

SHAUN LEDBETTER & MASON EDWARDS

Refining Purchasing Processes in ActivityHD



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**Shaun
Ledbetter**

IMPLEMENTATION TEAM



**Mason
Edwards**

SUPPORT TEAM



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Disclaimer

A FEW THINGS FIRST

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State of Procurement

SUPPLY CHAIN CHALLENGES



- COVID-19 pandemic in 2020 led to production and shipping slowdowns
- **56%** of CPOs indicated that key suppliers were bankrupted or hampered
- Major disruption in the supply chain persisted into 2021
- **32%** CPOs indicated that they lost revenue due to supply shortages

Source: 2021 Deloitte Global Chief Procurement Officer Survey



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State of Procurement

RISING INPUT COSTS



- Inflation peaked in June 2022 at a **9.1%** 12-month rolling average.
- **53%** of small businesses had inflation as top concern as of Q4 2022.
- Increased scrutiny of expenditures
- Organizations reevaluating internal policies and procedures for purchasing

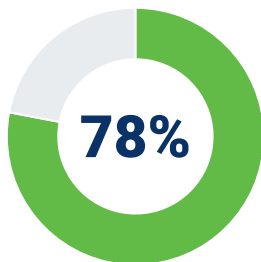
Sources: U.S. Bureau of Labor and Statistics
U.S. Chamber of Commerce Small Business Index



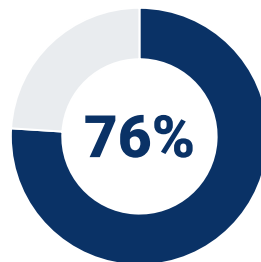
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State of Procurement

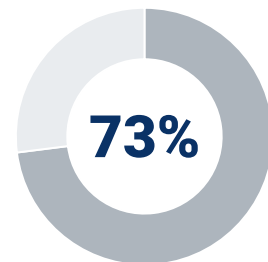
TOP CPO PRIORITIES



Driving operational efficiency



Reducing costs



Innovation within internal operations

Source: 2021 Deloitte Global Chief Procurement Officer Survey



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The Way Forward

REFINING YOUR PURCHASING PROCESSES



- Proactively maintain purchasing operators
- Strengthen and streamline approvals
- Equip your internal control toolbox
- Consolidate your credit card processing
- Add value to your compliance solutions



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Smooth Operators

PROACTIVE OPERATOR MANAGEMENT IN ACTIVITYHD

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Steps to Success

PROACTIVE MANAGEMENT MADE SIMPLE



Step 1 Check Your Operator Data Links

Step 2 Review Email Notifications

Step 3 Maintain by Using Filters

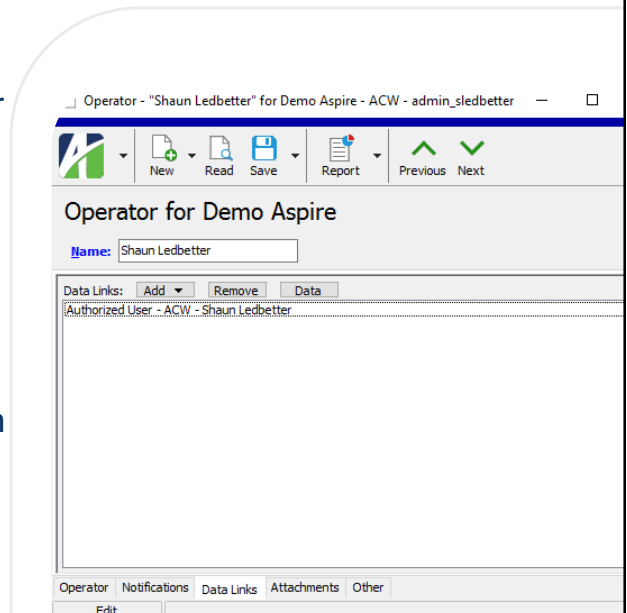


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Linking Up!

THE POWER OF DATA LINKS

- Links department assignments to user
- Allows user to use self-serve to approve
- Keep Operator email addresses updated
- Keep your Operator listing free of obsoleted users
- Combine with security views to tighten purchasing access



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Email Notifications Simplified

Notification Method	Good Choice For		Completed	Needed	Disapproved	
Email, All	Users with Purchasing permissions or Admin permissions to see notification for all orders/invoices and troubleshoot issues.		X	X	X	
Email, Limit by Department	Notifying all Department Operators only for the department listed on the order/invoice.	OPERATORS	X		X	
Email, Limit to Ord/Inv Owned by Me	Notifying only the Operator listed as the order/invoice owner.		X			
Email, Assigned Level or Higher (Limited)	Notifying Dept Operators assigned the required approval level or higher at the same time.	APPROVERS		X		
Email, Assigned Level Required	Notifying Dept Operators who are required approvers on an order/invoice at the same time.				X	
Email, Assigned Level Required and Delayed	Notifying Dept Operators who are required approvers on an order/invoice after prior level approval is completed.					X

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Smooth the Ride

SIMPLIFIED MAINTENANCE WITH FILTERS IN ACTIVITYHD



- Common issues avoided with filters
 - Operators unlinked to an authorized user
 - Department with obsolete approver or operator
- Review periodically to keep Operators in tip-top shape
- Feel free to ask us for help with setup!

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The Missing Link

FIND OPERATORS NEEDING AUTHORIZED USER DATA LINK

Operators for Demo Aspire

Filters: Operators Unassigned to Authorized User

Name	Dept	Email	Data Links
Gray, James C.	SvcDallas	jgray@nomail.com	1
Slate, Allison M.	SvcDallas	aslate@nomail.com	

Looks only for the Authorized User Data Link

Operators can have data links for items other than Authorized User

Operator - "Slate, Allison M." for Demo Aspire - ACW - admin_sledbetter

The Operator should be Data Linked to an Authorized User.

Operator for Demo Aspire

Name: Slate, Allison M.

Data Links: Add Remove Data

Operator Notifications Data Links Attachments Other

Edit

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The Missing Link

FIND OPERATORS NEEDING AUTHORIZED USER DATA LINK

Operators for Demo Aspire

Filters: Operators Unassigned to Authorized User

Lookup:

Name	Dept	Email	Data Links
Gray, James C.	SvcDallas	jgray@nomail.com	1
Slate, Allison M.	SvcDallas	aslate@nomail.com	

Operator - "Slate, Allison M." for Demo Aspire - ACW - admin_sledbetter

The Operator should be Data Linked to an Authorized User.

Operator for Demo Aspire

Name: Slate, Allison M.

Data Links: Add Remove Data

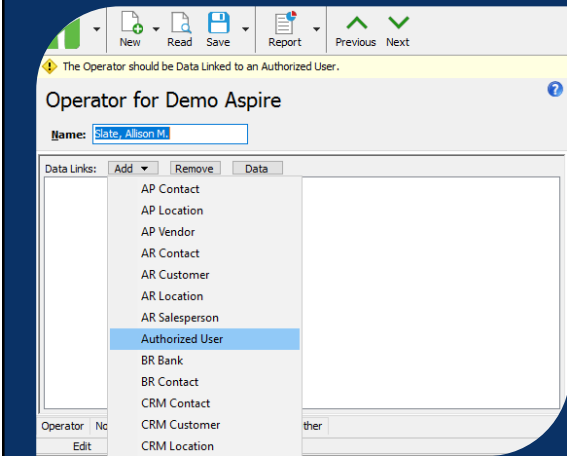
Operator Notifications Data Links Attachments Other

Edit

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Link Authorized User

PAIR THE OPERATOR TO THE USER



- Click the “Add” button and select “Authorized User”
- Always double check to make sure you select the correct User.
- Make sure to “Save” your changes.



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Departments for Demo Aspire

Filters: Obsolete Operator Filter Lookup: Include Obsolete

Name	Description	Levels	Inventory	Immediate...	Commitments
IT	Information Technology	4			Commitments
SCFTA Finance	Finance Department	3			Commitments
SvcDallas	Dallas Service	2			Commitments
Theater Op	Theater Operations	3			Commitments

The warning tells you which operator is obsolete

Operators

Line	Operator	Level	Approval	Limit	Master
1	ACW - Barbara Anderser				<input type="checkbox"/>
2	Mason Edwards				<input type="checkbox"/>
3	Shaun Ledbetter				<input type="checkbox"/>
4	demouser 1	1			<input type="checkbox"/>
5	Hope, Emily K	2			<input type="checkbox"/>
6	demoseper5	3			<input checked="" type="checkbox"/>

Warning:
This Operator has been marked Obsolete.

Approval Rules

Line	At Least	Less Than	Required Approval Levels
			Level 1 Level 2 Level 3
1	100.00	5,000.00	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2	5,000.00	10,000.00	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
3	10,000.00		<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>

Buffer %: Min: Max:

Department Roll Call

FIND OBSOLETE OPERATORS

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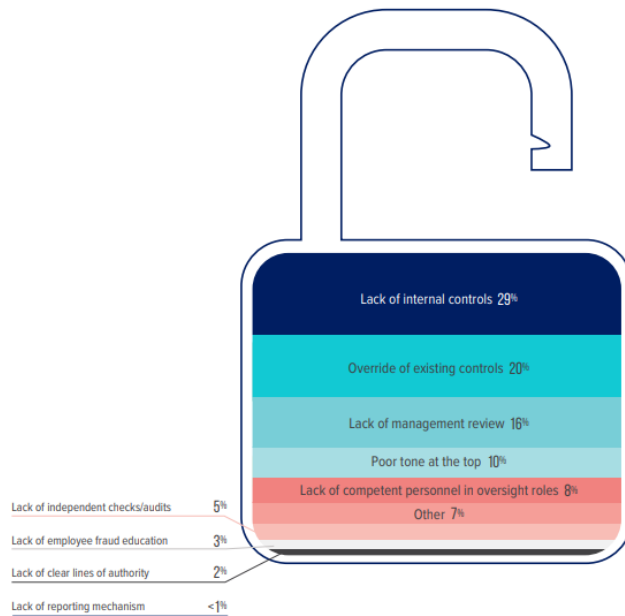
Strengthen and Streamline Controls

INCREASE VISIBILITY WITH EFFICIENCY USING ACTIVITYHD

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FIG. 29 WHAT ARE THE PRIMARY INTERNAL CONTROL WEAKNESSES THAT CONTRIBUTE TO OCCUPATIONAL FRAUD?

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Driving Internal Controls

FIG. 29 WHAT ARE THE PRIMARY INTERNAL CONTROL WEAKNESSES THAT CONTRIBUTE TO OCCUPATIONAL FRAUD?

Weakness	Percentage
Lack of internal controls	29%
Override of existing controls	20%
Lack of management review	16%
Poor tone at the top	10%
Lack of competent personnel in oversight roles	8%
Other	7%
Lack of independent checks/audits	5%
Lack of employee fraud education	3%
Lack of clear lines of authority	2%
Lack of reporting mechanism	<1%

- The 2022 Association of Certified Fraud Examiners Report to the Nations cites the following 3 leading weaknesses for fraud
 - Lack of Internal Controls
 - Override of Existing Controls
 - Lack of Management Review
- CFEs estimate organizations lose 5% of revenue to fraud each year
- Median loss in for the cases studied in 2022 was \$117K.

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Results Say...

The presence of anti-fraud controls is associated with

↓

LOWER
fraud losses

AND

🔍

QUICKER
fraud detection

Nearly **HALF** of cases occurred due to:

Lack of internal controls

29%

OR

Override of existing controls

20%

81% of victim organizations **MODIFIED** their anti-fraud controls following the fraud.

75%

Increased management review procedures

64%

Increased use of proactive data monitoring/analysis

- The presence of these types of controls decrease overall fraud losses and shorten the time in which they are discovered.
- These controls offer a proactive approach to protecting organization regardless of size and setup

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Approval Limits

TO DO AND WHAT NOT TO DO

		Approval		
Line	Operator	Level	Limit	Master
1	ACW - Barbara Anderser			<input type="checkbox"/>
2	Brett Burgess			<input type="checkbox"/>
3	Shaun Ledbetter			<input type="checkbox"/>
4	Gray, James C.	1	750.00	<input type="checkbox"/>
5	Mason Edwards	1		<input type="checkbox"/>
6	Hope, Emily K.	2		<input type="checkbox"/>
7	Slate, Allison M.	3		<input checked="" type="checkbox"/>

Approval Rules					
Approval Range			Required Approval Levels		
Line	At Least	Less Than	Level 1	Level 2	Level 3
1	100.00	5,000.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	5,000.00	15,000.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	15,000.00		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

- Approval limits should be rarely used
 - Need 2 approvers to cover full range
 - Complicates approval workflows
 - Prevents full approval if used at the highest level
- Add approval level(s) if you have less than 4
 - Use the approval range as a limit



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Level Assignment

TO DO AND WHAT NOT TO DO

		Approval		
Line	Operator	Level	Limit	Master
1	Brett Burgess			<input type="checkbox"/>
2	ACW - Barbara Anderser			<input type="checkbox"/>
3	Mason Edwards			<input type="checkbox"/>
4	Shaun Ledbetter			<input type="checkbox"/>
5	Gray, James C.	1		<input type="checkbox"/>
6	Hope, Emily K.	2		<input type="checkbox"/>
7	Slate, Allison M.	3		<input checked="" type="checkbox"/>

- Be consistent between your departments
 - Consider company size/structure
 - Don't "over assign" approvers
 - Create an organizational standard
- Have at least 1 approver for each level on the department
- Make sure you have a Master approver on each department



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Master Approval Authority

TO DO AND WHAT NOT TO DO



- Consider this an “emergency approver”
- Does not have to be an existing approver
- Should be very limited in assignment
 - High level of organizational authority
 - Consider segregation of duties
- Why limit the usage of Master approval?
 - Overrides normal approval processes
 - Single operator has full-authority
 - Awkward looks from auditors!

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Approval Rules

TO DO AND WHAT NOT TO DO

Approval Rules					
Approval Range			Required Approval Levels		
Line	At Least	Less Than	Level 1	Level 2	Level 3
1	100.00	5,000.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	5,000.00	10,000.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
I 3	10,000.00		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

- Keep approval ranges simple
- Use each required level at least once
 - Consider removing unused levels
- When setting required levels consider:
 - Higher level Operator can approve orders at lower levels
 - Lower-level approvals are optional when only higher level is marked
 - Negative orders correspond to the positive ranges

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Question #1

INTERACTIV DEMONSTRATION

Level 2 is assigned but unused in the required levels grid.



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Best Practice

INTERACTIV DEMONSTRATION

Check the level 2 box on the desired ranges.



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Question #2

INTERACTIVE DEMONSTRATION

The screenshot shows two windows: 'Operators' and 'Approval Rules'. In the 'Operators' window, the 'Master' column has checked boxes for all seven operators. In the 'Approval Rules' window, three rules are defined with various approval ranges and required levels.

Line	At Least	Less Than	Level 1	Level 2	Level 3	Level 4
1	100.00	5,000.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	5,000.00	15,000.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	15,000.00		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Every approver is a "Master" approver. This allows them to approve anything.



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Best Practice

INTERACTIVE DEMONSTRATION

The screenshot shows the same 'Operators' and 'Approval Rules' windows. In the 'Operators' window, only the 'Master' checkbox for the operator 'Slate, Allison M.' is checked. In the 'Approval Rules' window, the rules are reconfigured.

Line	At Least	Less Than	Level 1	Level 2	Level 3	Level 4
1	100.00	10,000.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	10,000.00	20,000.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	20,000.00		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Remember "Master" authority is "emergency approval." Limit to 1 operator per department.



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Question #3

INTERACTIVE DEMONSTRATION

Line	Operator	Level	Limit	Master
1	ACW - Barbara Anderser			<input type="checkbox"/>
2	Brett Burgess			<input type="checkbox"/>
3	Mason Edwards			<input type="checkbox"/>
4	Shaun Ledbetter			<input type="checkbox"/>
5	Gray, James C.	1		<input type="checkbox"/>
6	Hope, Emily K.	2		<input type="checkbox"/>
7	Slate, Allison M.	3	25,000.00	<input type="checkbox"/>

Line	Approval Range		Required Approval Levels		
	At Least	Less Than	Level 1	Level 2	Level 3
1	100.00	5,000.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	5,000.00	15,000.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	15,000.00		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

The limit on your highest level prevents orders over \$25k from being approved, without a "Master" approver.



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Best Practice

INTERACTIVE DEMONSTRATION

Line	Operator	Level	Limit	Master
1	ACW - Barbara Anderser			<input type="checkbox"/>
2	Brett Burgess			<input type="checkbox"/>
3	Mason Edwards			<input type="checkbox"/>
4	Shaun Ledbetter			<input type="checkbox"/>
5	Gray, James C.	1		<input type="checkbox"/>
6	Hope, Emily K.	2		<input type="checkbox"/>
7	Slate, Allison M.	3	25,000.00	<input checked="" type="checkbox"/>

Line	Approval Range		Required Approval Levels		
	At Least	Less Than	Level 1	Level 2	Level 3
1	100.00	5,000.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	5,000.00	15,000.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	15,000.00		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Reminder to make sure you have a "Master" approver selected for the department

Remove the limit from the highest level approver since the range is \$15k or higher.



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Question #4

INTERACTIVE DEMONSTRATION

The screenshot shows two windows: 'Operators' and 'Approval Rules'. In the 'Operators' window, the 'Approval' table has a red box around the entry for Brett Burgess (Level 1, Limit 1,500.00). In the 'Approval Rules' window, the 'Approval Range' table has a red box around the entry for Line 1 (At Least 100.00, Less Than 5,000.00, Level 1 checked). A callout box points to these areas with the text: "The limit can be more effectively applied by adding another approval level and range."

Line	Operator	Level	Limit	Master
1	ACW - Barbara Anderser			<input type="checkbox"/>
2	Brett Burgess	1	1,500.00	<input type="checkbox"/>
3	Mason Edwards	1		<input type="checkbox"/>
4	Shaun Ledbetter			<input type="checkbox"/>
5	Gray, James C.			<input type="checkbox"/>
6	Hope, Emily K.	2		<input type="checkbox"/>
7	Slate, Allison M.	3		<input checked="" type="checkbox"/>

Line	At Least	Less Than	Level 1	Level 2	Level 3
1	100.00	5,000.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	5,000.00	15,000.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	15,000.00		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



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Best Practice

INTERACTIVE DEMONSTRATION

The screenshot shows two windows: 'Operators' and 'Approval Rules'. In the 'Operators' window, the 'Approval' table has a red box around the entry for Brett Burgess (Level 1, Limit 1,500.00). In the 'Approval Rules' window, the 'Approval Range' table has a red box around the entry for Line 3 (At Least 5,000.00, Less Than 15,000.00, Level 1 checked, Level 2 checked, Level 3 checked, Level 4 checked). A callout box points to these areas with the text: "Remember higher level Operator can approve at a lower level, so level 2 still has a \$100-\$5k range." Another callout box points to the 'Approval Range' table with the text: "Adding an extra level separates the approval ranges and notifications."

Line	Operator	Level	Limit	Master
1	ACW - Barbara Anderser			<input type="checkbox"/>
2	Gray, James C.			<input type="checkbox"/>
3	Shaun Ledbetter			<input type="checkbox"/>
4	Brett Burgess	1		<input type="checkbox"/>
5	Mason Edwards	2		<input type="checkbox"/>
6	Hope, Emily K.	3		<input type="checkbox"/>
7	Slate, Allison M.	4		<input checked="" type="checkbox"/>

Line	At Least	Less Than	Level 1	Level 2	Level 3	Level 4
1	100.00	1,500.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	1,500.00	5,000.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	5,000.00	15,000.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4	15,000.00		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



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Buffer

FOR THE LITTLE CHANGES...

- Helps address small differences between the approved price and the actual price. Usually from Freight and Tax estimates.
- Permits a set allowance for variation from the amount that was approved vs what was invoiced before requiring additional approval.
- The buffer can be based upon the following requirements:
 - Percentage (%)
 - Minimum (Min)
 - Maximum (Max)



Approval Rules

Line	Approval Range		Required Approval Levels		
	At Least	Less Than	Level 1	Level 2	Level 3
1	0.00	5,000.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	5,000.00		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Buffer %: Min: Max:

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Examples

Consider the following values:

Buffer %: 5.00 | Min: 20.00 | Max: 500.00

The following table shows the effect of these values depending on the purchase order amount.

PO Amount	Approval Buffer Amount = PO Amount * Buffer %	Applied Buffer Amount After %/Min/Max Comparison	Comment
\$200	\$10	\$20	Minimum applied
\$2,000	\$100	\$100	Buffer % applied
\$20,000	\$1,000	\$500	Maximum applied
\$200,000	\$10,000	\$500	Maximum applied



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Restrict Operators

Department - "Alpha" for Demo Casa Blanca SL - Mason Edwards

Department for Demo Casa Blanca SL

Name: Alpha Description: Alpha Company

Department

Shipping Address: Alpha

Approval Levels: 3

Commitments

Inventory

Immediate Invoicing and Receiving

Restrict Operators

Restrict Vendors

GL Account Masks

Liability: 2100-0-000-01-A

Expense: -1-01-

Inventory:

Commitments

Batch:

GL Batch:

Liability:

Distribution:

Default Attributes

Project:

Location:

Type:

POClient:

Companies:

Operators

Line	Operator	Level	Approval Limit	Master
1	Barbara Andersen	1	1,500.00	<input type="checkbox"/>
2	Mason Edwards	1		<input checked="" type="checkbox"/>
3	Shaun Leebetter	1		<input checked="" type="checkbox"/>
4	Lori Bogart	3		<input type="checkbox"/>

Approval Rules

Line	At Least	Less Than	Required Approval Levels		
			Level 1	Level 2	Level 3
1	0.00	5,000.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	5,000.00		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Buffer %: 5.00 Min: 5.00 Max: 5.00

Department Billing Address Data Links Purchases Orders Other

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Restrict Operators

Department - "Alpha" for Demo Casa Blanca SL - Mason Edwards

Department for Demo Casa Blanca SL

Name: Alpha Description: Alpha Company

Department

Shipping Address: Alpha

Approval Levels: 3

Commitments

Inventory

Immediate Invoicing and Receiving

Restrict Operators

Restrict Vendors

- The Restrict Operators setting allows you to restrict which operators can enter standard purchase orders or miscellaneous purchases for a department
- Allows for a tighter control on who is able to purchase for what department and lowers the opportunity for entry errors during the PO and Invoice creation process

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Consolidate Your Credit Card Processing

USING AGENTS IN ACTIVITYHD PURCHASING

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Basics of Agents

GET STARTED

- Agent is someone who purchases on behalf of a company
 - Using company credit card
 - Reimbursed purchases
- Provides more detail on employee spending
 - Purchases are tied to the Agent
 - Shows actual purchase vendor not the card/employee vendor
- Multiple ways to add transactions
 - Purchase Orders
 - Manual Purchase Entry
 - Imports
- History included on the Purchasing Department

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Purchasing Agent for Demo Aspire

Name: VISA-Shaun Description: Shaun Ledbetter Visa

Agent
AP Vendor: WFCredit

Post Commitments

Department: []

GL Account Masks
Liability: []
Expense: []
Inventory: []

Default Attributes
EventAttr: []
Project Code: []
Series Type: []

Agent Data Links Other
New

Setting Up Agents

EASY SETUP WITH ACTIVITYHD

- Add a name that clearly identifies the agent
- Add a full description for the agent
- Add the credit card vendor to the AP vendor field
 - Default invoice vendor when Agent transactions are processed
- Click "Save" and you are ready to go!



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Adding Agent Purchases

RECORDING AFTER THE FACT PURCHASES USING ORDERS

Purchase Order for Demo Aspire

Vendor: Cake Description: Cake Creations Number: []
Description: Have your cake and eat it too! Department: A

Purchase Order
Agent: VISA-Shaun Amount: 270.00
Expires: [] Approval: 270.00
Owner: []

Attributes
EventAttr: []
Project Code: []
Series Type: []

AP Terms: Due 1st Post Commitments
AP Account: 2100-01-00000-A Accounts Payable

Shipping
 Multiple Shipments Direct Ship Address: CorpOffice Freight Terms: []
Shipment Date: [] Corporate Office
Arrival Date: [] 1414 Mockingbird Lane
Direct Ship #: [] Lubbock, TX 79424
Main: 1-800-125-2622
FOB: []
Shipping Method: []
Tracking Number: []

Purchases

Line	Product	UOM	Description	Quantity	Unit Cost	Amount
1	Food	\$	Food Expense			270.00

- Record Agent purchases on order by adding an Agent to the Agent field
- Ties the purchase to the Agent
- Benefits of using orders for Agent purchases:
 - Flows through your approval workflow
 - Decentralizes purchase entry



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Adding Agent Purchases

RECORDING PURCHASE TRANSACTIONS

Purchase for Demo Aspire

Agent: VISA-Shaun | Shaun Ledbetter Visa | Number: 1 | Date: 4/14/2023

Vendor: House | Dallas House of Flowers | Department: Admin | Status: Master

Purchase Type: Expense | Quantity: 1 | Unit Cost: 55.00 | Amount: 55.00

Product: Floral | UOH: Dozen

Description: Thank you arrangement for Brett Burgess

Attributes: EventAttr, Project Code, Series Type

Purchase (more): Account: 5510-02-00000-A | Floral Exp.Dallas | Part Number, Agent: VISA-Shaun | Serial Number, Invoice, Reference, Receipt

- Record purchases by adding a new purchase transaction
- Benefits of using manual purchases for Agents:
 - Bypasses order approval workflow
 - Can centralize purchase entry and status changes



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Purchase	Dept	Date	Status	Vendor	Type	Product	Amount	Description
VISA-Shaun - 2	Admin	4/14/2023	New	SWA	Expense	Misc Expenses	153.70	0314 SW Airlines
VISA-Shaun - 3	Admin	4/14/2023	New	Misc	Expense	Misc Expenses	16.37	0314 Quiznos
VISA-Shaun - 4	Admin	4/14/2023	New	Uber	Expense	Misc Expenses	23.25	0314 Uber
VISA-Shaun - 5	Admin	4/14/2023	New	Misc	Expense	Party	23.67	0314 Amazon
VISA-Shaun - 6	Admin	4/16/2023	New	Specialty	Expense	Party	176.04	0316 Specialty Graphix
VISA-Shaun - 7	Admin	4/17/2023	New	Misc	Expense	Misc Expenses	584.19	0317 Sheraton Hotels
VISA-Shaun - 8	Admin	4/17/2023	New	Uber	Expense	Misc Expenses	25.00	0317 Uber
VISA-Shaun - 9	Admin	4/17/2023	New	Misc	Expense	Misc Expenses	11.53	0317 Dunkin Donuts
VISA-Shaun - 10	Admin	4/20/2023	New	Amzn	Expense	MiscOffice	55.84	0320 Amazon
VISA-Shaun - 11	Admin	4/21/2023	New	Koyal	Expense	Party	194.59	0321 Koyal Wholesale
VISA-Shaun - 12	Admin	4/23/2023	New	ATT	Expense	Utilities	253.31	0323 AT&T
VISA-Shaun - 13	Admin	4/24/2023	New	Gourmet	Expense	Food	867.56	0324 Gourmet Caterers

Adding Agent Purchases

IMPORTING PURCHASES

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Processing Payment

USING THE PROCESSING WIZARD

Process Options

Invoice

Create a New Invoice Edit an Existing Invoice: [dropdown]

Vendor: WFCredit **Date:** 4/15/2023 **Location:** Main

Batch: APPO **Amount:** 2,710.05 **GL Date:** 4/15/2023

Invoice #: Apr2023001 **GL Batch:** AP

Description: Shaun Ledbetter Visa

Purchases

Invoice All

Line	Invoice	Purchase	Department	Date	Vendor	Product	Amount	Description
1	✓	VISA-Shaun - 1	Admin	4/14/2023	House	Floral	55.00	Thank you arrangement for Brett
2	✓	VISA-Shaun - 2	Admin	4/14/2023	SWA	Misc Expenses	153.70	0314 SW Airlines
3	✓	VISA-Shaun - 3	Admin	4/14/2023	Misc	Misc Expenses	16.37	0314 Quiznos
4	✓	VISA-Shaun - 4	Admin	4/14/2023	Uber	Misc Expenses	23.25	0314 Uber
5	✓	VISA-Shaun - 5	Admin	4/14/2023	Misc	Party	23.67	0314 Amazon
6	✓	00189 - 1	Admin	4/14/2023	Cake	Food	270.00	Food Expense
7	✓	VISA-Shaun - 6	Admin	4/16/2023	Specialty	Party	176.04	0316 Specialty Graphix
8	✓	VISA-Shaun - 7	Admin	4/17/2023	Misc	Misc Expenses	584.19	0317 Sheraton Hotels
9	✓	VISA-Shaun - 8	Admin	4/17/2023	Uber	Misc Expenses	25.00	0317 Uber
10	✓	VISA-Shaun - 9	Admin	4/17/2023	Misc	Misc Expenses	11.53	0317 Dunkin Donuts
11	✓	VISA-Shaun - 10	Admin	4/20/2023	Amzn	MiscOffice	55.84	0320 Amazon
12	✓	VISA-Shaun - 11	Admin	4/21/2023	Koyal	Party	194.59	0321 Koyal Wholesale
13	✓	VISA-Shaun - 12	Admin	4/23/2023	ATT	Utilities	253.31	0323 AT&T

Selected: 2,710.05

OK Cancel Open the Invoice after Processing



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Creating the Invoice

USING THE PROCESSING WIZARD

AP Invoice for Demo Aspire

Batch: APPO **Vendor:** WFCredit **Wells Fargo Credit Card** **Invoice #:** Apr2023001 **Amount:** 2,710.05

Entry #: 6 **Description:** Shaun Ledbetter Visa **Date:** 4/15/2023 **Balance:** 2,710.05

Invoice

Status: New Merge Hold

Owner: [dropdown] Payment Hold

Agent: VISA-Shaun

Source: PO Invoice

Payment Location: Main

Wells Fargo Credit Card
PO Box 654987
Denver, CO 80127
USA

Approval

Dept: [dropdown]

Status: [dropdown] Submit

GL

AP Account: 2100-01-00000-A

Accounts Payable

GL Date: 4/15/2023

GL Batch: AP

GL Entry: [dropdown]

GL Merge #: [dropdown]

Attributes

Project: [dropdown]

Project Code: [dropdown]

Payment Terms

Terms: Due1st Due: 4/16/2023 Basis: 2,710.05

Discounts: (none)

GL Detail

Line	Source	Account	Account Description	Project	EventAtr	Project Code	Debit	Credit	Unit	Description
1	Invoice	2100-01-00000-A	Accounts Payable					2,710.05	\$	
2	PO	5510-02-00000-A	Floral Exp, Dallas				55.00		\$	
3	PO	5310-01-00000-A	Food&Bev Exp, Corp				270.00		\$	

Unit: \$ Debit: 2,710.05 Credit: 2,710.05

4/1/2023 to 4/30/2023 Dollars

APCodes

Line	APCode	Description	Type	Basis	Percent	Amount
1						

Invoice Extra GL Approval History **Purchases** Notes Asset Costs Attachments Other



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AP Invoice for Demo Aspire

Batch: APPO Vendor: WFCredit Wells Fargo Credit Card Invoice #: Apr2023001 Amount: 2,710.05

Entry #: 6 Description: Shaun Ledbetter Visa Date: 4/15/2023 Balance: 2,710.05

Purchases

Purchase	Dept	Date	Status	Vendor	Type	Product	UOM	Descrp
VISA-Shaun - 1	Admin	4/14/2023	Closed	House	Expense	Floral	Dozen	Thank
VISA-Shaun - 2	Admin	4/14/2023	Closed	SWA	Expense	Misc Expenses	\$	0314 S
VISA-Shaun - 3	Admin	4/14/2023	Closed	Misc	Expense	Misc Expenses	\$	0314 Q
VISA-Shaun - 4	Admin	4/14/2023	Closed	Uber	Expense	Misc Expenses	\$	0314 U
VISA-Shaun - 5	Admin	4/14/2023	Closed	Misc	Expense	Party	\$	0314 A
VISA-Shaun - 6	Admin	4/16/2023	Closed	Specialty	Expense	Party	\$	0316 S
VISA-Shaun - 7	Admin	4/17/2023	Closed	Misc	Expense	Misc Expenses	\$	0317 S
VISA-Shaun - 8	Admin	4/17/2023	Closed	Uber	Expense	Misc Expenses	\$	0317 U
VISA-Shaun - 9	Admin	4/17/2023	Closed	Misc	Expense	Misc Expenses	\$	0317 D
VISA-Shaun - 10	Admin	4/20/2023	Closed	Amzn	Expense	MiscOffice	\$	0320 A
VISA-Shaun - 11	Admin	4/21/2023	Closed	Koyal	Expense	Party	\$	0321 K
VISA-Shaun - 12	Admin	4/23/2023	Closed	ATT	Expense	Utilities	\$	0323 A
VISA-Shaun - 13	Admin	4/24/2023	Closed	Gourmet	Expense	Food	\$	0324 G
00189 - 1	Admin	4/14/2023	Closed	Cake	Expense	Food	\$	Food E

InterActiv CONFERENCE

USING THE PROCESSING WIZARD
Creating the Invoice

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Integration Options

FLEXIBILITY WITH ACTIVITYHD

- Customized import templates
- Custom load processes
 - Based on an export from your card company
- Automated integration with Concur
 - Work with Concur on initial setup
 - We can customize automation
- We can discuss different options to meet your needs!

InterActiv CONFERENCE

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Purchase Analysis Report

Purchase Analysis						
Demo Aspire ACW - Mason Edwards						Thursday, April 13, 2023 3:24:57PM Page 1
Date	Purchase	Vendor	Product	UOM	Quantity	Unit Cost
Product: Advertising						
5/10/2014	00131 - 1	Advertising Inc.	Advertising	Each	1	2,500.00
Advertising Totals						
					1	2,500.00
Product: Arches						
11/24/2021	00166 - 1	HomeDecor	Arbor	Each	1	1,000.00
11/20/2021	00174 - 1	Kornell	Arbor	Each	1	450.00
12/5/2022	00183 - 1	Field	Arbor	Each	1	450.00
12/5/2022	00183 - 2	Field	Arbor	Each	1	500.00
9/3/2014	00089 - 1	Shelby	Arbor	Each	2	156.67
9/2/2014	00088 - 2	Wholesale	Arbor	Each	2	142.53
Arches Totals						
					6	2,999.00
Product: Arches						
7/12/2022	00179 - 1	ACS	Arch	Each	4	400.00
6/9/2014	00034 - 1	Party	Arch	Each	2	205.67
7/10/2014	00049 - 1	Wholesale	Arch	Each	4	75.95
6/2/2014	00068 - 1	Wholesale	Arch	Each	2	156.92
Arches Totals						
					12	1,888.56
Product: Audio Equipment						
8/24/2020	00137 - 1	ACS	Audio	Each	1	500.00
8/24/2020	00138 - 1	ACS	Audio	Each	1	100.00
6/9/2014	00125 - 1	Elite	Audio	Bundle	1	5,000.00
10/8/2021	00156 - 1	Elite	Audio	Bundle	1	5,000.00
11/2/2021	Hope - HP Credit	HPCredit	Audio	Each	1	100.00
Audio Equipment Totals						
					2	10,700.00
Product: Banner						
3/28/2014	00040 - 1	Choice	Banner	Each	1	788.15
7/8/2014	00068 - 1	Choice	Banner	Each	4	359.87
7/20/2014	00068 - 1	Choice	Banner	Each	2	339.84
7/20/2014	00068 - 2	Choice	Banner	Each	2	197.88
12/10/2014	00020 - 2	Page	Banner	Each	1	405.85
3/28/2014	00040 - 1	Roberts	Banner	Each	1	193.56
Banner Totals						
					12	3,934.66
Product: Beverages						
4/6/2016	00123 - 1	Coke	Beverages	Case	100	10.00
12/25/2010	00018 - 1	Lawrence	Beverages	Bottle	25	30.00
12/25/2014	00018 - 1	Lawrence	Beverages	Bottle	10	42.65
7/16/2014	00075 - 1	Lawrence	Beverages	Bottle	20	29.87
7/16/2014	00075 - 2	Lawrence	Beverages	Bottle	25	46.79
Beverages Totals						
					180	5,933.68
Product: Candelabra						
10/20/2014	00102 - 10	HomeDecor	Candelabra	Each	20	19.00
10/20/2014	00103 - 10	HomeDecor	Candelabra	Each	20	19.00
2/8/2014	00026 - 1	Wholesale	Candelabra	Each	3	46.79
6/10/2014	00065 - 1	Wholesale	Candelabra	Each	8	52.87
Candelabra Totals						
					51	1,330.13

- Highly customizable report that offers significant detail on the purchasing activity of your organization
- Can be filtered and sorted by almost any data that is entered into the PO information screen
- Allows for price analysis across:
 - Vendors
 - Operators
 - Projects
 - Products



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Purchase Analysis Report

Purchase Analysis for Demo Aspire - ACW - Mason Edwards

Report Title: Purchase Analysis

Begin Date: [] [] []

End Date: [] [] []

Include Details

Product: Arches

7/12/2022	00179 - 1	ACS	Arch
5/9/2014	00034 - 1	Party	Arch
7/10/2014	00049 - 1	Wholesale	Arch

Available Sort Options

- 12byLoc Code-Description (Rollup)
- 12byLoc Description-Code (Rollup)
- ISSUM Code (Rollup)
- ISSUM Code-Description (Rollup)
- ISSUM Description-Code (Rollup)
- escription (Segment)
- ion-Code (Segment)
- (Segment)
- Description (Segment)
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- n-Code (Segment)
- ode (Attribute)
- ode-Description (Attribute)
- escription-Code (Attribute)
- llup)
- cription (Rollup)
- n-Code (Rollup)
- de (Attribute)
- de-Description (Attribute)
- cription-Code (Attribute)

Assigned Sort Options

- Product Description
- Vendor

Page Break Levels: (none)

Subtotal Levels: Product Description



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Purchase Analysis Report

Purchase Analysis

Demo Aspire
ACW - Mason Edwards

Monday, April 17, 2023 4:56:50PM
Page 1

Date	Purchase	Vendor	Product	UOM	Quantity	Unit Cost	Amount
Project Code: JACK - Jackson Browne							
7/12/2022	00179 - 1	ACS	Arch	\$			400.00
JACK-Jackson Browne Totals							400.00
Project Code: NEWS-Newsies							
5/6/2022	00178 - 1	CORNER BAKERY	MiscCater	Each	1	7,500.00	7,500.00
11/16/2021	00166 - 1	HomeDecor	Arbor	Each	1	1,000.00	1,000.00
5/10/2016	00131 - 1	Advertising Inc.	Advertising	Each	1	2,500.00	2,500.00
NEWS-Newsies Totals							11,000.00
Project Code: OCGALA-OCGala							
1/1/2021	00173 - 1	Gables	Misc Expenses	\$			18,000.00
1/1/2021	00173 - 2	Gables	Misc Expenses	\$			-2,000.00
1/1/2021	00173 - 3	Gables	Planters	Each	5	400.00	2,000.00
1/1/2021	00175 - 3	Gables	Planters	\$			2,000.00
11/16/2021	00166 - 2	HomeDecor	Centerpiece	Each	10	125.00	1,250.00
11/30/2021	00174 - 1	Koyal	Arbor	\$			450.00
11/30/2021	00174 - 2	Koyal	Centerpiece	\$			1,250.00
11/30/2021	00174 - 3	Koyal	Favors	\$			800.00
11/10/2021	Hope-Staples-9	Staples	Office	Each	1	450.00	450.00
10/8/2021	Hope-3	FedEx	Shipping	\$			23.17
11/20/2021	Hope-7	FedEx	Shipping	\$			23.17
OCGALA-OCGala Totals							24,246.34
Grand Totals:					19		35,646.34

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Added Value Compliance Solutions

SEE WHAT ACTIVITYHD PURCHASING CAN DO

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“If you think compliance is expensive: try non-compliance.”



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Page 1 of 1

PURCHASING AUTHORITY PURCHASE ORDER

Case Blanca
STD 65 894 04/2023

TO: Case Blanca 5225 S Loop 289 Suite 207 Lubbock, TX 79424		DATE: 4/15/2023	AMENDMENT NO.	PURCHASE ORDER NUMBER
BILL TO: Case Blanca 5225 S Loop 289 Suite 207 Lubbock, TX 79424		AGENCY BILLING CODE: 9999	2023	PURCHASING AUTHORITY NO. 1007497021
TO SUPPLIER ADDRESS: AccountingWare, LLC 5225 S Loop 289, Ste 207 Lubbock, TX 79424		LEVERAGED PROCUREMENT AGREEMENT NUMBER: ABC1234	INFORMATION TECHNOLOGY PROJECT IDENTIFICATION NUMBER	

TERMS AND CONDITIONS

A-1 General Provisions are incorporated herein by reference to: From GPO - 401 Non-IT Commodity Revision Date: From GPO - 401F Revision Date.

A-2 This order is issued under a Department of General Services (DGS) Leveraged Procurement Agreement (LPA). Terms and Conditions set forth in that agreement (LPA number referenced in the block titled Leveraged Procurement Agreement No.) are incorporated herein by reference as if set forth in full text.

B Agency Special Provisions are attached and titled:

Any other attachments, such as specifications, Statement of Work, or Information Technology Model Language Modules, are identified in the [Purchase Order Attachments](#) section of the [ActivityHD](#) system page.

PROCUREMENT METHODS

LEVERAGED DWS - SMALL BUSINESS SIC 148185141 NON-COMPETITELY BID EXEMPT

VERIFIED NO STATE SUBS AVAILABLE YES NO YES NO

ADJUSTMENT INCREASING ENCUMBRANCES

ADJUSTMENT DECREASING ENCUMBRANCES

CERTIFIED CORRECT SIGNATURE

QUANTITY	UNIT	UNIT PRICE	EXTENSION TOTAL
1	EA	2,500.00	2,500.00

Added Value Solutions

COMPLIANCE MADE EASY

Combine Custom Data and Data Sources in ActivityHD with a custom design to make compliance a breeze.

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The Roadmap to Success

REFINE YOUR PURCHASING PROCESSES IN ACTIVITYHD

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Your Roadmap

1

Follow the 3-Step Operator Maintenance Plan

Reassess and Refine Your Approval Processes

2

3

Use Your Internal Control Toolbox

Streamline Your Credit Card Expense Processing

4

5

Let ActivityHD Handle Your Compliance Issues!

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THANKS FOR JOINING!

Refining Purchasing Processes in ActivityHD

Shaun Ledbetter & Mason Edwards

support@accountingware.com

<https://accountingware.com/help>