It's Here!

Aestiva Fall 2008
IDEA BOOK

Say goodbye to bureaucratic red tape.
Say hello to lower short-term and long-term costs.
Say hello to staff empowerment and office efficiency.
Say hello to faster turn-around times, less errors,
better controls, simpler operations, lower
retraining needs, instant reporting,
and easy recall from archives.

It's all inside!

Inside:
How to Automate in 4 Easy Steps

Discover how easy it is to automate your paperwork. Start today.

Includes dozens of automation ideas, products, and tools.

Welcome!

This brochure is your resource for improving office efficiency, visibility, and controls.

At Aestiva, we are dedicated to finding easier and more carefree ways to automate the office. Automation does not require costly IT resources. It does not need to take months of planning. It can be done today.

In this Idea Book we show you four easy steps you can follow to automate an office business process.

Then we show you dozens of examples of office automation. From advertising to human resources, from purchasing to time and attendance; most paperwork can be converted from paper to an electronic form or, at the very least, to file attachments stored along with other electronic paperwork.

Later in this Idea Book we show you dozens of add-ons you can use to augment your automation.

To get the most out of this document, please read the Automation In Four Easy Steps section below. Then follow the steps described.

We look forward to working with you!

- Your Aestiva Team

Automation In Four Easy Steps

This document contains over fifty software components that can be assembled in different ways to automate multi-user and multi-office operations. To automate your organization please follow the four steps below.

Step #1 *Take the free Aestiva Power Office demo.*	The Aestiva Power Office demonstration shows you how Power Office works. You'll learn how to quickly specify a business process by asking the right questions with those directly engaged in the business process you wish to automate. Plus, you'll get more out of this Idea Book if you take the demo.
Step #2 *Select a business process to automate.*	A business process typically involves one or two electronic request forms and a few business process tools. This Idea Book will help you visualize different ways solutions can be assembled. A business process can be automating expense reimbursements or automating a production cycle, for example. Once you select the business process to automate you'll be ready for the next step. We do not recommend automating more than one business process at a time.
Step #3 *List your requirements.*	Talk to the stakeholders of the business process you wish to automate. Make a list of the forms they need and any requirements they have that may not be included in Power Office. Do not list requirements already satisfied by Power Office. With a requirements list in hand you're ready for the next step.
Step #4 *Set up a review meeting.*	Aestiva will review your requirements so we understand the electronic forms, reports, and tools needed to automate your business process. This step gives Aestiva the opportunity to validate project details and develop an official quotation for the work.

The four steps above lead to incredible results -- delivering superior automation at a fraction of the cost and delivery time of more complex approaches. We advocate automating one business process at a time. This will keep costs down, ensure automation is done right, and bring you immediate results.

This catalog contains prices to help you estimate costs prior to getting any official price quote from Aestiva. Note that completing a half-a-dozen automation projects in a year costs less than the annual salary of a single staff member. Automation has become more affordable than ever.

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Software Packages

Complete systems pre-packaged for a specific business need. Systems can be customized, enhanced, and set up stand-alone or merged with an existing Power Office system.

Custom Samples

Powerful.

The Packages, Samples, and Add-ons listed here all work with the Aestiva Power Office engine. The highly intuitive browser-based engine delivers a comprehensive set of features like dynamic reporting, approval flow, comprehensive user management, audit trails, and more. All out-of-the-box. No matter what you get from Aestiva you know it will be powerful.

Extensible.

One of the more powerful features of Power Office is its "functional extensibility." This allows business processes to be deployed one at a time, using available staff, as needs or priorities change.

Manageable.

Power Office's modular, customizable, and extensible design means systems can be deployed using available staff familiar with the business processes being automated. Large scale projects with escalated communications and management needs are not needed.

For your protection, Aestiva does not accept large projects. If your project is too large we can work with you to reduce it to a series of smaller, more manageable projects.

Software Add-ons

Pre-packaged modules that can be customized and added as needed.

For IT Only

Software Packages

Aestiva Budget

Aestiva produces a number of flexible budget systems. Projects-based, GL-based, and non-profit budget systems are available. Pending, accrued, and committed spend figures are reportable. Budget reports include multi-level drill-down. Users can move from a custom summary screen to a budget line screen, and back again, with a few clicks.

Links to budget reports can also be placed on electronic forms for convenient look-up of budgets by those needing to view their accruals. These modules include a fully functional administrative area so admins can upload annual, monthly, or quarterly budget data (tied to GL Codes/Departments), project-based budgets, and place limits on users based on their budget authority.

This product is typically tied to purchasing and expense forms. A stand-alone Aestiva Budget system requires a copy of Aestiva Power Office with an automated (scheduled) import facility. Real-time and non-real-time systems are available.

Estimating Costs: $3,750 to $15,000 depending on custom requirements.
Related Products: Aestiva Purchase Order, Aestiva Expense Report.

Aestiva Expense Report

Automating expense reports and reimbursement requests reduces the hassles of filing expense reports. It also reduces expense report processing work. In addition, when paper or spreadsheets are replaced with electronic forms, management gains increased visibility to expenses and lowers the risk of losing vital information.

Aestiva Expense Report can also be enhanced with fax submission of receipts, corporate credit card integration, and a policy enforcement module. A mobile version of Aestiva Expense Report is also available.

Estimating Costs: $2,500 to $40,000 for 5 to 1000+ users.
Related Products: Aestiva Time and Expense, Travel Request, Travel and Expense

Aestiva Invoice Approval

This system automates the manual approval of invoices. Your manual process is replaced with (i) scanning a copy of your invoice into an electronic form, (ii) coding it for accounting, and (iii) click to route for approval. Once approved, GL entries are automatically batched for easy extraction to accounting.

Aestiva Invoice Approval eliminates inquiries to accounting, makes historical look-ups much easier, and streamlines the approval process. This system can be stand-alone or used in combination with other Aestiva purchasing products.

Estimating Costs: $2,795 to $40,000 for 5 to 1,000+ users
Related Products: Aestiva Purchase Order, Aestiva Procurement.

Aestiva Inventory

Aestiva produces highly-configurable inventory systems to satisfy varying needs. Systems can be set up for single or multiple-warehouse scenarios. They can be stand-alone or integrated with existing purchasing systems. Systems include a set of tools to bring goods into and out of inventory, and an administrator panel for the inventory manager.

Master inventory and warehouse inventory records include user-defined fields to facilitate a high degree of customization.

Inventory-related business processes vary substantially from organization to organization. The flexibility built into Power Office gives Aestiva the ability to set up your inventory system to match your business process. Systems can include tools and/or electronic forms to manage warehouse requests and warehouse distribution, the printing of pick-lists, the printing of barcode labels, inventory reconciliation, inventory scanning, and more.

Estimating Costs: $5,000 to $25,000 depending on custom requirements.
Related Products: Aestiva Purchase Order, Aestiva Procurement.

Aestiva Leave Request

This system automates the communications, scheduling and approval of employee leave. When employees want to go on leave, they fill out an on-line leave request form which is automatically submitted for approval.

Managers have on-screen calendars to detect any scheduling conflicts before approving leave requests.

Aestiva Leave Request can run stand-alone or it can be integrated into existing Power Office systems.

Estimating Costs: $2,795 to $20,000 for 50 to 1,000+ users.
Related Products: Aestiva Time Slip, Aestiva Timesheet.

Aestiva Logistics

Aestiva Logistics allows you to follow goods as they pass between multiple *logistics points* so you always know the status of your goods.

Aestiva Logistics can be used to track goods into and out of a manufacturing process, track goods as they move between shipping locations and track goods out on loan.

A logistics system can be a smart alternative to a standard inventory system because it offers superior tracking and at the same time, the system does not require a master item list to be maintained -- a feature particularly attractive to organizations with part-time inventory managers.

Estimating Costs: $5,495 to $40,000 for 5 to 1,000+ users.
Related Products: Aestiva Purchase Order, Aestiva Procurement, Aestiva Inventory.

Aestiva Purchase Order

Purchase Order automates procurement processes. It supports all of the sub-processes related to the approve-to-pay business cycle -- including receipt of goods, invoice receipt and invoice payment.

The basic system can be enhanced with split-line, split-request, RFQ, invoice approval, and hundreds of other additions.

Estimating Costs: $2,795 to $40,000 for 5 to 1,000+ users.
Related Products: Aestiva Invoice Approval, Aestiva Logistics, Aestiva RFQ, Aestiva Assets, Aestiva Inventory, Aestiva Vendor Survey, Aestiva Punchouts.

Aestiva Procurement

Supports the same processes automated by Aestiva Purchase Order, plus processes related to splitting purchase requests into Purchase Orders, managing change order processes, and executing more advanced processes. This product is configured and assembled based on your business process needs.

Procurement is a general term for purchase order systems that include support for distinct purchasing and buying groups, inventory sub-systems, and RFQ processes.

Estimating Costs: $15,000 to $55,000 depending on custom requirements.
Related Products: Aestiva Purchase Order, Aestiva Invoice Approval, Aestiva Logistics, Aestiva RFQ, Aestiva Assets, Aestiva Inventory, Aestiva Vendor Survey, Aestiva Punchouts.

Aestiva RFQ

Aestiva RFQ allows you to collect, organize and compare supplier bids within a single system. The system includes a buyer portal.

Buyers can set up a web-based spreadsheet and invite suppliers to submit their bids on a secure RFQ web site. Once all the bids are in, you can use the system's advanced reporting functions to select the best supplier for the job.

Aestiva RFQ replaces the task of emailing a spreadsheet manually to prospective suppliers. Instead, the buyer uses this system to invite suppliers to respond to their RFQs on-line. The prospective supplier, upon receipt of an email invite, clicks a link in his email which directs him to a web spreadsheet to complete and submit. Aestiva RFQ eliminates the need to transcribe and convert supplier data. RFQ turn-around time is shortened and buyer time spent processing supplier data is drastically reduced.

Estimating Costs: $5,495 to $40,000 depending on custom requirements.
Related Products: Aestiva Purchase Order, Aestiva Procurement.

Aestiva Time and Expense

This system automates the submission of time and expense billing/ reimbursement requests. A single electronic form containing user time and expenses is filled out by the staff member. The form, once submitted, undergoes automated routing and approval.

Aestiva Time and Expense is appropriate for managing the time and expenses related to billable projects and invoice generation, and/or situations requiring a high degree of time and expense tracking.

Estimating Costs: $3,495 to $20,000 for 20 to 1,000+ users.
Related Products: Aestiva Travel and Expense, Aestiva Expense Report, Aestiva Timesheet, Aestiva Leave Request.

Aestiva Time Slip

For automating daily time sheet processes. Custom time sheets can be designed for inside/outside repair crews, in-house contracting teams, consultants, and field personnel. Aestiva Time Slip can be delivered with custom productivity, project, and billing reports.

Estimating Costs: $3,495 to $20,000 for 20 to 1,000+ users.
Related Products: Aestiva Timesheet, Aestiva Time and Expense.

Aestiva Timesheet

A full-featured time attendance system for recording weekly, bi-weekly, bi-monthly, or monthly time sheets filled out by exempt and/or non-exempt staff.

Aestiva Timesheet automates the complete time sheet process -- from submission to exporting data into accounting and payroll systems. Systems with time budgets, project budgets, and accrual controls are also available. Like other Power Office-based products, the electronic form can be designed to match existing paper or spreadsheet-based forms.

Estimating Costs: $2,025 to $20,000 for 20 to 1,000+ users.
Related Products: Aestiva Time Slip, Aestiva Time and Expense, Aestiva Leave Request.

Aestiva Travel Request

Automates the travel request process by helping organize, schedule, manage and archive business travel. Aestiva Travel Request follows the process from beginning to end; starting with an initial travel request, to the booking of the travel, to the notification to users of the booking, to the completion of the travel.

This product can be enhanced to include travel itineraries, links to on-line booking services, travel resources and policy enforcement pop-ups.

Estimating Costs: $3,500 to $40,000 for 5 to 1,000+ users.
Related Products: Aestiva Travel and Expense.

Aestiva Travel and Expense

Automates pre-travel requests, post-travel request reimbursement, and/or the expense filing process.

The product uses two electronic forms: one for travel and one for post-travel expense reporting and reimbursement. The travel request form is submitted before travel. Expense forms are submitted after returning from travel.

Aestiva Travel and Expense can also be enhanced with fax submissions of receipts, credit card integration, accounting integration, a policy enforcement module, and more.

Estimating Costs: $4,995 to $40,000 for 5 to 1,000+ users.
Related Products: Aestiva Time and Expense, Aestiva Expense Report

Aestiva Vendor Request

Automates the request and approval of new suppliers. Staff complete supplier requests to be approved and then issued to accounting for entry into your accounting system.

The product can run stand-alone or it can be integrated into Aestiva's purchasing systems. Need a supplier portal too? Call for details.

Estimating Costs: $2,495 to $40,000 for 5 to 1,000+ users.
Related Products: Aestiva Purchase Order, Aestiva Procurement.

Custom Samples

Examples of real automation projects delivered using the Power Office engine. (Includes samples of stand-alone systems and add-ons to existing systems).

Advertising Co-op Portal

The Need: Manage co-op advertising requests by 300 distributors around the world. Must include user-security and reporting.

The Solution: Set up a 300-user Power Office system installed at a hosting provider. A co-op advertising request form and administrative screens to handle product and distributor information are added to support specific business processes. User-security and reporting are out-of-the-box.

Cost: Under $25,000.

Capital Budget Request

The Need: Manage requests from 100 senior-level users interested in changing their capital budgets. Must offer highest level of security and audit trails plus management reporting.

The Solution: A 100-user Power Office system. A Capital Budget Request Form is created to support the specific business process. Security, audit trails and management reporting are out-of-the-box.

Cost: Under $15,000.

New Employee Form

The Need: A system to manage regional hiring tasks. Must be flexible and easy to modify as new tasks are added. Self-serve portal capability and user-privacy required.

The Solution: A 120-user Power Office system. To support the needed business processes a master form is created that includes an infrastructure check-off and a user-security matrix. Custom sign-offs for approval and/or review by the IT department, HR, and the hiring manager are also included. User-privacy and self-serve capability are out-of-the-box.

Cost: Under $20,000.

Quality Improvement System

The Need: A centralized staff-only system to manage a variety of quality issues reported by customers and/or internal engineering staff. System needs automated approval flows with ad-hoc sign-offs.

The Solution: An enterprise-wide Power Office system with a Quality Form to manage incoming suggestions, remedies, scheduling of the solution, tracking the status of progress on quality issues. Automated approval flows and ad-hoc sign-offs are out-of-the-box.

Cost: Under $15,000.

Invoice Check-off Tool

The Need: Mark invoices in an existing Power Office purchasing system as paid or not paid.

The Solution: A tool that finds unpaid invoices in the purchasing system and, in one step, checks off one or more invoices as being paid.

Cost: Under $1,500.

Invoice Generator

The Need: Generate invoices from time data collected in a Power Office time tracking system. Audit-trail is required.

The Solution: A tool to issue invoices for specific customers against time approved on time sheets, plus information keyed in manually on the tool. The tool includes an administrative option for making changes in the design of the invoice if needed. Audit trail is out-of-the-box.

Cost: Under $3,500.

Printable Ticket

The Need: A method to generate a paper ticket derived from information on an electronic form. Need ability to view printed tickets after they are issued.

The Solution: Addition of a "Pop-up Component" to the electronic form. The user clicks a link on the electronic form which pops up a window with a pre-designed paper ticket that can be edited and printed as needed. The pop-up component keeps a record of the printed ticket in a file attachment component placed on the electronic form. Tickets are recalled by clicking the name of the printed ticket in the list.

Cost: Under $2,500.

Payment Voucher

The Need: Issue printable payment vouchers in a purchasing system.

The Solution: Add a tool to the purchasing system that allows the user to build a voucher from goods and services already received into the system. Includes option to change the design of the payment voucher.

Cost: Under $2,000

Gift Management System

The Need: System to manage gifts to premier customers. To include approval requests for the gifts and record-keeping of gift dates for scheduling purposes.

The Solution: Power Office system with electronic form and back-end administrative area for recording premier customer information. Standard report (using the built-in Calendar display option) is used to alert manager of upcoming gift dates.

Cost: Under $5,500.

Work Order Manager

The Need: Manage incoming work orders for specific manufacturing process. Work orders need special data and check-off lists.

The Solution: Power Office system with work order form and aging reports, based on the check-offs on the work order form, to alert management of possible delays.

Cost: Under $6,500.

Productivity Reports

The Need: Four specialized productivity reports that use data in Power Office along with input data to calculate specialized productivity metrics.

The Solution: Development of four custom reports.

Cost: Under $4,000.

Software Add-ons

Pre-packaged modules that can be customized and added as needed.

Accrual Calculators

A base Aestiva Timesheet system includes the ability to apply time to different charge accounts. Aestiva's production department can add on-screen displays of user accrual, such as Sick Leave, PTO (Paid Time Off) or Vacation Time, Comp Time, Comp Time Earned, etc. Components include administrator screens for entering carry over, hire-dates, and other user-specific information needed to calculate the accruals, and the display of an accrual chart directly on the time sheet.

Estimating Costs: $1,500 to $2,500 depending on requirements.
Related Products: Aestiva Time & Expense, Aestiva Time Sheets, Aestiva Time Slip.

Approval Flow Macros

The automated approval flow built in to Aestiva Power Office can be extended with special macros (like the macros you have in spreadsheets). Approval charts can even be replaced with entirely new charts and/or combined with import data, if needed. Whatever your approval flow need, Aestiva can handle it.

Estimating Costs: $660 to $3,500 depending on requirements.
Related Products: All.

Archiver

This utility will extract a set of electronic forms from a selected Power Office database and place them in an archive external to Power Office. Includes a feature to move archived electronic forms back into Power Office and a viewer for accessing archived records.

Estimating Costs: $799
Related Products: All.

Asset Tracking

A variety of tools can be set up to manage assets. For example, assets can be created as part of a "Receiving Goods" business process. In this case assets are created from received goods that have not yet been converted into assets. Alternatively, assets can be created from scratch, by filling out asset forms. Asset forms can include information such as: item name, description, asset value, depreciation schedule, location, action dates, and more. Asset systems can utilize wireless scanners, they can be linked to inventory systems and they can be linked to tracking systems.

Estimating Costs: $1,320 to $3,500 depending on requirements.
Related Products: Aestiva Purchase Order, Aestiva Inventory, Aestiva Logistics.

Auto-fill Components

Electronic forms in Aestiva Power Office support Auto-fills. Auto-fills look like standard text boxes. However, as you type into an Auto-fill, pull-down menus appear on the screen to help you fill out the value in the box. The data behind an Auto-fill can be drawn from standard pull-down menus in Power Office or custom data sets designed specifically to make the process of filling out the text box easier and more intuitive.

Estimating Costs: $660 to $1,500 depending on requirements.
Related Products: All.

Barcode Tools

Aestiva Power Office can be extended with Avery™ label printing tools so users can print out barcode labels directly within Power Office. The barcode tools can be integrated with inventory, asset management, and other electronic forms to streamline the label development and printing process.

Estimating Costs: $1,320 to $2,500 depending on requirements.
Related Products: All.

Blackberry and iPod Forms

The electronic forms in Aestiva Power Office can be versioned, so when accessed by a Blackberry™ or Apple iPod™ device, for example, a smaller, more appropriate form design is presented to the user.

The same Power Office technology can be used to support other browser-friendly devices, such as handheld barcode scanners and cell phones. The technology is also used for language-versioning.

Estimating Costs: $1,320 to $3,500 depending on requirements.
Related Products: All.

Blanket Order Forms

Aestiva Power Office purchasing systems can be extended with custom forms to manage your particular blanket purchasing business process.
A blanket order form typically includes contract information, approval notification when changes exceed pre-defined thresholds, expirations, and manual sign-off requests.

Estimating Costs: $2,640 to $4,000 depending on requirements.
Related Products: Aestiva Purchase Order, Aestiva Procurement.

BOM Managers

Tools can be set up in Aestiva Power Office that utilize BOMs (Bill of Materials) for the purpose of generating purchase requests. Such tools streamline the purchasing process and give you greater tracking capability over BOM-related purchases.

Estimating Costs: $2,640 to $4,000 depending on requirements.
Related Products: Aestiva Purchase Order, Aestiva Procurement.

Change Orders (Version Control)

If your business process requires that an electronic form undergo a re-approval process before it can be changed (after approval), then you may need a Change Order module. This module allows a user to request a re-approval on an electronic form after it has already been approved. The original approved form is not altered by this process. Instead, a copy of the electronic form is made available for changes and, once changed, is re-sent for approval. If approved, the older form is automatically replaced with the new version and the original is archived (and attached) to the older version for easy access to prior versions. Version numbers are auto-generated as needed. The reporting system built into Power Office gives you the ability to review changes, no matter how many.

Estimating Costs: $1,320 to $2,640 depending on requirements.
Related Products: All.

Currency Look-ups

A number of hosting providers provide real-time daily updates of currency conversion rates. Need to add real-time updating to your system? This module allows the connection from a real-time currency service to your application.

Estimating Costs: $1,320 to $2,500 depending on requirements.
Related Products: All.

Data Validation Controls

Data validation controls inspect information on the electronic form against other information on the form or in the Power Office system. When data is found to be invalid, alerts are provided to the users so they can correct their mistake, before their electronic form is submitted. Data validation controls can be set up to alert you as a problem occurs, or upon submission of the form. In general, a set of data validation controls, when properly specified, takes less than a day to implement.

Estimating Costs: $660 to $1,320 depending on requirements.
Related Products: All.

Database Look-ups

Electronic forms in Aestiva Power Office can be augmented with data menu look-ups where the user clicks a link to pop-up a window. The window includes a list of selectable values. When the user selects a value, the pop-up window is closed and the selected value is placed in the underlying electronic form. Custom look-ups extend this capability. You may want more search options in the pop-up window. You may want to see more information. There are a variety of functional changes that you may want as well. Custom database look-up projects can vary in scope. Most often, projects take a few hours to a few days to complete.

Estimating Costs: Call.
Related Products: All.

Discretionary Sign-offs

Electronic forms in Power Office can be augmented with a box on the form so users can manually select additional users to sign off on the electronic form. This ad-hoc approval mechanism works in parallel with existing approval mechanisms. Discretionary sign-offs have the additional functionality in that they can be applied even after a form has been approved -- in support of business processes that occur between the time an electronic form is approved and closed.

Estimating Costs: $1,320 to 2,640 depending on requirements.
Related Products: All.

Email Pop-ups

These are components that can be added to an Aestiva Power Office electronic form for the purpose of generating a secondary document using the information stored on the underlying electronic form.

A user typically clicks a link on the electronic form which pulls up the new document. Sometimes additional information is entered by the user before the document is completed. Once the document is created it can be printed and/or emailed and saved in an automated archive for audit and recovery purposes.

Estimating Costs: About $1,320 to $2,640 depending on requirements.
Related Products: All.

External Data Look-ups

Pulling information from an external software system onto an electronic form, in real-time, is known as "external data look-up." Although external data look-ups have some disadvantages (reliance on the external software system, possible connectivity delays, setup costs, loss of application independence), they are sometimes the preferred solution.

In these cases external data look-ups can be configured to pull data into the electronic form. Three distinct approaches can be taken; automatically pull data from the external system into the electronic form when entering the form, when popping up a look-up window, or upon entry to a particular field on the electronic form.

> Note for the IT Department: In all these cases, the request of data from the external system is done with HTTP or HTTPS web standards. Aestiva will work with you to define the expect-reply requirements.

Estimating Costs: Call.
Related Products: All.

Fax Portal

Fax portals provide a convenient way to attach documentation to a Power Office system. They eliminate the "scan and attach" step. Fax portals are particularly popular in expense systems where travelers are requested to fax in paper receipts. This module allows you to send documents to a pre-designated fax line for automatic attachment to a Power Office electronic form. This system uses eFax.com™.

Users simply include a cover page with every fax to your eFax-supplied fax number. The faxes received by eFax are automatically scanned and transmitted to your copy of Power Office -- which automatically attaches the incoming faxes to the electronic form of the user who sent the fax.

Estimating Costs: $1,500 (Does not include eFax™ fees)
Related Products: All.

File Check-in/Check-out

Electronic forms in Aestiva Power Office can be augmented with file check-in/check-out boxes. They are like file attachment components but have the additional ability to list, log, and register when documents in the attachment list were added, deleted, and/or changed; and by whom. This component also includes file archiving and recovery.

File check-in/check-out modules are useful on electronic forms that govern business processes involving the collection and collaboration on sets of files, most often associated with the processing of a specific order for services.

Estimating Costs: $2,640 to $5,000 depending on requirements.
Related Products: All.

Fuzzy Search Tools

Aestiva can augment its searches with a variety of search tools designed to produce results even when search words are misspelled, swapped, or not entirely correct. The technology to accomplish this is called "fuzzy search." Fuzzy search techniques are most often applied to data look-ups.

Estimating Costs: $2,640 to $5,000 depending on requirements.
Related Products: All.

Form Editors

These are special screens used to provide users a point-and-click creation method for creating and editing of electronic forms. Form Editors come in handy most often when you need to create many electronic forms that require independent reporting and management.

Warning: If you think you need many electronic form designs there is a high chance there is a simpler solution you have not yet identified. For example, perhaps your form needs to be more dynamic, or you need multiple versions of the same form. If you are in this situation please feel free to call Aestiva to discuss how your multi-form solution can be simplified.

Estimating Costs: About $15,000 including Unlimited Form license extension.
Related Products: All.

GL Code Selectors

Electronic forms can be extended with a variety of tools for selecting General Ledger (GL) codes. Look-ups, auto-fills, and on-screen inputs can be used in different ways to give your users an easy way to select GL codes. GL Code Selectors can be built regardless of the number of segments that make up your GL code, the dependencies between the GL segments, and whether you need to support splits. Administrative screens and custom import tools are provided, as needed.

Estimating Costs: $1,320 to $2,640 depending on requirements.
Related Products: All.

Hierarchical Data Selectors

These are special components you place on an electronic form that allow you to make a series of selections whereby the first selection limits what you select next, which limits what you select after that. Hierarchical data selectors can utilize pop-up windows, series of pull-down menus, and auto-fills, as needed. Back-end administrative screens are provided, if needed.

Estimating Costs: $1,320 to $2,640 depending on requirements.
Related Products: All.

Invoice Generator

This tool provides a way to generate invoices as part of a time and billing cycle.   The Invoice Generator merges time sheet form data with user-specified billing rates and customer information.

Estimating Costs: $1,320 to $2,640 depending on requirements.
Related Products: Aestiva Timesheet.

Merge Form Tools

These are tools that select information on one or more electronic forms and merge them with information on a new or existing form.

Estimating Costs: $2,640 to $4,000 depending on requirements.
Related Products: All.

Milestone Reporting

Tracking process time can be accomplished via reporting or by setting up special triggers on your electronic forms to measure when specific actions have been taken.

If you need better metrics on how long different business processes take, then setting up a milestone tracking system may make sense. A large variety of tracking methodologies and approaches can be taken. Projects can range from a few days to a few weeks.

Estimating Costs: $7,500 to $15,000 depending on requirements.
Related Products: All.

Multi-language Support

Aestiva's Power Office engine includes language translation tables so users of different languages can log into the system and see menus and buttons in their designated language. Multi-language systems can be created for any language, including "double-byte" languages such as Japanese and Chinese. To set up a multi-language system, be prepared to fill out language translation tables and create buttons for each language you wish to support. You will also need to create versions of your electronic forms for each language you wish to support.

Estimating Costs: $5,000 to $10,000 depending on language requirements.
Related Products: All.

Number Macros

Aestiva Power Office forms are marked with document numbers when they are first created, and approval numbers when they are fully approved. The numbers are automatically-generated. Number macros allow you to control the numbers generated. Numbers can include alpha-numeric information tied to any information in the system. Single or multiple-number series can be generated for any number. Numbers can be of any length.

Estimating Costs: $660 to $1,320 depending on requirements.
Related Products: All.

Off-line Forms

Off-line functionality is about filling out forms without a real-time connection to your Power Office application. Aestiva Power Office enables this via the use of standard spreadsheets such as MS Excel and Open Office. Users work off-line in a pre-defined spreadsheet template and upload their information directly into Power Office forms once they are back on-line.

Estimating Costs: $2,640 to $5,000 depending on requirements.
Related Products: All.

Payment Request Voucher

This tool provides a way to quickly generate payment requests by merging purchasing, time sheet and/or expense form data with user-specified information.

Estimating Costs: $1,320 to $5,000 depending on requirements.
Related Products: Aestiva Time Sheet, Aestiva Purchase Order, Aestiva Procurement, Expense Report, Aestiva Time and Expense.

PDF Forms

Installation of the PDF module includes redesign of the electronic form to ensure it converts properly into a PDF, options to print your electronic form as a PDF, and options to email your electronic form as a PDF attachment.

Estimating Costs: $1,320 to $5,000 depending on requirements.
Related Products: All.

Policy Enforcement Module

This module is placed on an electronic form. When clicked, a pop-up appears informing users of your policies. The module also includes an administrator side for setting up macros that warn or restrict users from submitting the electronic form if it breaks with company policy. The Policy Enforcement Module keeps users aware of your policies and eliminates policy violations before they occur.

Estimating Costs: $1,500
Related Products: All.

Print Pop-ups

These are components that can be added to an electronic form for the purpose of generating a secondary, printable document. A user typically clicks a link on the electronic form which pops up the new document. Additional information can be entered by the user to complete the document. Once the document is created it can be printed and saved in an automated archive for audit and recovery purposes.

Estimating Costs: About $1,320 to $2,640 depending on requirements.
Related Products: All.

Project Administration

Aestiva Power Office systems can be extended with back-end administrative screens for managing user and/or department-related projects and tasks. Projects and tasks or sub-tasks can be managed by different project managers and made available to different electronic forms as needed.

Estimating Costs: About $1,320 to $2,640 depending on requirements.
Related Products: All.

Credit Card Integrator

Use this add-on to post downloaded data from your corporate credit card vendor's web site and place it in expense report forms. Card integration includes a data cleanup module for managing new and expired users.

Estimating Costs: About $1,320 to $2,640 depending on requirements.
Related Products: Aestiva Expense Report.

Purchase Request Forms

The Purchase Request form is used in purchasing environments where single requests include items from many vendors. This module includes the design of a Purchase Request form. Tools to assemble Purchase Orders from Purchase Requests and keep track of how line items on Purchase Requests relate to line items on Purchase Orders, are alos included.

Estimating Costs: About $2,820 to $5,000 depending on requirements.
Related Products: Aestiva Purchase Order, Aestiva Procurement.

SmartSpend (Vendor Lookup)

This "spend management" module extends the Supplier Pop-up appearing on procurement forms with historical data. With a SmartSpend module you can research historical pricing as you select an item to place on a purchase order or purchase request form.

Users, when selecting an item, can review most recent pricing, average pricing, alternative sources, and more.This module includes support for a master item table, auto-capture of items not already in the master item list, and administrative oversight of additions to the item database.

Estimating Costs: $5,000 to $10,000 depending on requirements.
Related Products: Aestiva Purchase Order, Aestiva Procurement.

Split Tools

Splitting a line item on an electronic form across multiple values is called `split management.' Split management is required in a variety of situations -- often involving allocations, GL coding, and budget processes.

Splits, when done manually, can be tedious. Automation reduces user errors, saves time, and allows management to easily generate reports using the out-of-the-box reporting systems built into every copy of Aestiva Power Office.

Estimating Costs: $2,640 to $5,000 depending on requirements.
Related Products: All.

Systems Integration

Aestiva Power Office includes a comprehensive systems-integration framework. Power Office systems can be integrated with most external systems including most professional-grade Accounting and ERP systems. The following systems integration projects are most common:

Manual Exchange
The construction of screens to support the manual upload and download of data into or out of Power Office. Text files uploaded or downloaded are typically text-delimited or XML.

Scheduled Exchange
The automatic scheduling of data transfers to/from Power Office data menus and databases using data file exchanges. Data files exchanged are typically text-delimited or XML.

Real-Time Exchange
The real-time exchange of data for placement on a Power Office tool or electronic form. The exchange of data is typically defined as a standard HTTP and/or HTTPS transaction.

Aestiva's integration projects cover the Aestiva side of the integration. Aestiva utilizes widely-used Publicly-Adopted Time-Tested (PATT) standards such as minimal HTML, minimal HTTP, minimal HTTPS, CSV Text Files, and minimal XML.

Estimating Costs: $2,640 to $10,000 depending on requirements.
Related Products: All.

Vendor Survey

This spend management module allows you to send out automated surveys to your staff regarding supplier performance. Surveys can be issued to suppliers on probation, new suppliers, or across all suppliers. Survey results can be downloaded and/or reviewed with Power Office's out-of-the-box reporting system.

Estimating Costs: $4,995 to $10,000 depending on requirements.
Related Products: Aestiva Purchase Order, Aestiva Procurement.

Vendor Catalogs

Vendor pop-ups can be replaced with custom catalogs when needed. Custom catalogs can be hierarchical and image-heavy (like those found on highly-graphical web sites), highly-parametric (like those required when searching across large parts catalogs), or highly-adaptive (where fuzzy logic and/or thesauruses are used to make searches more adaptive). Projects typically take two to six days.

Estimating Costs: $4,995 to $10,000 depending on requirements.
Related Products: Aestiva Purchase Order, Aestiva Procurement.

Vendor Punchouts

Vendor punchouts allow you to fully integrate your Purchase Order system with vendor web sites. Punchouts include two parts; the web site side of the punchout, and the electronic ordering. The web site side of the punchout allows you to click a link on your electronic form to automatically log in and pop up a window containing the web site of your supplier. Once you are done shopping, a link is provided to transfer the shopping cart on the supplier web site into your electronic form -- eliminating the need to manually transcribe lines from the supplier web site to the purchasing system.

The electronic ordering side of a punchout involves the automated transfer of the purchase order to the supplier once the purchase order has been approved. Aestiva's Punchout technology utilizes the Ariba™ standard called cXML, supported by most major suppliers.

Estimating Costs: $1,500 for the first supplier punchout plus $1,000 per additional.
Related Products: Aestiva Purchase Order, Aestiva Procurement.

Web Spreadsheets

Electronic forms can be embedded with single or multi-tab spreadsheets for situations where the content and calculations on the electronic form vary with every electronic form submission. Embedded spreadsheets can be used in applications involving project scheduling, quotation requests, custom job management, and more.

Estimating Costs: About $3,960 to $8,000 depending on requirements.
Related Products: All.

For IT Only

Aestiva Array Corporate Edition

This database engine and programming environment is a special version of Aestiva Array licensed for corporate-wide development use. When combined with training and developer support, Aestiva Array gives you an open, supported environment for the rapid deployment of browser-native applications.

Cost: $4,995 for an enterprise-wide license.

Aestiva Power Office Enterprise Edition

This product is a special version of Power Office licensed for development use. When combined with training and developer support, the Enterprise Edition gives you an open, supported, and effective development environment for assembling Power Office-based applications.

Cost: $24,995 for an enterprise-wide license.

Aestiva Developer Training

Aestiva provides training services on the use of the HTML/OS language and on Paperless One -- the developer's version of Power Office. If your development group is new to Aestiva Array and/or Aestiva Power Office this program is an excellent way to learn.

Estimating Costs: About $5,000 for a one week course.

Aestiva Developer Support

Aestiva provides developer help and professional services on a retained-services basis. If your development group is new to Aestiva Array and/or Aestiva Power Office development then you need Aestiva Developer Support.

Cost: $3,700 annual. Includes up to 20 hours of development support.