

GEORGINA STROBLE & CHRIS ODEN

Accounts Payable: Integrations, Compliance and Payment Security





Georgina Stroble
Implementation Specialist



Chris Oden
Project Developer

1

New 1099 Process

2

New AP Integrations

3

ActivCapture

4

Protecting Your Money



IRIS



FIRE



The IRS has changed the 1099 reporting threshold from \$600 to \$2,000.

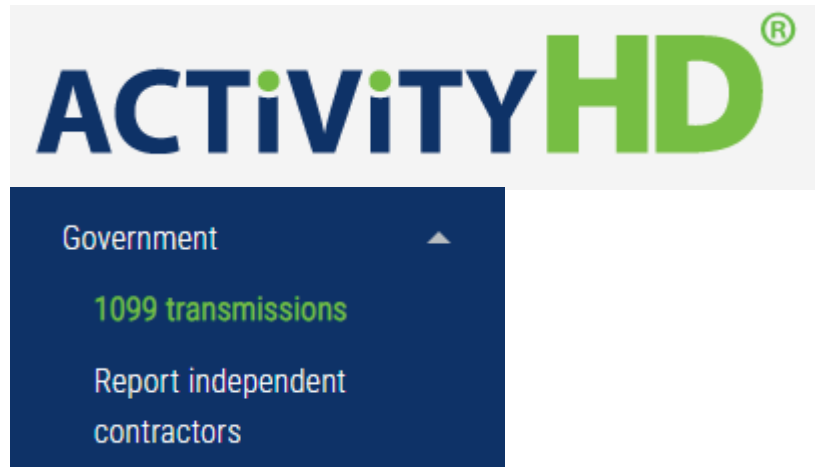


The FIRE system has been retired and now the IRIS system is the only system to file electronically.



You will need a TCC for IRIS your FIRE TCC will not work.

Raise you hand if you already have your IRIS TCC



1099 transmissions

[Security](#)

IMPORTANT!

1099s can no longer be transmitted through the FIRE system as of tax year 2026. Beginning in filing year 2027, the IRS requires 1099 transmitters to use the IRIS (Information Returns Intake System) application.

Software changes to ActivityHD are underway to support filing through IRIS. This documentatio
Meanwhile, to prepare for the 2027 filing season, your organization should apply for a new Trai

Follow this link to learn more: [IRIS](#).



[Home](#) / [File](#) / IRIS application for TCC

IRIS application for TCC

[English](#) | [Español](#) | [中文\(简体\)](#) | [中文\(繁體\)](#) | [한국어](#) | [Русский](#) | [Tiếng Việt](#) | [Kreyòl ayisyen](#)

Individuals

Businesses and self-employed

Charities and nonprofits

International taxpayers

Governmental liaisons

Information Returns Intake System (IRIS) Application for Transmitter Control Code (TCC)

The purpose of the IRIS Application for TCC is to request authorization to participate in electronic filing of information returns through IRIS. The application currently supports the Form 1099 Series (includes Forms 1042-S, 1097, 1098, 1099, 3921, 3922, 5498, and W-2G).

Beginning with filing year 2027, IRIS will also accept Forms 8027 and 8955-SSA. No updates to existing applications are required to accommodate these additional forms.

Access IRIS application for TCC

[lication 5903, Information](#)

[stration.](#)

taxpayer identification numbers
(TIN)

For additional information and resources related to e-filing with IRIS, visit [E-file information returns with IRIS](#).



Sign in or create an account

You only need one ID.me account. One account lets you sign in online to the IRS and other government agencies. You have options to [get your information without signing in](#).

Sign in with **ID.me**

[Get help with common issues](#)

OR

ID.me Create an account

[Get help creating an account](#)

www.irs.gov/filings/e-file-information-returns-with-iris



Out with the old in with the new

Vendor - "DJArtist" for Demo Aspire - ACW - Georgina Strobe

New Read Save Report Previous Next Bots

Vendor for Demo Aspire

Code: DJArtist Description: DJ Artist

Class: Service Service Vendor

Identification: Customer #: 236 Filing Status: Individual Federal ID: State ID: Other ID:

Controls: ☐ Miscellaneous ☐ On Purchase Hold ☐ Require PO Number ☐ On Payment Hold Maximum Invoice: Maximum Payment:

Duplicate Invoice Controls: ☒ Invoice Number ☒ Date ☒ Amount ☐ AP Account Vendor Like:

Invoice Grouping: ☐ Location ☐ Location, AP Account ☐ One Invoice per Payment ☒ Process Default

Last Contractor Report: 8/3/2014 ☐ Separate 1099 Form

Vendor Defaults PO Custom Data Links Locations Contacts Notes Invoices Payments 1099s Purchases Orders Attachments Change Logs Other

Edit

Vendor - "DJArtist" for Casablanca - Georgina Strobe

New Read Save Report Previous Next

Reporting Type is "Individual" but the Reporting Contact doesn't match the Reporting Location address name

Vendor for Casablanca

Code: DJArtist Description: DJ Artist Class: Service Service Vendor

Locations: Order: Main Payment: Main Reporting: Main Remit To: DJ Artist 5623 Slide Rd Ste 204 Lubbock, TX 79424 USA Phone: 806-423-6523

Identification: Customer #: 236 Filing Status: Individual/sole proprietor Reporting Type: Individual Federal ID: State ID: Other ID:

Controls: ☐ Miscellaneous ☐ On Purchase Hold ☐ Require PO Number ☐ On Payment Hold Maximum Invoice: Maximum Payment:

Duplicate Invoice Controls: ☒ Invoice Number ☒ Amount ☒ Date ☐ AP Account Vendor Like:

Invoice Grouping: ☐ Location ☐ One per Payment ☐ Location, AP Account ☒ Process Default

Last Contractor Report: 8/3/2011 ☐ Separate 1099 Form

Vendor Defaults PO Custom Data Links Locations Contacts Notes Invoices Payments 1099s Purchases Orders Attachments Change Logs Other

Edit

New Vendor Form

Vendor - "DJArtist" for Casablanca - Georgina Stroble

New Read Save Report Previous Next

⚠ Reporting Type is "Individual" but the Reporting Contact doesn't match the Reporting Location address name

Vendor for Casablanca

Code: DJArtist **Description:** DJ Artist **Class:** Service > Service Vendor

Locations	Identification	Controls
Order: Main > Payment: Main > Reporting: Main > ➡	Remit To DJ Artist 5623 Slide Rd Ste 204 Lubbock, TX 79424 USA Phone: 806-423-6523	☐ Miscellaneous ☐ On Purchase Hold ☐ Require PO Number ☐ On Payment Hold Maximum Invoice: Maximum Payment:
Contacts Primary: Jeffrey Hayden > ➡ Reporting: Jeffrey Hayden ⚠ >	Identification Customer #: 236 Filing Status: Individual/sole proprietor v Reporting Type: Individual v Federal ID: ***** State ID: Other ID: Last Contractor Report: 8/3/2011 ☐ Separate 1099 Form	Duplicate Invoice Controls ☒ Invoice Number ☒ Amount ☒ Date ☐ AP Account Vendor Like: Invoice Grouping ☐ Location ☐ One per Payment ☐ Location, AP Account ☒ Process Default

Vendor Defaults PO Custom Data Links Locations Contacts Notes Invoices Payments 1099s Purchases Orders Attachments Change Logs Other

Edit

Vendor Location

Vendor Location - "DJArtist - Main" for Casablanca - Georgina Stroble

New Read Save Report Previous Next Prenote

Vendor Location for Casablanca

Name: Main **Vendor:** DJArtist

Description: Remit To DJ Artist

Address

Name Line: DJ Artist

Address Line: 5623 Slide Rd
Ste 204

City, State, Zip: Lubbock TX 79424
Country: USA

Phone: 806-423-6523
Fax:
Email:
Web Site:

Vendor Defaults
☒ Order ☐ Reporting
☒ Payment

Location EFT Data Links Invoices Payments Contacts Notes Change Logs Other

Edit

New Vendor Location for Casablanca - Georgina Stroble

New Read Save Report Previous Next Prenote

New Ctrl+N
New Copy Ctrl+Shift+N

Vendor

Name: Reporting **Vendor:** DJArtist

Description: Reporting DJ Artist

Address

Name Line: Jeffrey Hayden
DJ Artist

Address Line: 5623 Slide Rd
Ste 204

City, State, Zip: Lubbock TX 79424
Country: USA

Phone: 806-423-6523
Fax:
Email:
Web Site:

Vendor Defaults
☐ Order ☒ Reporting
☐ Payment

Location EFT Data Links Other

New Copy Hint: Create a New Copy of this Vendor Location

Vendor Warnings

Vendor Contact - "Jeffrey Hayden (DJArtist)" for Casablanca - Georgina Str...

! Contact is marked "Reporting" but is not linked to the Reporting Location

Vendor Contact for Casablanca

Full Name: ☒ Primary

Vendor: > ☒ Reporting

Name	Information
Prefix:	Job Title: DJ
First: Jeffrey	Mail Stop:
Middle:	Email: 
Last: Hayden	
Suffix:	

Vendor Location	Phone Numbers
Main  >	Work: 806-423-6523 
DJ Artist 5623 Slide Rd Ste 204 Lubbock, TX 79424 USA Phone: 806-423-6523	Mobile: 
	Home: 
	Fax: 
	Other: 

Contact Custom Data Links Notes Change Logs Other

Edit

Form **W-9**
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Go to www.irs.gov/FormW9 for instructions and the latest information.

Give form to the
requester. Do not
send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type.
See *Specific Instructions* on page 3.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.) Ronnie Wilhite	
2 Business name/disregarded entity name, if different from above. Aunt Ronnie's Bakery	
3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. ☒ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate ☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. ☐ Other (see instructions)	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) (Applies to accounts maintained outside the United States.)
3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions ☐	
5 Address (number, street, and apt. or suite no.). See instructions. 465 98th St, #202	Requester's name and address (optional)
6 City, state, and ZIP code Lubbock, TX 79424	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number										
				-				-		
or										
Employer identification number										
*	*			-	*	*	*	*	*	*



New

Read

Save

Report

Previous

Next

Vendor for Casablanca

Code: Ronnie's

Description: Aunt Ronnie's Bakery

Class: Service

Service Vendor

Locations

Order: Main

Payment: Main

Reporting: Reporting

Remit To

Aunt Ronnie's Bakery
4615 98th St
#202
Lubbock, TX 79424
USA
Phone: 806-782-2442

Contacts

Primary: Ronnie Wilhite

Reporting: Ronnie Wilhite

Location: Reporting
Title: Baker
Work: 806-782-2442

Identification

Customer #: cash

Filing Status: Individual/sole proprietor

Reporting Type: Individual

Federal ID: *****

State ID:

Other ID:

Last Contractor Report: 4/7/2014

☐ Separate 1099 Form

Controls

☐ Miscellaneous☐ On Purchase Hold☐ Require PO Number☐ On Payment Hold

Maximum Invoice:

Maximum Payment:

Duplicate Invoice Controls

☒ Invoice Number☒ Amount☒ Date☐ AP Account

Vendor Like:

Invoice Grouping

☐ Location☐ One per Payment☐ Location, AP Account☒ Process Default

Vendor Defaults PO Custom Data Links Locations Contacts Notes Invoices Payments 1099s Purchases Orders Attachments Change Logs Other

Edit



New

Read

Save

Report

Previous

Next

Vendor for Casablanca

Code: Ronnie's

Description: Aunt Ronnie's Bakery

Class: Service

Service Vendor

Locations

Order: Main

Payment: Main

Reporting: Reporting

Remit To

Ronnie Wilhite
DBA Aunt Ronnie's Bakery
4615 98th St
#202
Lubbock, TX 79424
USA

Contacts

Primary: Ronnie Wilhite

Reporting: Ronnie Wilhite

Location: Reporting
Title: Baker
Work: 806-782-2442

Identification

Customer #: cash

Filing Status: Individual/sole proprietor

Reporting Type: Individual

Federal ID: *****

State ID:

Other ID:

Last Contractor Report: 4/7/2014

☐ Separate 1099 Form

Controls

☐ Miscellaneous☐ On Purchase Hold☐ Require PO Number☐ On Payment Hold

Maximum Invoice:

Maximum Payment:

Duplicate Invoice Controls

☒ Invoice Number☒ Amount☒ Date☐ AP Account

Vendor Like:

Invoice Grouping

☐ Location☐ One per Payment☐ Location, AP Account☒ Process Default

Vendor

Defaults

PO

Custom

Data Links

Locations

Contacts

Notes

Invoices

Payments

1099s

Purchases

Orders

Attachments

Change Logs

Other

Edit

Vendor Location - "DJArtist - Main" for Casablanca - Georgina Stroble

New Read Save Report Previous Next Prenote

Vendor Location for Casablanca

Name: Main Vendor: DJArtist

Description: Remit To DJ Artist

Address

Name Line: DJ Artist

Phone: 806-423-6523

Fax:

Address Line: 5623 Slide Rd

Ste 204

City, State, Zip: Lubbock TX 79424

Country: USA

Web Site:

Vendor Defaults

☒ Order ☒ Reporting

☒ Payment

Location EFT Data Links Invoices Payments Contacts Notes Change Logs Other

Edit

Vendor Location - "DJArtist - Main" for Casablanca - Georgina Stroble

New Read Save Report Previous Next Prenote

Vendor Location for Casablanca

Name: Main Vendor: DJArtist

Description: Remit To DJ Artist

Address

Name Line: DJ Artist

Phone: 806-423-6523

Fax:

Address Line: 5623 Slide Rd

Ste 204

City, State, Zip: Lubbock TX 79424

Country: USA

Web Site:

Vendor Defaults

☒ Order ☐ Reporting

☒ Payment

Location EFT Data Links Invoices Payments Contacts Notes Change Logs Other

Edit

Warnings that display

Vendor - "DJArtist" for Casablanca - Georgina Stroble

 Reporting Type is "Individual" but the Vendor has no Reporting Contact

Vendor for Casablanca

Code: DJArtist **Description:** DJ Artist **Class:** Service > Service Vendor

Vendor Locations        

Filters: **Lookup:** ☐ Include Obsolete

Vendor	Vendor Description	Name	Description	Order	Pa...	Reporting	City	State
 DJArtist	DJ Artist	Main	Remit To	Order	Pa...		Lubbock	TX

Vendor Defaults PO Custom Data Links **Locations** Contacts Notes Invoices Payments 1099s Purchases Orders Attachments Change Logs Other

Edit Total: 1 Selected: 0 Order: ^Vendor, ^Name

Comparing Contacts

Vendor Contact - "Jeffrey Hayden (DJArtist)" for Casablanca - Georgina Str...

New Read Save Report Previous Next

Vendor Contact for Casablanca

Full Name: ☒ Primary

Vendor: > DJ Artist ☐ Reporting

Name

Prefix:
First:
Middle:
Last:
Suffix:

Information

Job Title:
Mail Stop:
Email:

Vendor Location

>

DJ Artist
5623 Slide Rd
Ste 204
Lubbock, TX 79424
USA
Phone: 806-423-6523

Phone Numbers

Work:
Mobile:
Home:
Fax:
Other:

Contact Custom Data Links Notes Change Logs Other

Edit

Vendor Contact - "Jeffery Hayden (DJArtist)" for Casablanca - Georgina Str...

New Read Save Report Previous Next

Vendor Contact for Casablanca

Full Name: ☐ Primary

Vendor: > DJ Artist ☒ Reporting

Name

Prefix:
First:
Middle:
Last:
Suffix:

Information

Job Title:
Mail Stop:
Email:

Vendor Location

>

Jeffery Hayden
DJ Artist
5623 Slide Rd
Ste 204
Lubbock, TX 79424
USA
Phone: 806-423-6523

Phone Numbers

Work:
Mobile:
Home:
Fax:
Other:

Contact Custom Data Links Notes Change Logs Other

Edit Hint: Last name of this Contact

What do I need to do NOW

- **Apply for your IRIS TCC**
- **Identify your Vendors whose Filing Status is Individual/Sole Proprietor**

TREASURY/IRS AND OMB USE ONLY DRAFT

Form **W-9**

(Rev. June 2026)

Department of the Treasury
Internal Revenue Service

**Request for Taxpayer
Identification Number and Certification**

Go to www.irs.gov/FormW9 for instructions and the latest information.

Give form to the
requester. Do not
send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, on page 2.

See Specific Instructions on page 3.	1 Name of entity/individual. An entry is required. (For a sole proprietorship or disregarded entity, enter the owner's name on line 1, and enter the business/ disregarded entity's name on line 2.)	
	2 Business name/disregarded entity name, if different from above.	
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate ☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. ☐ Other (see instructions) _____	
4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 4): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ (Applies to accounts maintained outside the United States.)		
3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions ☐		
5 Address (number, street, and apt. or suite no.). See instructions.		
Requester's name and address (optional)		
6 City, state, and ZIP code		
7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). Do not enter the employer identification number (EIN) of a disregarded entity. For a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your EIN. If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number												
				-				-				
or												
Employer identification number												
				-								

DRAFT – DO NOT FILE

DRAFT – DO NOT FILE

How many of you have an import from third party software?

Integrations

ActivityHD AP Integrations

Ramp

CorpayOne

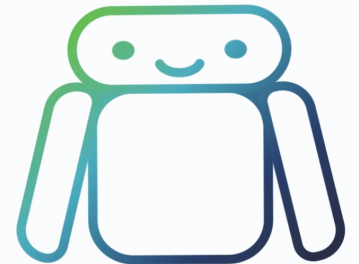
Emburse

Concur

Checkkeeper

Bill.com

+ More



Ramp Integration

Ramp is a corporate card, spend management, and bill-pay platform.

Our ActivityHD integration keeps three areas of Ramp activity in sync with AP:

- Invoices & Bills
- Credit Card Transactions
- Reimbursements

- Connects Ramp and ActivityHD
- Syncs your chart of accounts
- Lets you set key options



Bot - "Ramp Coding Sync" for Demo Implementation - ACW - Chris Oden

Steps
Specify Options
Run Bot

Answers: Defaults

Ramp API Credentials

Updates this company's Ramp accounting connection to match the ActivityHD GL coding (segment items, attribute items, and GL accounts). Enter the Ramp Developer API credentials for this company's Ramp workspace.

Client ID:

Client Secret:

Sync Scope

Normal runs send only coding items that are new or have changed since the last run. Set Full Resync to True only to force a one-time re-push of every item to Ramp (slower) - then set it back to False.

Full Resync:

Safety

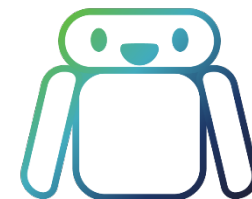
Report Only reads ActivityHD and logs exactly what it would send to Ramp - creates, updates, and obsolete hides - without writing anything. Use it to preview a run (especially a Full Resync) before applying.

Report Only:

<< Back Next >> Finish Cancel

Ramp Coding Sync

- Keeps Ramp current
- Run it occasionally



BRINGING RAMP ACTIVITY INTO AP

Credit Card & Reimbursement Import

Bot - "Ramp CC Import" for Demo Implementation - ACW - Chris Oden

Steps
Specify Options
Run Bot
View Results

Answers: Defaults

Import Ramp credit-card expenses and/or employee reimbursements into AP invoices.

Import Type: CC Expenses

Begin Date:

End Date:

Select Transactions by Statement: False

Include Already-Synced Transactions: False

Client ID:

Client Secret:

<< Back Next >> Finish Cancel

AP Invoice Import

Bot - "Ramp AP Invoice Import" for Demo Implementation - ACW - Chris Oden

Steps
Specify Options
Run Bot
View Results

Answers: Defaults

Import approved Ramp bills into ActivityHD as AP Invoices - one AP Invoice per Ramp bill. The date range filters on the bill's approved date.

Begin Date:

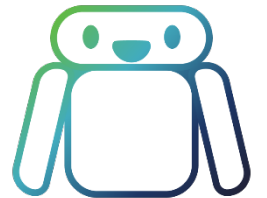
End Date:

Client ID:

Client Secret:

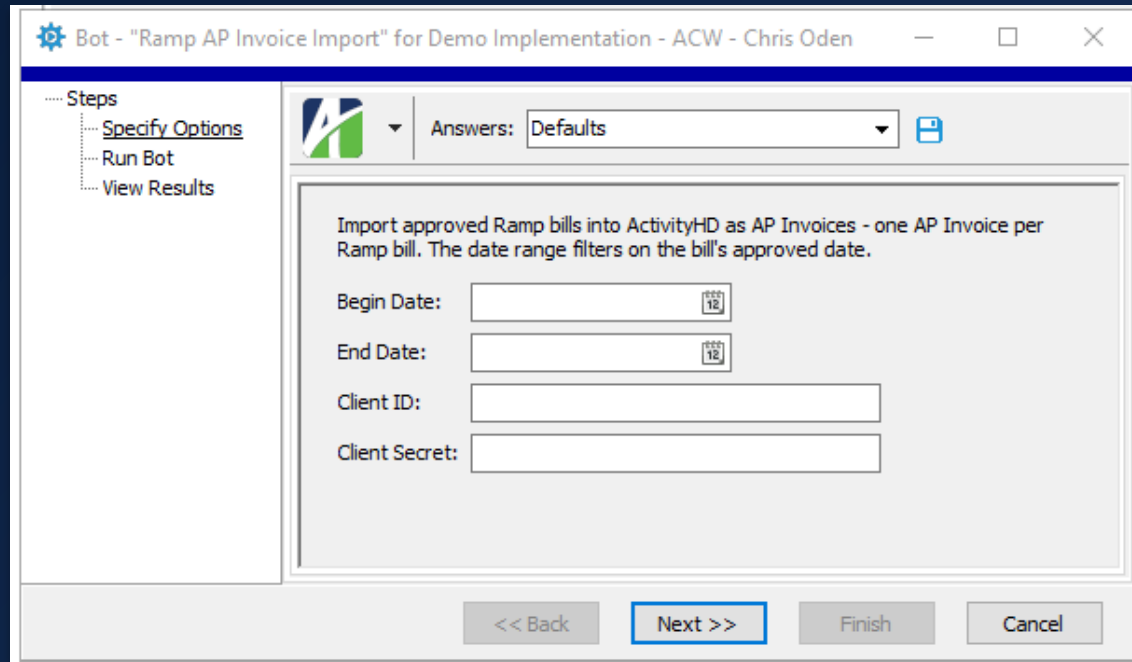
<< Back Next >> Finish Cancel

Both bring approved Ramp activity into ActivityHD as AP invoices

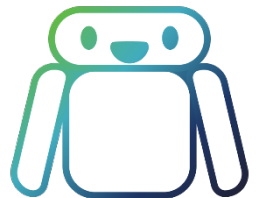


AP Invoice Import

- Pulls approved Ramp bills
- Creates one AP invoice per bill



The screenshot shows a software window titled "Bot - 'Ramp AP Invoice Import' for Demo Implementation - ACW - Chris Oden". On the left, a "Steps" sidebar lists "Specify Options", "Run Bot", and "View Results", with "Specify Options" currently selected. The main area features a header with a logo and a dropdown menu set to "Answers: Defaults". Below this, a text box explains: "Import approved Ramp bills into ActivityHD as AP Invoices - one AP Invoice per Ramp bill. The date range filters on the bill's approved date." There are four input fields: "Begin Date:" and "End Date:" (both with date pickers showing "12/12/12"), "Client ID:", and "Client Secret:". At the bottom, there are four buttons: "<< Back", "Next >>" (highlighted with a blue border), "Finish", and "Cancel".



SAME INVOICE, BOTH SYSTEMS

In Ramp

Conquest →

Save Time Inc.

Overview Activity 3

Status

Amount **\$225.00**

Approval Payment Paid

Payment
\$225.00 · Paid on Sep 12, 2026

Bill details

Invoice number
AHD-TEST-009

Invoice date
September 2, 2026

Due date
September 30, 2026

Description
AHD import test 9 - PAID_MANUALLY with details at creation

Description	Category	Location	Amount
Created already paid by check	Postage Expense 5430	Corporate 00	\$225.00
Invoice total			\$225.00

In ActivityHD

AP Invoice - "Ramp - 1" for Demo Implementation - ACW - Chris Oden

AP Invoice for Demo Implementation

Batch: Ramp Vendor: Conquest Invoice #: AHD-TEST-009 Amount: 225.00

Entry #: 1 Description: AHD import test 9 - PAID_MANUALLY with details at creation Date: 9/2/2026 Balance: 225.00

Invoice Status: New Merge Hold Owner: PO #: Source: Import Payment Location: Main

Approval Dept: Status: Submit

AP Account: 2100-00-A Accounts Payable GL Date: 9/2/2026 GL Batch: Ramp GL Entry: GL Merge #:

Payment Terms Terms: Due: 9/30/2026 Basis: 225.00 Discounts: (none)

Line	Source	Account	Account Description	Event	Debit	Credit	Unit	Description	Memo
1	Invoice	2100-00-A	Accounts Payable			225.00	\$		
2		5430-00-A			225.00				Created already paid by check
Unit: \$					Debit: 0.00				
9/1/2026 to 9/30/2026					Credit: 225.00				

Entry Totals...

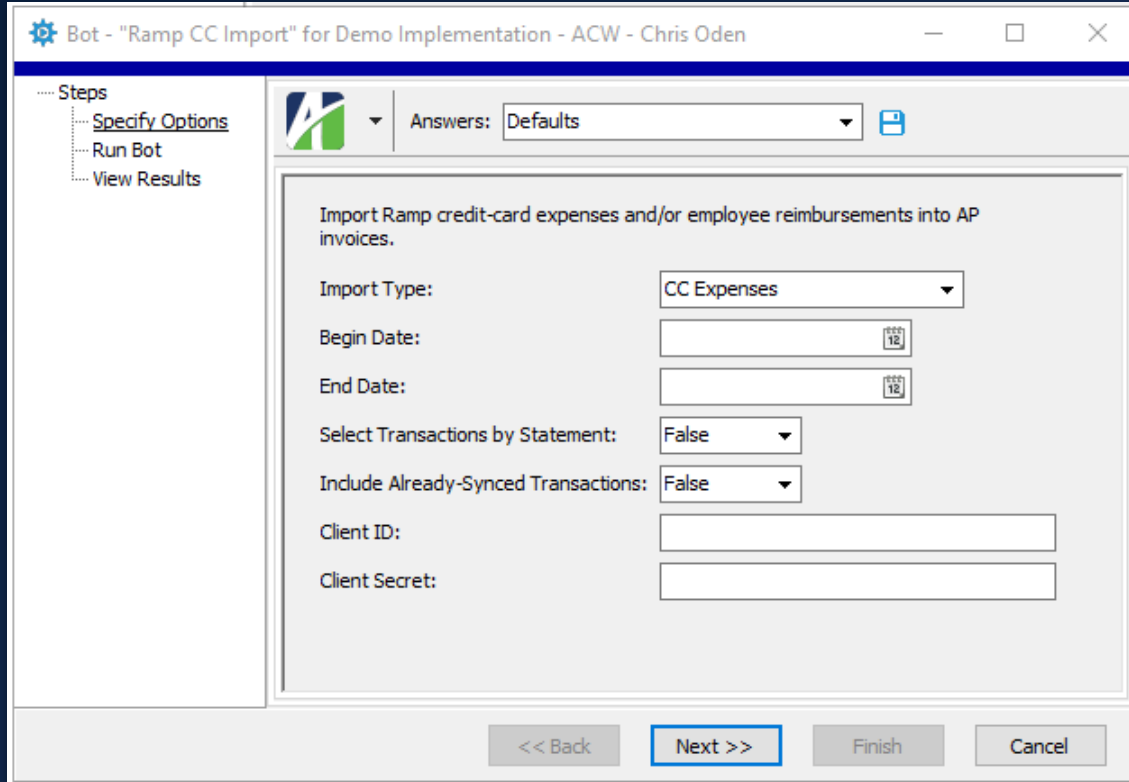
Line	APCode	Description	Type	Basis	Percent	Amount	Memo

Invoice Edit Extra GL Approval History Custom Notes Asset Costs Attachments Change Logs Other

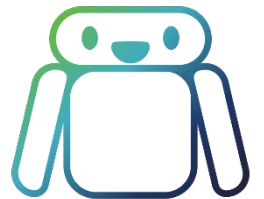
The invoice downloaded from Ramp becomes this AP invoice

Credit Card & Reimbursement Import

- Pulls approved credit card & reimbursement expenses
- Creates one AP invoice per item



The screenshot shows a software window titled "Bot - 'Ramp CC Import' for Demo Implementation - ACW - Chris Oden". On the left is a "Steps" sidebar with "Specify Options" selected. The main area contains a form for importing Ramp credit-card expenses and/or employee reimbursements into AP invoices. The form includes an "Answers" dropdown set to "Defaults", an "Import Type" dropdown set to "CC Expenses", "Begin Date" and "End Date" fields with calendar icons, "Select Transactions by Statement" and "Include Already-Synced Transactions" dropdowns both set to "False", and "Client ID" and "Client Secret" text input fields. At the bottom are buttons for "<< Back", "Next >>" (highlighted with a blue border), "Finish", and "Cancel".





AP Invoice for Demo Implementation

Batch: Ramp **Vendor:** RAMPCC Ramp Credit Card
Entry #: 2 **Description:** Ramp Credit Card Statement

- Attachments
- Ramp_ANDIAMO PIZZA_Dana Alhasawi.jpg (439 ...)
 - Ramp_Black Tap Craft Burgers & Beer_Jack McDa...
 - Ramp_Curb Taxi App_Laura Van Lenten.jpeg (2 ...)
 - Ramp_E Smoke & Convenience_Shaun Flemming....
 - Ramp_Rocco Steakhouse_Jose Millan.jpeg (45 KB)
 - PDF Ramp_Southwest Airlines_Jose Millan.pdf (87 KB)
 - Ramp_Southwest Airlines_Jose Millan.png (152 KB)
 - Ramp_Starbucks_Shaun Flemming.jpeg (705 KB)
 - Ramp_Sunac Fancy Food_Dana Alhasawi.jpg (2 ...)
 - Ramp_The Manhattan Wine Shop_Dana Alhasawi...
 - Ramp_The Wilson_Laura Van Lenten.jpeg (619 KB)
 - Ramp_Uber_Andrew Suiter.png (206 KB)
 - Ramp_Uber_Dana Alhasawi (2).png (336 KB)
 - Ramp_Uber_Dana Alhasawi.png (170 KB)
 - Ramp_Uber_Laisa Alam (2).png (241 KB)
 - Ramp_Uber_Laisa Alam.png (157 KB)
 - PDF Ramp_Uber_Laura Van Lenten.pdf (26 KB)
 - Ramp_Uber_Shaun Flemming (2).png (100 KB)
 - Ramp_Uber_Shaun Flemming.png (285 KB)

Receipt Attachments

- **Receipt images are also downloaded** and attached to ActivityHD AP invoices.
- **Receipt file types include** JPG, JPEG, PNG, and PDF files.

Inputting invoices

CIVICRM

INVOICE

Kate Sneed

Invoice Date:

April 25, 2015

Invoice Number:

INV_98

Reference:

Demonstrators Anonymous

123 Test Dr

CO

Denver 80111

United States

123-446-7890

fxme.domainemail@example.org

Description	Quantity	Unit Price	Sales Tax	Amount USD
Contribution Amount	1	\$ 125.00	No Sales Tax	\$ 125.00
			Sub Total	\$ 125.00
			TOTAL NO Sales Tax	
			TOTAL USD	\$ 125.00
			LESS Amount Paid	\$ 125.00
			AMOUNT DUE:	\$ 0.00

DUE DATE: May 25 ,2015

PAYMENT ADVICE

To:

Demonstrators Anonymous

123 Test Dr

CO

Denver 80111

United States

123-446-7890

fxme.domainemail@example.org

Customer:

Kate Sneed

Invoice Number:

INV_98

Amount Due:

\$ 0.00

Due Date:

May 25 ,2015



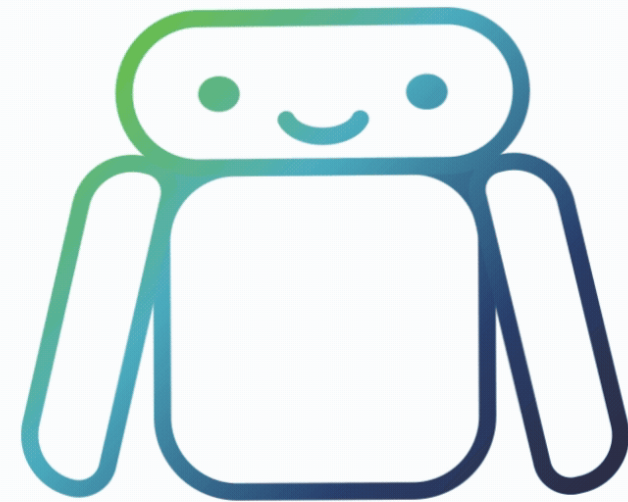
[This Photo](#) by Unknown Author is licensed under [CC BY](#)

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ActivCapture

ActivCapture

- Automate your data entry
- Scan images into invoices
**using OCR technology*
- Trust, but verify



ActivCapture Control - "DEFAULT" for Demo Aspire - ACW - Georgina Stroble



NewReadSavePreviousNext

ActivCapture Control for Demo Aspire

Identifier: DEFAULT

Fields

Description: Starter control. All fields blank = inherit ActivCaptureInvoices_Config. Copy this re

Default Vendor: TEST001

AP Note Type: ActivCapture-Invoice

Auto Threshold %: 85

Warn Threshold %: 65

Detail Mode: All Detail Lines

Override Vendor Defaults: ☒

Fail On No Match: ☒

Fallback Department: Test

Fallback GL Account: 2100-01-00000-A

Fallback Tax Account: 2300-01-00000-A

Fallback AP Account: 2100-01-00000-A

Fallback GL Batch: TM

Last Run Batch: TM

Last Run Date: 2026-07-30 09:18:42

Fallback Other Charges Account:

CustomChange LogsOther

Edit

Invoices" for Demo Aspire - ACW - Georgina Stroble



Answers: Defaults

Create AP Invoices from Folder

Submits each of the invoice files located in the selected folder to the OCR service for data extraction and creates a new AP Invoice. A pdf of the invoice is attached to the created record.

Default vendor, GL accounts, batches, and other settings are read from the ActivCaptureInvoices_Config module bot. Run 'ActivCapture-Invoices Setup' to edit those values.

SPIKE: pick an 'ActivCapture Control' to override config from that control record for this run. Leave blank to use ActivCaptureInvoices_Config only.

Per-Run Options

Control: DEFAULT

Folder: \\aspire\User Profiles\Users\gstroble\My Documents

Batch: AcitvCapture

☐ Run Learner

Review all created invoices before posting.

<< BackNext >>FinishCancel



Activity System (cnx00-ahd1)

Administration

Epico

Administration

General Ledger

Bank Reconciliation

Accounts Payable

> Vendors

Notes

Invoices

Invoice GL Detail

Invoice APCodes

Invoice Extra GL

Approval History

Recurring

> Payments

> Government

Reports

> Setup



\$ Accounts Receivable

CRM

Fixed Assets

Payroll / Human Resources

Purchasing

AP Invoices for Epico

Options: Personal

Filters: Invoices on Hold

Lookup:

Batch - #	St...	Merge #	Vendor	Description	Invoice #	Dept	Date	Approved	Approval Am...	Amount	PO #
-----------	-------	---------	--------	-------------	-----------	------	------	----------	----------------	--------	------



AP Invoices - Fil...

Protecting Your Money

EFT SETUP

Vendor - "CoNetrix" for Demo Aspire - ACW - Georgina Stroble

New Read Save Report Previous Next Bots

Vendor for Demo Aspire

Code: CoNetrix **Description:** CoNetrix Technology

Class
Service Vendor

Identification
Customer #: 456
Filing Status: C Corporation
Federal ID:
State ID:
Other ID:

Controls
☐ Miscellaneous ☐ On Purchase Hold
☐ Require PO Number ☐ On Payment Hold
Maximum Invoice:
Maximum Payment:

Invoice Grouping
☐ Location
☐ Location, AP Account
☐ One Invoice per Payment
☒ Process Default

Duplicate Invoice Controls
☒ Invoice Number
☒ Date
☒ Amount
☐ AP Account
Vendor Like:

Last Contractor Report: 12
☐ Separate 1099 Form

Vendor Defaults PO Custom Data Links Locations Contacts Notes Invoices Payments 1099s Purchases Orders Attachments Edit

Vendor - "CoNetrix" for Demo Aspire - ACW - Georgina Stroble

New Read Save Report Previous Next Bots

Vendor for Demo Aspire

Code: CoNetrix **Description:** CoNetrix Technology

AP Account Mask: 2100-01-00000-A **Accounts Payable**

GL Batch: AP

Preferred Payment: EFT

Pay By Days:

Payment Terms: Cash **Cash Vendor**

Distribution Template: Divisoin 60-40 **60% Division 01, 40% Division 02**

Distribution Account: 6080-??-00000-A

Distribution Attributes
Project:
EventAttr:
Project Code:
Series Type:

Vendor Defaults PO Custom Data Links Locations Contacts Notes Invoices Payments 1099s Purchases Orders Attachments Edit

EFT SETUP

Vendor - "CoNetrix" for Demo Aspire - ACW - Georgina Stroble

New Read Save Report Previous Next Bots

Vendor for Demo Aspire

Code: CoNetrix Description: CoNetrix Technology

Class
Service
Service Vendor

Identification
Customer #: 456
Filing Status: C Corporation
Federal ID:
State ID:
Other ID:
Last Contractor Report: 
☐ Separate 1099 Form

Controls
☐ Miscellaneous ☐ On Purchase Hold
☐ Require PO Number ☐ On Payment Hold
Maximum Invoice:
Maximum Payment:
Duplicate Invoice Controls
☒ Invoice Number
☒ Date
☒ Amount
☐ AP Account
Vendor Like:

Invoice Grouping
☐ Location
☐ Location, AP Account
☐ One Invoice per Payment
☒ Process Default

Vendor Defaults PO Custom Data Links **Locations** Contacts Notes Invoices Payments 1099s Purchases Orders Attachments

Edit

Vendor Location - "CoNetrix - Main" for Demo Aspire - ACW - Georgina Stroble

New Read Save Report Previous Next Prenote

Vendor Location for Demo Aspire

Name: Main Vendor: CoNetrix
Description: Remit To CoNetrix Technology

Address
Name Line: CoNetrix Technology
Address Line:
City, State, Zip:
Country:

Phone:
Fax:
Email: **billing@conetrix.com**
Web Site:

Vendor Defaults
☒ Order ☒ Reporting
☒ Payment

Location EFT Data Links Invoices Payments Contacts Notes Change Logs Other

Edit

Vendor Location - "CoNetrix - Main" for Demo Aspire - ACW - Georgina Strobe

 New Read Save Report Previous Next Prenote

Vendor Location for Demo Aspire

Name: Main **Vendor:** CoNetrix

Description: Remit To CoNetrix Technology

Account Type: Checking

ACH Setup

ABA Routing: 111316887

Account: 4000346789

Nickname:

Prenote Date:

Location EFT Data Links Invoices Payments Contacts Notes Change Logs Other

Edit

Steps

- Specify Options
- Review Payments
- Create Payments
- View Payments



Payments for Demo Aspire

Options: Filters: Lookup:

Batch - #	Vendor	Date	Reference	Net Pay	Disbursed	Merge #	Merge Hold?	Descrip
APEFT - 1	CoNetrix	9/17/2026		8,250.00		861		

Generate Remittance Advice

Regenerate Remittance Advice

Steps

- Specify Options
- Review Payments
- Create Payments
- View Payments

Total: 1



Payments for Demo Aspire

Options: Filters: Lookup:

Batch - #	Vendor	Date	Reference	Net Pay	Disbursed	Merge #	Merge Hold?	Descrip
APEFT - 1	CoNetrix	9/17/2026		8,250.00		861		

Generate Remittance Advice

Regenerate Remittance Advice

Total: 1

Selected: 1 Net Pay: 8,250.00

Order: ▶Date

Hint: Regenerate Remittance Advice for selected Payments

<< Back

Next >>

Finish

Cancel

GENERATE EFT PAYMENT AND EFT ADVICE

ActivityHD Explorer - AP Invoices for Demo Aspire - ACW - Stefanie Rosales

Activity System (CustAct2)

Demo Aspire

- Administration
- General Ledger
- Bank Reconciliation
- Accounts Payable
 - Vendors
 - Notes
 - Invoices
 - Payments
 - Government
 - Reports
 - Setup
- Accounts Receivable
- Contracts Processing
- Fixed Assets
- Payroll / Human Resources
- Purchasing
- Sales and Service
- Demo Implementation

AP Invoices for Demo Aspire

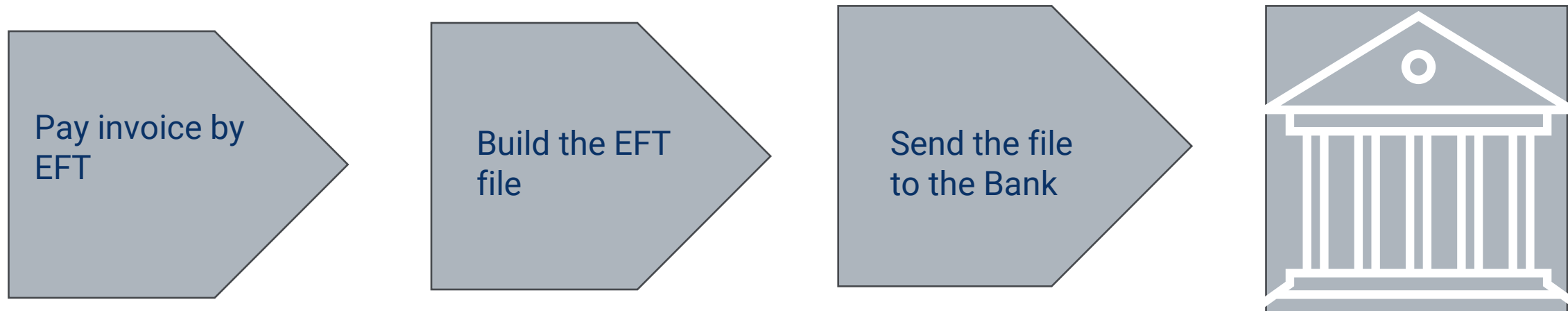
Options: Personal

Filters: Outstanding Invoices

Lookup:

Batch - #	Status	Merge #	Vendor	Invoice #	Date	Amount	NonEmploy...	Balance	Description	Attributes
ally - 43	Outstanding	1023	Ally	Ally97896	9/22/2026	500.00	500.00	500.00	2010 Chevy Van, VIN #6...	
TAM - 22	Outstanding	1022	Petal	123456	8/1/2026	700.00	0.00	700.00	Flowers for Master Stat...	
Utilities - 15	Outstanding	1021	LPL	135769	8/1/2026	158.74		158.74	utility	
gms - 1	Outstanding	1017	Advertising Inc.	07022026	7/2/2026	2,500.00		2,500.00	Billboard Advertising	
Test - 13	Outstanding	1018	Elite	INV-71697	6/20/2026	1,442.36		1,442.36		
TM - 10	Outstanding	1019	Society	INV-97641	6/12/2026	330.13		330.13		
TM - 47	Outstanding	1020	Landry		5/12/2026	2,117.75		2,117.75		
TAM - 6	Outstanding	997	CRMBL		12/30/2025	250.00	250.00	250.00		
AP - 44	Outstanding	985	Confection		11/15/2025	5,500.00	5,500.00	5,500.00	M&Ms for InterActiv 2023	
ZLM - 11	Outstanding	971	ALLSPOHO		10/31/2025	-27,500.00		-27,500.00	Refund of DERBYRM, Inv...	
AP - 40	Outstanding	970	Ally		10/21/2025	500.00	500.00	-500.00	Flowers for Gala	Project: 02, Project Code: O
APPO - 4	Outstanding	986	Hope		11/30/2021	390.57		390.57	Emily K. Hope	
Webinar - 1	Outstanding	944	Birthday		10/4/2021	300.00		300.00		Project: 01, Project Code: J
AP - 31	Outstanding	951	Gables	2231231	1/31/2021	2,000.00	0.00	2,000.00	Purchase Req for 2021	Project Code: OCGALA
BA - 2	Outstanding	940	ACS	123	12/2/2020	800.00		800.00	Office Supplies	
APPR - 1	Outstanding	926	USTreas	1/6/2015	4/26/2016	202.10		202.10	1/6/2015	
APPR - 2	Outstanding	927	USTreas	2015	4/26/2016	7.57		7.57	2015	
APPR - 3	Outstanding	928	LACHild	1/6/2015	4/26/2016	62.76		62.76	51131321321, Harper, ...	
APPR - 4	Outstanding	929	NMChild	1/6/2015	4/26/2016	58.96		58.96	1316541654, Harper, M...	
APPR - 5	Outstanding	930	TXChild	1/6/2015	4/26/2016	78.56		78.56	1354654131, Harper, M...	
APPR - 6	Outstanding	931	TWC	2015	4/26/2016	25.54		25.54	2015	
pay - 341	Outstanding	904	Sharons	41510	12/27/2014	397.58	397.58	397.58		
pay - 335	Outstanding	903	Cake	002320	12/12/2014	250.00	250.00	250.00		
Utilities - 6	Outstanding	902	AtmosCorp	1468223	12/11/2014	169.58		169.58	Gas Bill	
Utilities - 8	Outstanding	900	AtmosDallas	3000561	12/10/2014	208.74		208.74	Gas Bill Dallas	
Utilities - 12	Outstanding	901	Reliant	026789	12/10/2014	254.13		254.13	Electric Dallas Office	
Utilities - 13	Outstanding	939	AtmosDallas	300056111	12/10/2014	208.74		208.74	Gas Bill Dallas	
pay - 346	Outstanding	898	ATT	120911	12/9/2014	908.17		908.17	phones	
Utilities - 10	Outstanding	897	LPL	120611	12/6/2014	200.23		200.23	Electric and Water Paym...	
pay - 355	Outstanding	921	Gables	13211	12/4/2014	1,658.97	1,658.97	1,658.97	holiday floral	

Total: 60 | Selected: 1 Amount: 500.00 Balance: 500.00 | Order: *Date

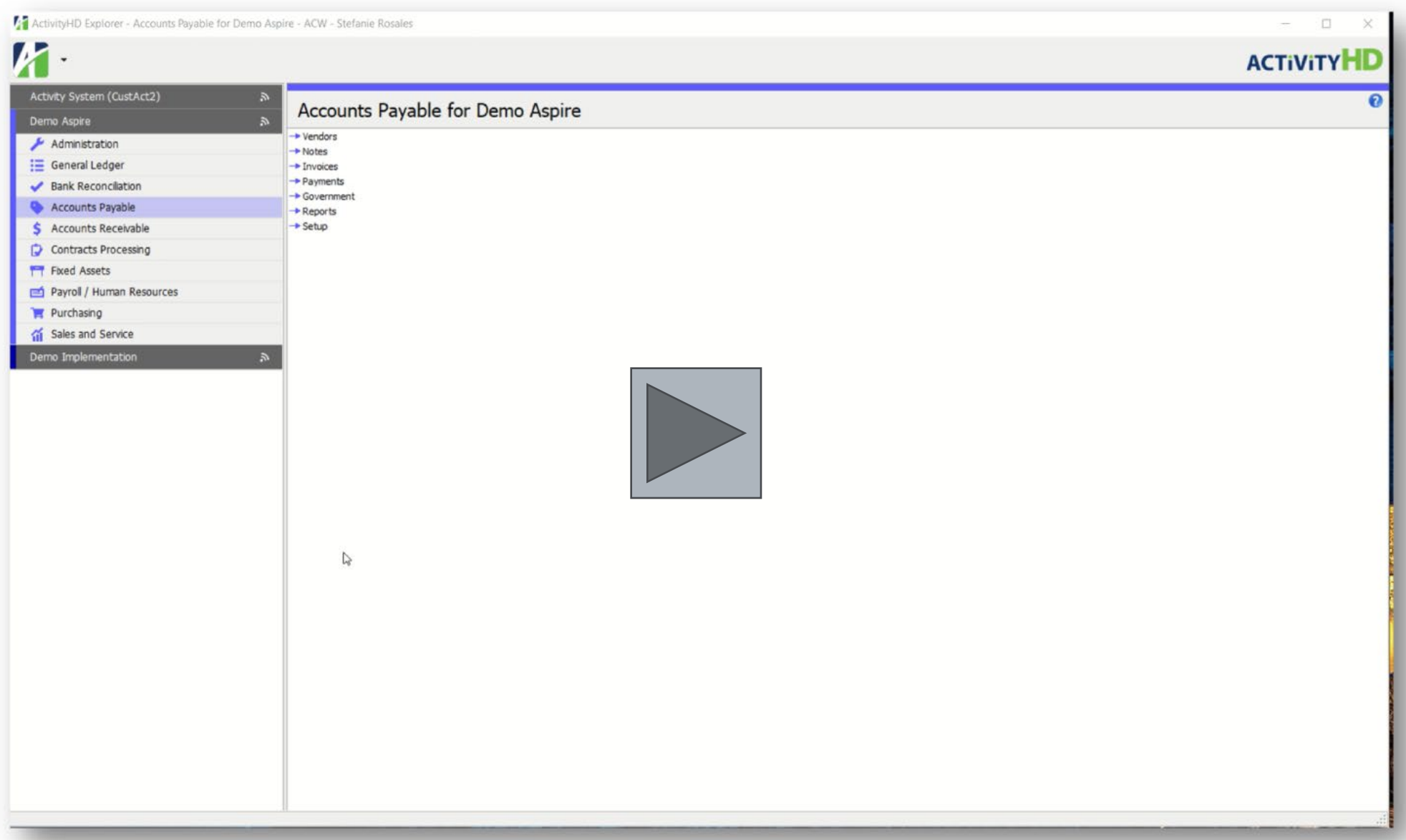




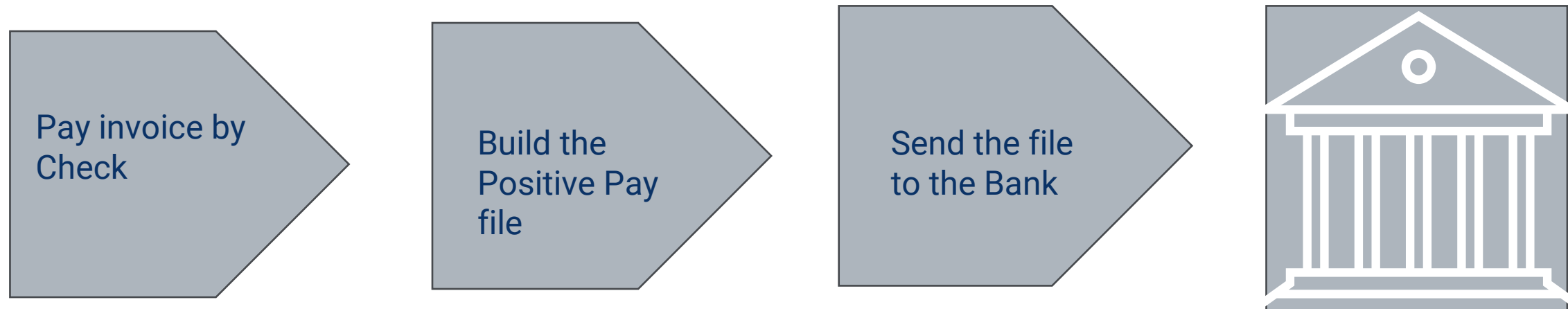
Positive Pay File

- A Positive Pay file has the check number, date the check was issued, the Vendors Name and the amount of the check at a minimum.
- Each Financial Institution has their own format for this file that will need to be customized with your account information.
- This file is typically uploaded to your bank through their online banking system.

POSITIVE PAY



Positive Pay Process





Apply for your IRIS TCC Code

1099 | W-2 | 1095



Thank You!

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