Expense	Employer’s expenses related to payroll can be captured during the payroll processing. For example, worker’s comp, employer FICA, employer paid insurance, FUTA, state unemployment, etc. can be defined and the appropriate monies posted to the general ledger. There is no limit to the number of these related expenses that can be defined and controlled via the ledger.	Frees you from separate “side system” accounting procedures.
Multiple State Employees	Tax can be withheld for any number of taxing authorities on each check. Extra withholding can be defined for as many taxing authorities as required.	Multi-state employees are no longer an anomaly that creates havoc for the payroll department.
Time sheets	Time sheet entry is provided for two primary purposes. The time sheet can be used to manually enter time, overtime, and special pay (commissions, bonus, ect). Alternatively times sheets are the typical recipient of time from external time systems (Time and Attendance). Also time can be imported into the time sheet system via the OLE engine from spreadsheets and other databases. The time sheet system provides a secondary edit to all payroll data entered through this system.	Versatile interface to allow entries into ActivPR from many sources. The time sheet system provides an edit function to all payroll data entered through this system.
Time Codes	You can map the complex PRCodes to a simple numeric structure for ease of manual time sheet entries.	Fast 10-key entry of time sheet data.
Payroll Run	Payroll runs are used to separate the employees into natural processing groups. For example, hourly employees vs. salaried employees create a natural division for payroll runs since hourly normally will accept time sheet data. Payroll runs can also be defined for different pay cycles, i.e. bi-weekly and semi-monthly pay cycle. Payroll runs can also be set up to divide the workload for large payroll departments. Payroll runs also control which automatics apply for this particular run. This can be used for bonus checks that have none of the standard deductions but still have taxation.	Organizes the payroll department for efficient payroll processing.

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Email Direct Deposit Stubs	Check stub information for electronically deposited funds can be emailed directly to the employee's email address.	Simplify the process of distributing payroll information.
Attach Direct Deposit Stubs	Check stub information for electronically deposited funds can be automatically attached to a check and retrieved by an employee self-serve system.	Empower employees to access their pay information whenever they need it.
Positive Pay	Electric positive pay files can be generated to send to the bank simultaneously with the issuance of paper checks. The format of the file can accommodate any bank requirement.	Stops the illicit modification of printed checks.
Disbursement Rules	Each payroll check can be disbursed to multiple bank accounts. For example a single check might have a dollar amount direct deposited into a savings account, another amount deposited into the employee's HSA account, and the remainder printed on a physical check.	Payroll department can accommodate the employees request for multiple recipients of payroll dollars.
Historical Check Views	Every check line, disbursement, and general ledger distribution is available in the High Definition (HD) pane of ActivPR. They can be filtered, sorted and researched by employee, payroll cycle, and many other criteria. For example you can identify a specific deduction (employer paid health insurance) and look at the contributions by any time period or by insurance provider by employee.	Investigations and balancing of deductions to external invoices or systems is easily accomplished.
Groups	Group associations can be used to associate PRCodes into subtotals. PRCodes can be assigned to multiple groups. Group totals are used in W-2 forms, calculation expressions, and various reporting tools.	Easily associate items for accumulating and printing on reports.
Income Tax Tables	All income tax tables are supplied and updated periodically. US and Canadian tables are available.	Do not worry about the accuracy of income tax information for the numerous taxing jurisdictions.
Employee Status	Each company defines their own status codes to delineate the employees status. Examples would be: Hired, terminated, Leave, COBRA, Leave with PTO Accrual, Unpaid leave, etc.	No preset employee status codes.
Check Designs	Check design is completely defined by your company using ActivPR. There are no requirements to use a specific design. If you are using direct deposits then you can design a "check stub" that will list all the particulars on the check. You can define the entire layout and contents.	No specific check form required. You can use blank check stock and print using MICR ink and electronic signatures.
General Ledger Accounting	General Ledger posting are controlled by wild-carded combinations of the general ledger from the PRCodes tables (segment items), the employee attributes, and the payroll time sheets (for project based accounting).	Very flexible control on how postings for the various payments, deductions, and taxation get accounted for in the general ledger.
Delayed GL Accounting	General Ledger distribution of the expenses related to payroll do not have to be determined prior to the checks being created and disbursed.	Payroll can proceed independently of the accounting requirements for expense distribution.
Automatic Posting to GL	GL entries are automatically created when the paycheck is merged. These entries are automatically modified any time the GL accounts are adjusted after payday.	No remembering to post GL entries to ActivGL prior to financial statement creation.
Audit Changes to Employee Record	Accounting systems always audit dollars in order to trace the monetary values through the system. However, what happens if an employee address changes or the rate of pay for the employee is modified? ActivPR tracks all changes to important payroll data. You can determine every change that has occurred to this data (who changed the data and when)!	Trace all changes to employee data back to exactly who and when the data was changed. This assures integrity in the payroll data and prohibits unauthorized tampering with data.

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History	You can keep historical records for as long as yo like. It is not necessary to purge data in the ActivPR system.	Research and report any range of data for many years.
Calculated Totals	Many payroll systems rely on various totals ("buckets") to keep up with QTD, YTD, and other reporting amounts. ActivPR uses a very efficient database and all totals are calculated "on demand". This means there is NEVER a case where the detail does not match the totals!	Never have your totals not match the detail... it is impossible.
No Closing Procedures	There are no quarterly or yearly closing procedures in ActivPR. There are no calculated totals to update or zero.	You never worry about quarters and year-end special procedures.
OLE Automation	Converting your data from another payroll system is accomplished with the OLE system. If your current payroll system can produce electronic files from the information it contains, then the OLE system can take that data and import it into ActivPR in a manner that preserves the integrity of the data. Historical (YTD) data can be imported for completeness and audit integrity	Conversion from your existing payroll system is much easier than entering the data "by hand".
Prenotes	Direct deposit bank accounts can be validated by a complete "prenote" process.	All bank accounts and routing numbers can be validated prior to making direct deposits.
Void Checks	Checks can be voided with complete control on the dates associated with the void: Check Date, Accrual Dates, Liability Date, and Disbursement date. If you need to void a check that was written in a previous accounting cycle then you have the flexibility to control the postings and reversal dates.	Control the associated postings and dates to fit the circumstances.
Payroll Statements	If you are using the ActivGL package then you can use extensions provided in Excel to acquire data directly from the ActivPR database for special reporting.	Payroll directly defined in spreadsheets.
Electronic Reporting	EFW2 format reporting is supported for electronic filing of W-2 information. The implementation of the EFW2 reporting in ActivPR is versatile and is also used for all state reporting that use the EFW2 format. This includes New Employee Registry and state quarterly reports.	Electronically submit state and federal information with full conformance to the EFW2 standard. Build electronic files for retirement and insurance administrators.

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