

SARAH ACOSTA

Financial Designs: Beyond Layouts





Sarah Acosta
Implementation Specialist

1

Introduction to Layouts

2

Functions, formulas, and expressions

3

Modifying Layouts

4

Tips and tricks

Introduction to Layouts

LAYOUT OPTIONS

Implementati... Search Sarah S

yHD Developer Help

Segments Accounts Periods Company Validate More

Layout Samples Print Area Print View Filter Clear Reapply Help

Functions

BALANCE SHEET

INCOME STATEMENT, CASH FLOW

TRIAL BALANCE

- Balance Sheet
- Balance Sheet Current vs Previous Year
- Income Statement
- Income Statement 12 Months with YTD
- Income Statement Actual vs Budget YTD
- Income Statement Current vs Previous Year
- Income Statement Current vs YTD
- Income Statement Current vs YTD vs Previous Year
- Trial Balance

J K L M N

USING A LAYOUT

ActivityHD Explorer - Financial Designs for Demo Implementation - ACW - Sarah Acosta



ACTIVITYHD

Activity System (CustAct2)

Demo Implementation

Administration

General Ledger

Chart of Accounts

Journal Entries

Journal Detail

Subsidiary Detail

Allocation Entries

Recurring Entries

Financial Designs

Financial Views

Reports

Setup



Bank Reconciliation

Accounts Payable

Accounts Receivable

Contracts Processing

Fixed Assets

Payroll / Human Resources

Purchasing

Sales and Service

Financial Designs for Demo Implementation

Options: Personal

Filters:

Lookup:

☐ Include Obsolete

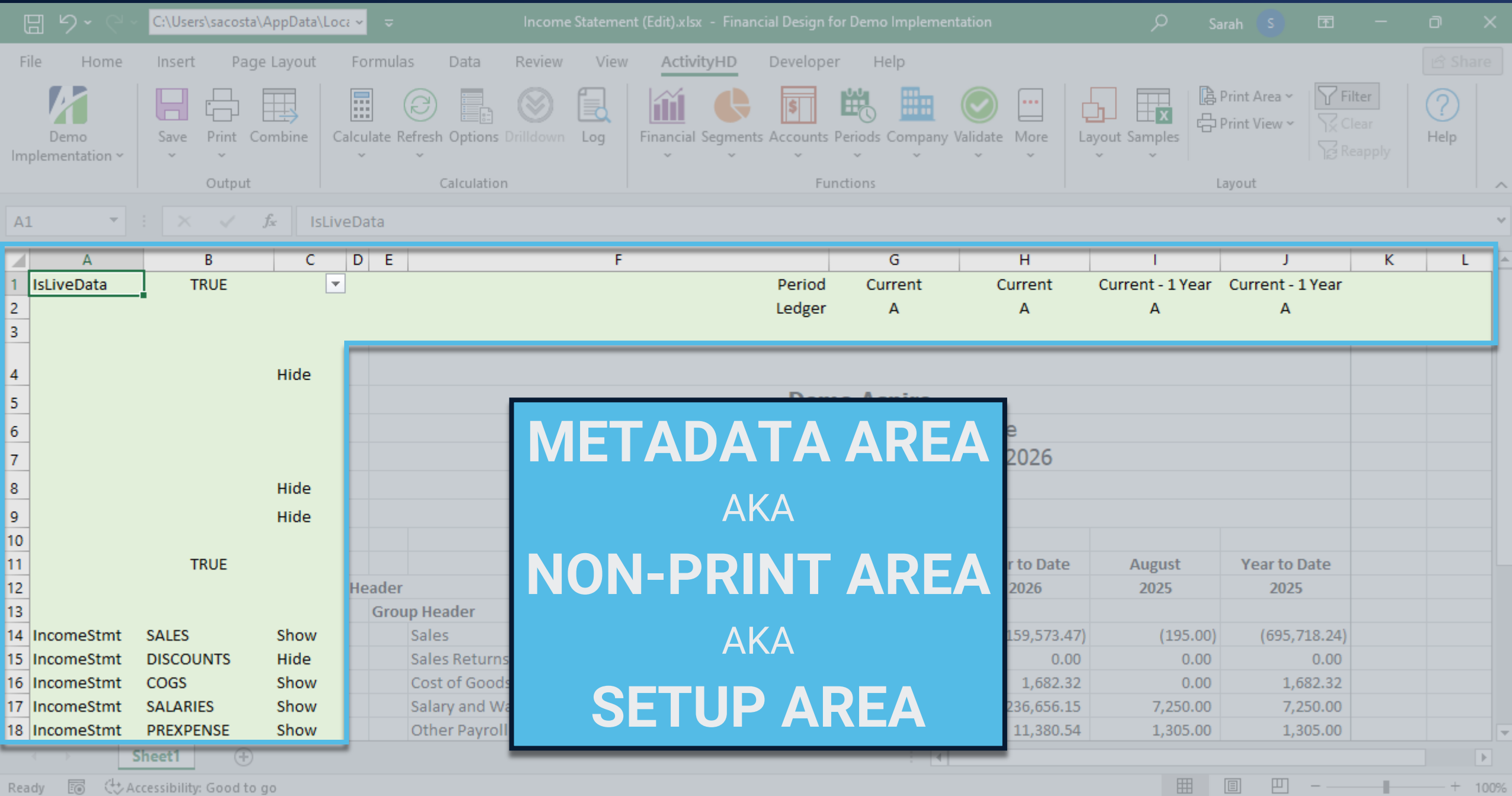
Name	Description	Created	Created ...	Modified	Modified
Balance Sheet - 2	New Balance Sheet	1/2/2026 11:31:26 AM	athumudo	2/10/2026 12:28:48 PM	athumudo
Income Statement - 2	New Income Statement	12/30/2025 1:42:00 PM	athumudo	2/3/2026 1:21:34 PM	athumudo
Income Statement Current vs YTD vs Pre	Income Statement Current vs YTD vs Pre	1/27/2026 9:33:19 AM	athumudo	1/27/2026 9:33:19 AM	athumudo
Income Statement Actual vs Budget vs Pre	Income Statement Actual vs Budget vs Pre	1/23/2026 2:44:29 PM	athumudo	1/23/2026 2:44:29 PM	athumudo
Balance Sheet Current vs. Previous Year	Balance Sheet Current vs. Previous Year	1/22/2026 9:58:03 AM	athumudo	1/23/2026 2:26:28 PM	athumudo
Income Stmt Curr vs YTD vs Prev Yr	Income Statement Current vs YTD vs Previous Year	1/22/2026 9:34:51 AM	athumudo	1/23/2026 2:21:29 PM	athumudo
Income Statement Current vs. Previous Yr	Income Statement Current vs. Previous Year	1/8/2026 11:47:58 AM	athumudo	1/23/2026 2:19:27 PM	athumudo
Income Statement Current vs YTD	Income Statement Current vs YTD	1/16/2026 10:09:47 AM	athumudo	1/23/2026 2:17:03 PM	athumudo
Income Statement 12 Month with YTD	Income Statement 12 Month with YTD	1/14/2026 10:16:31 AM	athumudo	1/23/2026 2:14:56 PM	athumudo
Income Statement Actual vs. Budget YTD	Income Statement Actual vs. Budget YTD	1/6/2026 10:54:30 AM	athumudo	1/23/2026 11:57:47 AM	athumudo
Income Statement	Preinstalled	12/30/2025 10:43:38 AM	sacosta	12/30/2025 10:58:15 AM	sacosta
Balance Sheet	Preinstalled	12/30/2025 10:43:37 AM	sacosta	12/30/2025 10:44:02 AM	sacosta
Income Statement with Commitments	Income Statement with Commitments	10/20/2021 11:24:18 AM	lbogart	12/30/2025 10:43:31 AM	sacosta
Financial Statements	Financial Statements IA SS 2022	6/19/2022 1:54:40 PM	sbrewster	8/26/2025 2:26:52 PM	lbogart

Total: 14

Selected: 1

Order: Modified

LAYOUT STRUCTURE: NON-PRINT AREA



LAYOUT STRUCTURE: NON-PRINT AREA

Income Statement (Edit).xlsx - Financial Design for Demo Implementation

File Home Insert Page Layout Formulas Data Review View **ActivityHD** Developer Help

Save Print Combine Calculate Refresh Options Drilldown Log Financial Segments Accounts Periods Company Validate More Layout Samples Print Area Print View Filter Clear Reapply Help

Output Calculation Functions Layout

A1 IsLiveData

	A	B	C	D	E		G	H	I	J	K	L
1	IsLiveData	TRUE					Period	Current	Current	Current - 1 Year	Current - 1 Year	
2							Ledger	A	A	A	A	
3												
4			Hide									
5												
6												
7												
8			Hide									
9			Hide									
10												
11		TRUE										
12						Header		August 2026	Year to Date 2026	August 2025	Year to Date 2025	
13						Group Header						
14	IncomeStmt	SALES	Show			Sales		(176,388.05)	(1,159,573.47)	(195.00)	(695,718.24)	
15	IncomeStmt	DISCOUNTS	Hide			Sales Returns and Discounts		0.00	0.00	0.00	0.00	
16	IncomeStmt	COGS	Show			Cost of Goods Sold		0.00	1,682.32	0.00	1,682.32	
17	IncomeStmt	SALARIES	Show			Salary and Wage Expense		83,112.20	236,656.15	7,250.00	7,250.00	
18	IncomeStmt	PREXPENSE	Show			Other Payroll Expenses		4,597.10	11,380.54	1,305.00	1,305.00	

Sheet1

Ready Accessibility: Good to go

LAYOUT STRUCTURE: NON-PRINT AREA

Income Statement (Edit).xlsx - Financial Design for Demo Implementation

FileHomeInsertPage LayoutFormulasDataReviewViewActivityHDDeveloperHelp

Demo Implementation

Save

Print

Combine

Output

Calculate

Refresh

Options

Drilldown

Log

Calculation

Financial Segments

Accounts

Periods

Company

Validate

More

Functions

Layout Samples

Print Area

Print View

Layout

Filter

Clear

Reapply

Help

A1

IsLiveData

	A	B	C	D	E	F	G	H	I	J	K	L
1	IsLiveData	TRUE					Period	Current	Current	Current - 1 Year	Current - 1 Year	
2							Ledger	A	A	A	A	
3												
4			Hide									

ACCOUNT, SEGMENT, ROLLUP, OR ATTRIBUTE

ACCOUNT, SEGMENT, ROLLUP, OR ATTRIBUTE ITEM CODE

Income Stmt

SALES

Show

Income Stmt

DISCOUNTS

Hide

Income Stmt

COGS

Show

Income Stmt

SALARIES

Show

Income Stmt

PREXPENSE

Show

Group Header

Sales

Sales Returns and Discounts

Cost of Goods Sold

Salary and Wage Expense

Other Payroll Expenses

August 2026

Year to Date 2026

August 2025

Year to Date 2025

(176,388.05)	(1,159,573.47)	(195.00)	(695,718.24)
0.00	0.00	0.00	0.00
0.00	1,682.32	0.00	1,682.32
83,112.20	236,656.15	7,250.00	7,250.00
4,597.10	11,380.54	1,305.00	1,305.00

Sheet1

Ready

Accessibility: Good to go

100%

LAYOUT STRUCTURE: NON-PRINT AREA

Income Statement (Edit).xlsx - Financial Design for Demo Implementation

File Home Insert Page Layout Formulas Data Review View ActivityHD Developer

Save Print Combine Calculate Refresh Options Drilldown Log Financial Segments Accounts Periods

Output Calculation Functions

A1 IsLiveData

A	B	C	D	E	F
IsLiveData	TRUE				Period Ledger
LIVE DATA FORMULA					
		Hide			
		Hide			
		Hide			
	TRUE				
			Header		
			Group Header		
IncomeStmnt	SALES	Show		Sales	
IncomeStmnt	DISCOUNTS	Hide		Sales Returns and Discounts	
IncomeStmnt	COGS	Show		Cost of Goods Sold	
IncomeStmnt	SALARIES	Show		Salary and Wage Expense	
IncomeStmnt	PREXPENSE	Show		Other Payroll Expenses	

Sheet1

Ready Accessibility: Good to go

Financial Options

Answers: Defaults

Options

Current Period

Calendar: Month Monthly Periods

Expression: Current - 1 period

Year: 2026 Year 2026

Period: 8 August

As of: 8/31/2026

Currency Unit:

☒ Use Live Data ☒ Include Unmerged Entries not on Hold

Iteration Limits

Type	Item(s)

OK Cancel

LAYOUT STRUCTURE: NON-PRINT AREA

Income Statement (Edit).xlsx - Financial Design for Demo Implementation

File Home Insert Page Layout Formulas Data Review View **ActivityHD** Developer Help

Save Print Combine Calculate Refresh Options Drilldown Log Financial Segments Accounts Periods Company Validate More Layout Samples Print Area Print View Filter Clear Reapply Help

Output Calculation Functions Layout

A1 IsLiveData

	A	B	C	D	E	F	G	H	I	J	K	L
1	IsLiveData	TRUE				Period	Current	Current	Current - 1 Year	Current - 1 Year		
2						Ledger	A	A	A	A		
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14	IncomeStmt	SALES	Show									
15	IncomeStmt	DISCOUNTS	Hide									
16	IncomeStmt	COGS	Show									
17	IncomeStmt	SALARIES	Show									
18	IncomeStmt	PREXPENSE	Show									

VALIDATE FORMULA

TRUE

Hide

Hide

Hide

Header

Group Header

	August 2026	Year to Date 2026	August 2025	Year to Date 2025
Sales	(176,388.05)	(1,159,573.47)	(195.00)	(695,718.24)
Sales Returns and Discounts	0.00	0.00	0.00	0.00
Cost of Goods Sold	0.00	1,682.32	0.00	1,682.32
Salary and Wage Expense	83,112.20	236,656.15	7,250.00	7,250.00
Other Payroll Expenses	4,597.10	11,380.54	1,305.00	1,305.00

Sheet1

Ready Accessibility: Good to go

LAYOUT STRUCTURE: NON-PRINT AREA

Income Statement (Edit).xlsx - Financial Design for Demo Implementation

Sarah

FileHomeInsertPage LayoutFormulasDataReviewViewActivityHDDeveloperHelp

SavePrintCombineCalculate Refresh Options Drilldown Log

Financial SegmentsAccountsPeriodsCompanyValidateMore

Layout Samples

Print AreaPrint ViewFilterClearReapply

Help

A1

IsLiveDa

SHOW/HIDE FORMULAS

Sort A to Z

Sort Z to A

Sort by Color

Sheet View

Clear Filter From "(Column C)"

Filter by Color

Text Filters

Search

☒ (Select All)

☒ Hide

☒ Show

☒ (Blanks)

OKCancel

Period	Current	Current	Current - 1 Year	Current - 1 Year
Ledger	A	A	A	A
Demo Aspire				
Income Statement Comparative				
For the Period Ending August 31, 2026				
August 2026	Year to Date 2026	August 2025	Year to Date 2025	
(176,388.05)	(1,159,573.47)	(195.00)	(695,718.24)	
0.00	0.00	0.00	0.00	
0.00	1,682.32	0.00	1,682.32	
83,112.20	236,656.15	7,250.00	7,250.00	
4,597.10	11,380.54	1,305.00	1,305.00	

Ready

Accessibility: Good to go

100%

LAYOUT STRUCTURE: REPORT AREA

REPORT AREA

	A	B	C	D	E	F	G	H	I	J	K	L
1	IsLiveData	TRUE				Period Ledger	Current A	Current A	Current - 1 Year A	Current - 1 Year A		
2												
3												
4												
5												
6												
7												
8												
9												
10												
11		TRUE										
12												
13												
14	IncomeStmt	SALES	Show									
15	IncomeStmt	DISCOUNTS	Hide									
16	IncomeStmt	COGS	Show									
17	IncomeStmt	SALARIES	Show									
18	IncomeStmt	PREXPENSE	Show									

Demo Aspire					
Income Statement Comparative					
For the Period Ending August 31, 2026					
		August 2026	Year to Date 2026	August 2025	Year to Date 2025
Header					
Group Header					
	Sales	(176,388.05)	(1,159,573.47)	(195.00)	(695,718.24)
	Sales Returns and Discounts	0.00	0.00	0.00	0.00
	Cost of Goods Sold	0.00	1,682.32	0.00	1,682.32
	Salary and Wage Expense	83,112.20	236,656.15	7,250.00	7,250.00
	Other Payroll Expenses	4,597.10	11,380.54	1,305.00	1,305.00

LAYOUT STRUCTURE: REPORT AREA

REPORT AREA

			Period Ledger	Current A	Current A	Current - 1 Year A	Current - 1 Year A
COMPANY LEGAL NAME							
Demo Aspire							
Income Statement Comparative							
For the Period Ending August 31, 2026							
			August 2026	Year to Date 2026	August 2025	Year to Date 2025	
Header							
Group Header							
IncomeStmnt	SALES	Show	Sales	(176,388.05)	(1,159,573.47)	(195.00)	(695,718.24)
IncomeStmnt	DISCOUNTS	Hide	Sales Returns and Discounts	0.00	0.00	0.00	0.00
IncomeStmnt	COGS	Show	Cost of Goods Sold	0.00	1,682.32	0.00	1,682.32
IncomeStmnt	SALARIES	Show	Salary and Wage Expense	83,112.20	236,656.15	7,250.00	7,250.00
IncomeStmnt	PREXPENSE	Show	Other Payroll Expenses	4,597.10	11,380.54	1,305.00	1,305.00

LAYOUT STRUCTURE: REPORT AREA

[illegible]

LAYOUT STRUCTURE: REPORT AREA

Income Statement (Edit).xlsx - Financial Design for Demo Implementation

Sarah

FileHomeInsertPage LayoutFormulasDataReviewViewActivityHDDeveloperHelp

Demo Implementation

Save

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Combine

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Log

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Print Area

Print View

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Reapply

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Layout

REPORT AREA

A1

IsLiveData

	A	B	C	D	E	F	G	H	I	J	K	L
1	IsLiveData	TRUE				Period	Current	Current	Current - 1 Year	Current - 1 Year		
2						Ledger	A	A	A	A		
3												
4			Hide									
5												
6												
7												
8			Hide									
9			Hide									
10												
11		TRUE										
12												
13												
14	IncomeStmnt	SALES	Show									
15	IncomeStmnt	DISCOUNTS	Hide									
16	IncomeStmnt	COGS	Show									
17	IncomeStmnt	SALARIES	Show									
18	IncomeStmnt	PREXPENSE	Show									

Sheet1

Demo Aspire

Income Statement Comparative

For the Period Ending August 31, 2026

DATE TEXT AND PERIOD FUNCTIONS

	August			
Header	2026	2026	2025	2025
Group Header				
Sales	(176,388.05)	(1,159,573.47)	(195.00)	(695,718.24)
Sales Returns and Discounts	0.00	0.00	0.00	0.00
Cost of Goods Sold	0.00	1,682.32	0.00	1,682.32
Salary and Wage Expense	83,112.20	236,656.15	7,250.00	7,250.00
Other Payroll Expenses	4,597.10	11,380.54	1,305.00	1,305.00

LAYOUT STRUCTURE: REPORT AREA

Income Statement (Edit).xlsx - Financial Design for Demo Implementation

Sarah

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Layout

Print Area

Print View

Filter

Clear

Reapply

Help

Layout

REPORT AREA

A1

IsLiveData

	A	B	C	D	E	F	G	H	I	J	K	L
1	IsLiveData	TRUE				Period	Current	Current	Current - 1 Year	Current - 1 Year		
2						Ledger	A	A	A	A		
3												
4												
5												
6												
7												
8												
9												
10												
11		TRUE										
12												
13												
14	IncomeStmnt	SALES	Show									
15	IncomeStmnt	DISCOUNTS	Hide									
16	IncomeStmnt	COGS	Show									
17	IncomeStmnt	SALARIES	Show									
18	IncomeStmnt	PREXPENSE	Show									

Sheet1

ERRORS OR WARNINGS FUNCTION

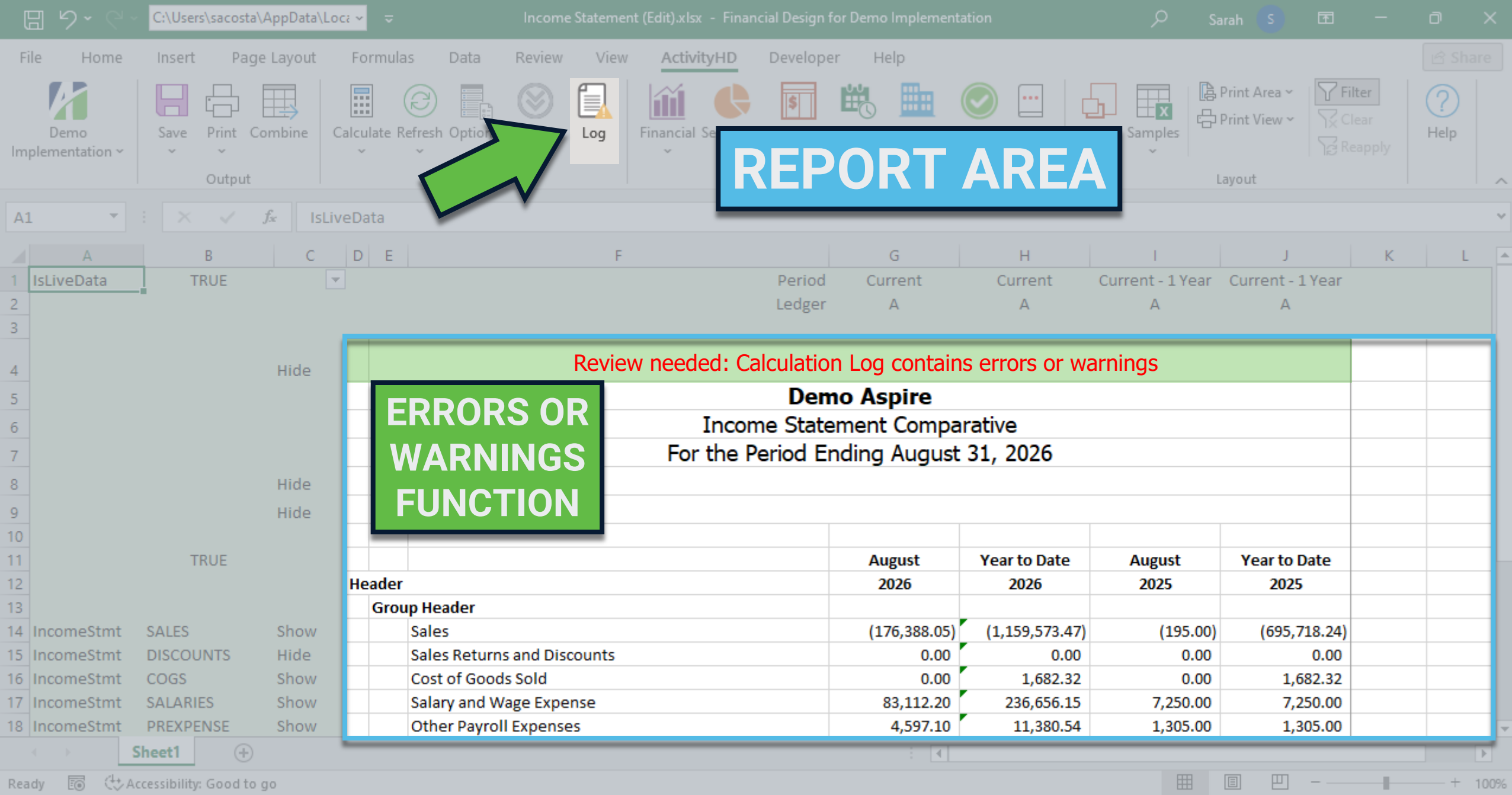
Demo Aspire

Income Statement Comparative

For the Period Ending August 31, 2026

	August 2026	Year to Date 2026	August 2025	Year to Date 2025
Header				
Group Header				
Sales	(176,388.05)	(1,159,573.47)	(195.00)	(695,718.24)
Sales Returns and Discounts	0.00	0.00	0.00	0.00
Cost of Goods Sold	0.00	1,682.32	0.00	1,682.32
Salary and Wage Expense	83,112.20	236,656.15	7,250.00	7,250.00
Other Payroll Expenses	4,597.10	11,380.54	1,305.00	1,305.00

LAYOUT STRUCTURE: REPORT AREA



LAYOUT STRUCTURE: REPORT AREA

[illegible]

LAYOUT STRUCTURE: REPORT AREA

REPORT AREA

Period	Current	Current	Current - 1 Year	Current - 1 Year
Ledger	A	A	A	A
Demo Aspire Income Statement Comparative				
PERIOD FUNCTIONS AND SEGMENT ITEM DESCRIPTION FUNCTIONS				
	August	Year to Date	August	Year to Date
	2026	2026	2025	2025
Header				
Group Header				
IncomeStmnt SALES Show	Sales	(176,388.05)	(1,159,573.47)	(195.00) (695,718.24)
IncomeStmnt DISCOUNTS Hide	Sales Returns and Discounts	0.00	0.00	0.00 0.00
IncomeStmnt COGS Show	Cost of Goods Sold	0.00	1,682.32	0.00 1,682.32
IncomeStmnt SALARIES Show	Salary and Wage Expense	83,112.20	236,656.15	7,250.00 7,250.00
IncomeStmnt PREXPENSE Show	Other Payroll Expenses	4,597.10	11,380.54	1,305.00 1,305.00

LAYOUT STRUCTURE: REPORT AREA

Income Statement (Edit).xlsx - Financial Design for Demo Implementation

Sarah

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Demo Implementation

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REPORT AREA

A1

IsLiveData

	A	B	C	D	E	F	G	H	I	J	K	L
1	IsLiveData	TRUE				Period	Current	Current	Current - 1 Year	Current - 1 Year		
2						Ledger	A	A	A	A		
3												
4			Hide									
5												
6												
7												
8			Hide									
9			Hide									
10												
11		TRUE					August	Year to Date	August	Year to Date		
12							2026	2026	2025	2025		
13												
14	IncomeStmnt	SALES	Show					(1,159,573.47)	(195.00)	(695,718.24)		
15	IncomeStmnt	DISCOUNTS	Hide					0.00	0.00	0.00		
16	IncomeStmnt	COGS	Show					1,682.32	0.00	1,682.32		
17	IncomeStmnt	SALARIES	Show					236,656.15	7,250.00	7,250.00		
18	IncomeStmnt	PREXPENSE	Show					11,380.54	1,305.00	1,305.00		

SEGMENT ITEM DESCRIPTION FUNCTIONS

LAYOUT STRUCTURE: REPORT AREA

Income Statement (Edit).xlsx - Financial Design for Demo Implementation

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Print Area

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REPORT AREA

A1

IsLiveData

IsLiveData

	A	B	C	D	E	F	G	H	I	J	K	L
1	IsLiveData	TRUE				Period	Current	Current	Current - 1 Year	Current - 1 Year		
2						Ledger	A	A	A	A		
3												
4			Hide									
5												
6												
7												
8			Hide									
9			Hide									
10												
11		TRUE					August	Year to Date	August	Year to Date		
12							2026	2026	2025	2025		
13						Header						
14	IncomeStmt	SALES	Show			Group Header						
15	IncomeStmt	DISCOUNTS	Hide			Sales		(1,159,573.47)	(195.00)	(695,718.24)		
16	IncomeStmt	COGS				Sales Returns and Discounts		0.00	0.00	0.00		
17	IncomeStmt	SALARIES	Show			Cost of Goods Sold		1,682.32	0.00	1,682.32		
18	IncomeStmt	PREXPENSE	Show			Salary and Wage Expense		236,656.15	7,250.00	7,250.00		
						Other Payroll Expenses		11,380.54	1,305.00	1,305.00		

SEGMENT ITEM DESCRIPTION FUNCTIONS

SEGMENT ITEM
DESCRIPTION
FUNCTIONS

LAYOUT STRUCTURE: REPORT AREA

Income Statement (Edit).xlsx - Financial Design for Demo Implementation

FileHomeInsertPage LayoutFormulasDataReviewViewActivityHDDeveloperHelp

Demo Implementation

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Calculation

Financial

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Print Area

Print View

Layout

Filter

Clear

Reapply

Help

REPORT AREA

A1

IsLiveData

IsLiveData

	A	B	C	D	E	F	G	H	I	J	K	L
1	IsLiveData	TRUE				Period	Current	Current	Current - 1 Year	Current - 1 Year		
2						Ledger	A	A	A	A		
3												
4			Hide									
5												
6												
7												
8			Hide									
9			Hide									
10												
11		TRUE					August	Year to Date	August	Year to Date		
12							2026	2026	2025	2025		
13						Header						
14	IncomeStmnt	SALES	Show			Group Header						
15	IncomeStmnt	DISCOUNTS	Hide			Sales	(176,388.05)	(1,159,573.47)	(195.00)	(695,718.24)		
16	IncomeStmnt	COGS	Show			Sales Returns and Discou	0.00	0.00	0.00	0.00		
17	IncomeStmnt	SALARIES	Show			Cost of Goods Sold	0.00	1,682.32	0.00	1,682.32		
18	IncomeStmnt	PREXPENSE	Show			Salary and Wage Expense	83,112.20	236,656.15	7,250.00	7,250.00		
						Other Payroll Expenses	4,597.10	11,380.54	1,305.00	1,305.00		

FINANCIAL FUNCTIONS

Sheet1

Ready

Accessibility: Good to go

100%

LAYOUT STRUCTURE: REPORT AREA

Income Statement (Edit).xlsx - Financial Design for Demo Implementation

FileHomeInsertPage LayoutFormulasDataReviewViewActivityHDDeveloperHelp

SavePrintCombine

CalculateRefreshOptionsDrilldownLog

Financial Se

Print AreaPrint View

FilterClearReapply

Help

OutputCalculationLayout

IsLiveData

TRUE

IsLiveData

TRUE

Period	Current	Current	Current - 1 Year	Current - 1 Year
Ledger	A	A	A	A

Hide

Hide

Hide

Income Stmt

Income Stmt

Income Stmt

Income Stmt

Income Stmt

SALES

DISCOUNTS

COGS

SALARIES

PREXPENSE

Show

Hide

Show

Show

Header

Group Header

Sales

Sales Returns and Discou

Salary and Wage Expense

Other Payroll Expenses

August 2026

Year to Date 2026

August 2025

Year to Date 2025

(176,388.05)

(1,159,573.47)

0.00

0.00

0.00

1,682.32

83,112.20

236,656.15

4,597.10

11,380.54

(195.00)

(695,718.24)

0.00

0.00

7,250.00

7,250.00

1,305.00

1,305.00

Sheet1

REPORT AREA

FINANCIAL FUNCTIONS

INCOME STATEMENT ACTUAL VS BUDGET YTD

FileHomeInsertPage LayoutFormulasDataReviewViewActivityHDDeveloperHelp

Demo Implementation

Save

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Drilldown

Log

Financial Segments

Accounts

Periods

Company

Validate

More

Layout

Samples

Print Area

Print View

Filter

Clear

Reapply

Help

Share

A1

IsLiveData

TRUE

Period Ledger

Current A

Current B

Hide

Hide

Hide

TRUE

Header

Group Header

IncomeStmtSALESShowSales(1,083,056.67)(1,709,959.09)(626,902.42)

IncomeStmtDISCOUNTSHideSales Returns and Discounts0.000.000.00

IncomeStmtCOGSShowCost of Goods Sold1,682.3236,855.0035,172.68

IncomeStmtSALARIESShowSalary and Wage Expense160,793.9546,000.00(114,793.95)

IncomeStmtPREXPENSEShowOther Payroll Expenses8,088.4410,764.002,675.56

IncomeStmtGENADMINEXShowOther General and Administrative Exp107,084.21737,250.00630,165.79

Sheet1

Ready

Accessibility: Investigate

100%

BALANCE SHEET CURRENT VS PREVIOUS YEAR

Income Statement (Edit).xlsx - Financial Design for Demo Implementation

File Home Insert Page Layout Formulas Data Review View ActivityHD Developer Help

Save Print Combine Calculate Refresh Options Drilldown Log Financial Segments Accounts Periods Company Validate More

Output Calculation Functions

Layout Samples Print Area Print View Filter Clear Reapply Help

Balance Sheet
Balance Sheet Current vs Previous Year
Income Statement
Income Statement 12 Months with YTD
Income Statement Actual vs Budget YTD
Income Statement Current vs Previous Year
Income Statement Current vs YTD
Income Statement Current vs YTD vs Previous Year
Trial Balance

A1 IsLiveData

	A	B	C	D	E	F	G	H
1	IsLiveData	TRUE				Period	Current	Previous Year
2						Ledger	A	A
3								
4			Hide					
5								
6								
7								
8			Hide					
9			Hide					
10		TRUE						
11								
12								
13	BalSheet	CASH	Show					
14	BalSheet	ACCTSREC	Show					
15	BalSheet	INVENTORY	Hide					
16	BalSheet	PPDEXP	Show					
17	BalSheet	NOTEREC	Hide					
18	BalSheet	STINVEST	Show					

Demo Aspire
Balance Sheet Comparative
As of August 31, 2026

Header	2026	2025
Group Header		
Cash	(486,826.35)	(202,362.57)
Accounts Receivable	2,361,446.24	1,247,314.56
Inventory	0.00	0.00
Prepaid Expenses	163.95	163.95
Notes Receivable	0.00	0.00
Short Term Investments	49,609.43	49,609.43

Sheet1

Ready Accessibility: Investigate

Functions, Formulas, and Expressions

FUNCTIONS

Income Statement (Edit).xlsx - Financial Design for Demo Implementation

File Home Insert Page Layout Formulas Data Review View ActivityHD Developer Help

Save Print Combine Calculate Refresh Options Drilldown Log Financial Segments Accounts Periods Company Validate More Layout Samples Print Area Print View Filter Clear Reapply Help

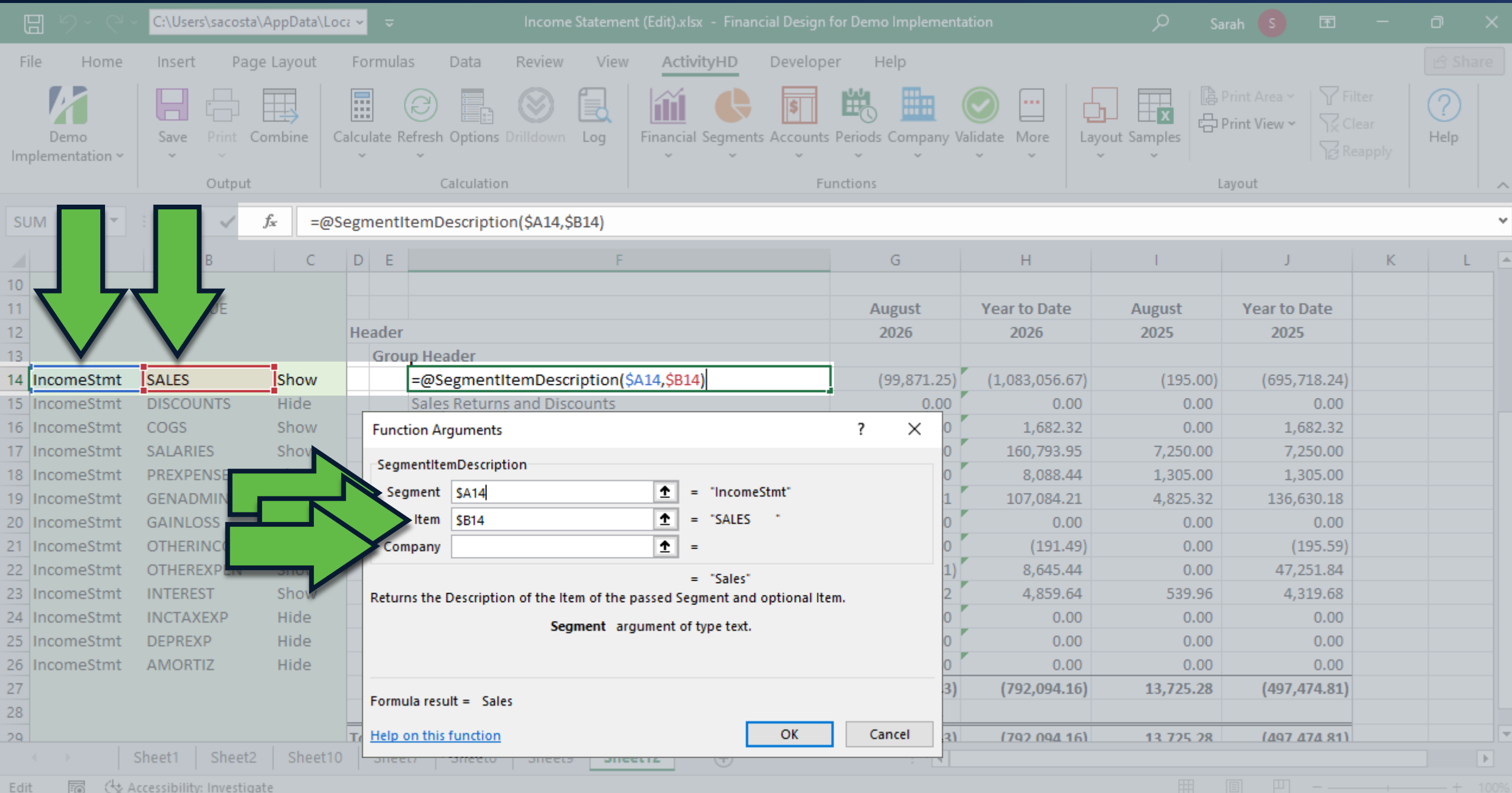
SUM  fx =@SegmentItemDescription(\$A14,\$B14)

	A	C	D	E	F	G	H	I	J	K	L
10											
11		TRUE				August	Year to Date	August	Year to Date		
12					Header	2026	2026	2025	2025		
13					Group Header						
14	IncomeStmt	SALES	Show		=@SegmentItemDescription(\$A14,\$B14)	(99,871.25)	(1,083,056.67)	(195.00)	(695,718.24)		
15	IncomeStmt	DISCOUNTS	Hide		Sales Returns and Discounts	0.00	0.00	0.00	0.00		
16	IncomeStmt	COGS	Show		Cost of Goods Sold	0.00	1,682.32	0.00	1,682.32		
17	IncomeStmt	SALARIES	Show		Salary and Wage Expense	7,250.00	160,793.95	7,250.00	7,250.00		
18	IncomeStmt	PREXPENSE	Show		Other Payroll Expenses	1,305.00	8,088.44	1,305.00	1,305.00		
19	IncomeStmt	GENADMINEX	Show		Other General and Administrative Exp	9,642.81	107,084.21	4,825.32	136,630.18		
20	IncomeStmt	GAINLOSS	Hide		Gain/Loss on Assets	0.00	0.00	0.00	0.00		
21	IncomeStmt	OTHERINCOM	Show		Other Income	0.00	(191.49)	0.00	(195.59)		
22	IncomeStmt	OTHEREXPEN	Show		Other Expenses	(346.31)	8,645.44	0.00	47,251.84		
23	IncomeStmt	INTEREST	Show		Interest Expense	1,079.92	4,859.64	539.96	4,319.68		
24	IncomeStmt	INCTAXEXP	Hide		Income Tax Expense	0.00	0.00	0.00	0.00		
25	IncomeStmt	DEPREXP	Hide		Depreciation Expense	0.00	0.00	0.00	0.00		
26	IncomeStmt	AMORTIZ	Hide		Amortization of Intangible Assets	0.00	0.00	0.00	0.00		
27					Group Total	(80,939.83)	(792,094.16)	13,725.28	(497,474.81)		
28											
29					Total	(80,939.83)	(792,094.16)	13,725.28	(497,474.81)		

Sheet1 Sheet2 Sheet10 Sheet7 Sheet6 Sheet9 Sheet12

Edit Accessibility: Investigate 100%

FUNCTIONS



FUNCTIONS

Cell Reference

- Set up by Layout
- Visible
- Easy to change
- Easy to copy formulas

Literal Text

- Manual
- Hidden
- Prone to error

Function Arguments

SegmentItemDescription

Segment = "IncomeStmt"
Item = "SALES"
Company =

Returns the Description of the Item of the passed Segment and optional Item.

Segment argument of type text.

Formula result = Sales

[Help on this function](#)

OK

Cancel

**SAME
RESULT**

Function Arguments

SegmentItemDescription

Segment = "IncomeStmt"
Item = "SALES"
Company =

Returns the Description of the Item of the passed Segment and optional Item.

Segment argument of type text.

Formula result = Sales

[Help on this function](#)

OK

Cancel

B2

Relative

- Reference is a *relative* position
- Reference will change when copied

\$B\$2

Absolute

- Reference is an *absolute* position
- Reference will not change when copied

\$B2
B\$2

Mixed

- Either column or row is *absolute*, the other is *relative*

FINDING A FUNCTION

Income Statement (Edit).xlsx - Financial Design for Demo Implementation

File Home Insert Page Layout Formulas Data Review View **ActivityHD** Developer Help

Demo Implementation Save Print Combine Calculate Refresh Options Drilldown Log Financial Segments Accounts Periods Company Validate More Layout Samples Print Area Print View Filter Clear Reapply Help

G11	A	B	C	D	E	F	G	H	I	J	K	L
1	IsLiveData	TRUE				Period Ledger	Current A					
2												
3												
4			Hide									
5												
6												
7												
8			Hide									
9			Hide									
10		TRUE										
11						Header						
12						Group Header						
13	BalSheet	CASH	Show			Cash	(5,945.00)					
14	BalSheet	ACCTSREC	Show			Accounts Receivable	97,202.02					
15	BalSheet	INVENTORY	Hide			Inventory	0.00					
16	BalSheet	PPDEXP	Hide			Prepaid Expenses	0.00					
17	BalSheet	NOTEREC	Hide			Notes Receivable	0.00					
18	BalSheet	STINVEST	Hide			Short Term Investments	0.00					

Ready Accessibility: Investigate

FINDING A FUNCTION

Income Statement (Edit).xlsx - Financial Design for Demo Implementation

Sarah S

FileHomeInsertPage LayoutFormulasDataReviewViewActivityHDDeveloperHelp

Demo Implementation

Save

Print

Combine

Calculate

Refresh

Options

Drilldown

Log

Financial Segments

Accounts

Periods

Company

Validate

More

LayoutSamplesPrint AreaPrint ViewFilterClearReapplyHelp

G11

	A	B	C	D	E	F	G	H	I	J	K	L
1	IsLiveData	TRUE				Period	Current					
2						edger	A					
3												
4			Hide									
5												
6												
7												
8			Hide									
9			Hide									
10		TRUE										
11						Header						
12						Group Header						
13	BalSheet	CASH	Show			Cash	(5,945.00)					
14	BalSheet	ACCTSREC	Show			Accounts Receivable	97,202.02					
15	BalSheet	INVENTORY	Hide			Inventory	0.00					
16	BalSheet	PPDEXP	Hide			Prepaid Expenses	0.00					
17	BalSheet	NOTEREC	Hide			Notes Receivable	0.00					
18	BalSheet	STINVEST	Hide			Short Term Investments	0.00					

Sheet1

Ready

Accessibility: Investigate

100%

FINDING A FUNCTION

Income Statement (Edit).xlsx - Financial Design for Demo Implementation

Sarah

FileHomeInsertPage LayoutFormulasDataReviewViewActivityHDDeveloperHelp

Demo Implementation

Save

Print

Combine

Output

Calculate

Refresh

Options

Drilldown

Log

Calculation

Financial Segments

Accounts

Periods

Company

Validate

More

Functions

Layout

Samples

Layout

Print Area

Print View

Layout

Filter

Clear

Reapply

Filter

Help

G11

	A	B	C	D	E	F	G	H	I	J	K	L
1	IsLiveData	TRUE				Period	Current					
2						Ledger	A					
3												
4			Hide									
5												
6												
7												
8			Hide									
9			Hide									
10		TRUE										
11						Header						
12						Group Header						
13	BalSheet	CASH	Show			Cash	(5,945.00)					
14	BalSheet	ACCTREC	Show			Accounts Receivable	97,202.02					
15	BalSheet	INVENTORY	Hide			Inventory	0.00					
16	BalSheet	PPDEXP	Hide			Prepaid Expenses	0.00					
17	BalSheet	NOTEREC	Hide			Notes Receivable	0.00					
18	BalSheet	STINVEST	Hide			Short Term Investments	0.00					

Sheet1

Ready

Accessibility: Investigate

100%

FINDING A FUNCTION

Income Statement (Edit).xlsx - Financial Design for Demo Implementation

File Home Insert Page Layout Formulas Data Review View ActivityHD Developer Help

Demo Implementation Save Print Combine Calculate Refresh Options Drilldown Log Functions Financial Segments Accounts Periods Company Validate More Layout Samples Print Area Print View Filter Clear Reapply Help

G11

	A	B	C	D	E	F	G	H	I	J	K	L
1	IsLiveData	TRUE				Period	Current					
2						Ledger	A					
3												
4			Hide									
5												
6												
7												
8			Hide									
9			Hide									
10		TRUE										
11						Header						
12						Group Header						
13	BalSheet	CASH	Show			Cash	(5,945.00)					
14	BalSheet	ACCTSREC	Show			Accounts Receivable	97,202.02					
15	BalSheet	INVENTORY	Hide			Inventory	0.00					
16	BalSheet	PPDEXP	Hide			Prepaid Expenses	0.00					
17	BalSheet	NOTEREC	Hide			Notes Receivable	0.00					
18	BalSheet	STINVEST	Hide			Short Term Investments	0.00					

Sheet1

Ready Accessibility: Investigate

FINDING A FUNCTION

For report headers, mix of text and functions

Periods

- As of Period End
- For the N Month(s) Ending
- For the Period Beginning
- For the Period Ending
- For the Period Beginning and Ending
- PeriodNumber
- PeriodDescription
- PeriodYear
- PeriodYearDescription
- PeriodCalendar
- PeriodCalendarDescription
- PeriodCalendarMemo
- PeriodCalendarCustomField
- PeriodWorkdays
- PeriodBegin
- PeriodEnd
- PeriodYearBegin
- PeriodYearEnd

FINDING A FUNCTION

The screenshot shows the Microsoft Excel interface with the 'ActivityHD' tab selected. The 'Periods' dropdown menu is open, displaying the following options:

- As of Period End
- For the N Month(s) Ending
- For the Period Beginning
- For the Period Ending
- For the Period Beginning and Ending
- PeriodNumber
- PeriodDescription
- PeriodYear
- PeriodYearDescription
- PeriodCalendar
- PeriodCalendarDescription
- PeriodCalendarMemo
- PeriodCalendarCustomField
- PeriodWorkdays
- PeriodBegin
- PeriodEnd** (highlighted with a green arrow)
- PeriodYearBegin
- PeriodYearEnd

The background spreadsheet shows a table with columns A through F. The table content is as follows:

	A	B	C	D	E	F
1	IsLiveData	TRUE				
2						
3						
4			Hide			
5						
6						
7						
8			Hide			
9			Hide			
10		TRUE				
11						
12						
13	BalSheet	CASH	Show			
14	BalSheet	ACCTSREC	Show			
15	BalSheet	INVENTORY	Hide			
16	BalSheet	PPDEXP	Hide			
17	BalSheet	NOTEREC	Hide			
18	BalSheet	STINVEST	Hide			

FINDING A FUNCTION

File

Home

Insert

Page Layout

Formulas

Data

Review

View

ActivityHD

Developer

Help

Demo Implementation

Save

Print

Combine

Calculate

Refresh

Options

Drilldown

Log

Financial Segments

Accounts

Periods

Company

Validate

More

Layout

Samples

Print Area

Print View

Filter

Clear

Reapply

Help

Share

SUM

X

✓

fx

=@PeriodEnd()

	A	B	C	D	E	F	G	H	I	J	K	L
1	IsLiveData	TRUE				Period	Current					
2						Ledger	A					
3												
4												
5												
6												
7							2026					
8												
9												
10		TRUE										
11												
12												
13	BalSheet	CASH					(5,945.00)					
14	BalSheet	ACCTSREC					97,202.02					
15	BalSheet	INVENTORY					0.00					
16	BalSheet	PPDEXP					0.00					
17	BalSheet	NOTEREC					0.00					
18	BalSheet	STINVEST					0.00					

Sheet1

Function Arguments

?

✕

PeriodEnd

Period

G\$1

↑

= "Current"

Company

↑

=

= 46265

Returns the Ending Date of the passed Period.

Period argument of type text.

Formula result = 46265

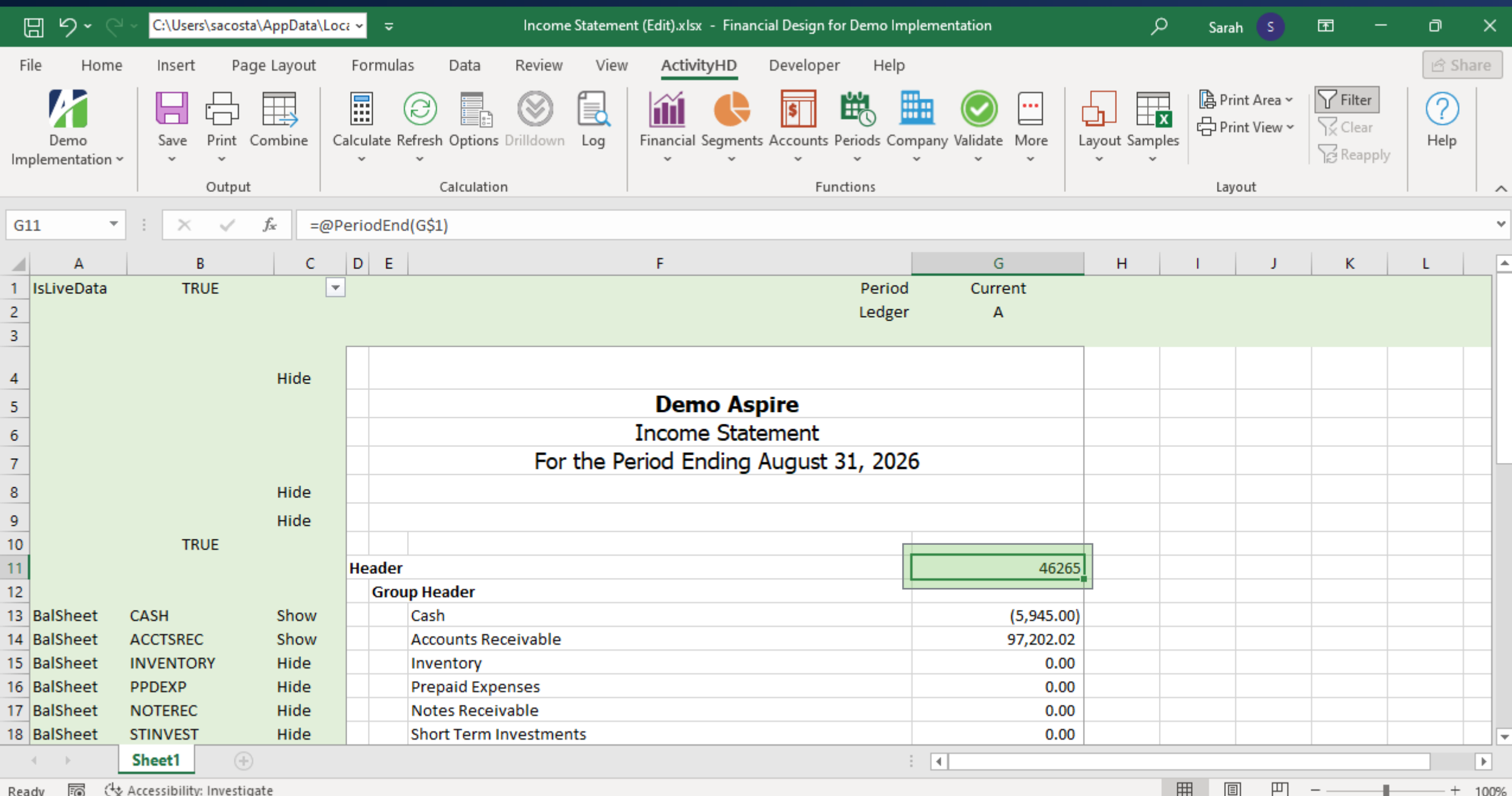
[Help on this function](#)

OK

Cancel

100%

FINDING A FUNCTION



FINDING A FUNCTION

Income Statement (Edit).xlsx - Financial Design for Demo Implementation

File Home Insert Page Layout Formulas Data Review View **ActivityHD** Developer Help

Save Print Combine Calculate Refresh Options Drilldown Log Financial Segments Accounts Periods Company Validate More Layout Samples Print Area Print View Filter Clear Reapply Help

G11 $\times$ $\checkmark$ f_x $=@PeriodEnd(G\$1)$

	A	B	C	D	E	F	G
1	IsLiveData	TRUE				Period	Current
2						Ledger	A
3							
4			Hide				
5							
6							
7							
8			Hide				
9			Hide				
10		TRUE					
11							46265
12							
13	BalSheet	CASH	Show		Cash		(5,945.00)
14	BalSheet	ACCTSREC	Show		Accounts Receivable		97,202.02
15	BalSheet	INVENTORY	Hide		Inventory		
16	BalSheet	PPDEXP	Hide		Prepaid Expenses		
17	BalSheet	NOTEREC	Hide		Notes Receivable		
18	BalSheet	STINVEST	Hide		Short Term Investments		0.00

Sheet1

Ready Accessibility: Investigate

Context Menu:

- Cut
- Copy
- Paste Options:
 - Paste Special...
- Smart Lookup
- Insert...
- Delete...
- Clear Contents
- Quick Analysis
 - Filter >
 - Sort >
- Get Data from Table/Range...
- Insert Comment
- Format Cells...**
- Pick From Drop-down List...
- Define Name...
- Link

FINDING A FUNCTION

Income Statement (Edit).xlsx - Financial Design for Demo Implementation

File Home Insert Page Layout Formulas Data Review View ActivityHD Developer Help

Save Print Combine Calculate Refresh Options Drilldown Log Financial Segments Accounts Periods Company Validate More Layout Samples Print Area Print View Filter Clear Reapply Help

Format Cells

Number Alignment Font Border Fill Protection

Category:

- General
- Number
- Currency
- Accounting
- Date
- Time
- Percentage
- Fraction
- Scientific
- Text
- Special
- Custom

Sample: Aug 2026

Type:

- mmm yyyy
- m/d/yyyy
- d-mmm-yy
- d-mmm
- mmm-yy
- h:mm AM/PM
- h:mm:ss AM/PM
- h:mm
- h:mm:ss
- m/d/yyyy h:mm
- mm:ss
- mm:ss.0
- @

Delete

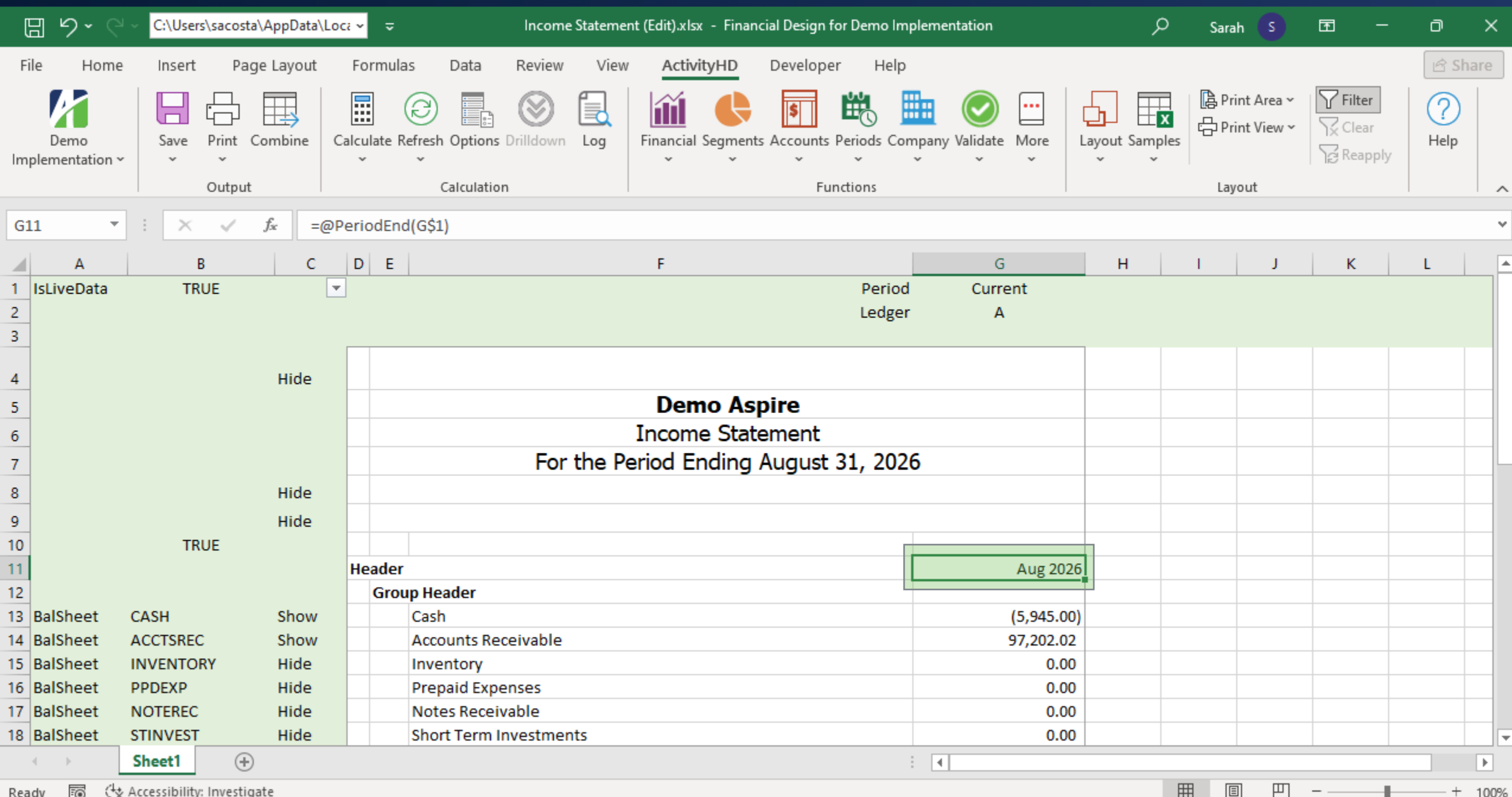
Type the number format code, using one of the existing codes as a starting point.

OK Cancel

Sheet1

Period	Current
Ledger	A
st 31, 2026	
	46265
	(5,945.00)
	97,202.02
	0.00
	0.00
	0.00
	0.00

FINDING A FUNCTION



PERIOD EXPRESSIONS

Income Statement (Edit).xlsx - Financial Design for Demo Implementation

Sarah

FileHomeInsertPage LayoutFormulasDataReviewViewActivityHDDeveloperHelp

Demo Implementation

Save

Print

Combine

Calculate

Refresh

Options

Drilldown

Log

Financial Segments

Accounts

Periods

Company

Validate

More

Layout Samples

Print Area

Print View

Filter

Clear

Reapply

Help

Layout

A1

IsLiveData

PERIOD

Period	Current	Current - 1	Current - 1 Year
Ledger	A	A	A

Financial Options

Answers: Defaults

Options

Current Period

Calendar: MonthMonthly Periods

Expression: Current - 1 period

Year: 2026Year 2026

Period: 8August

As of:

Currency Unit:

Use Live Data

Include Unmerged Entries not on Hold

Demo Aspire

Income Statement Comparative

to Date August 31, 2026

	Aug 2026	Jul 2026	Aug 2025
	(1,083,056.67)	(983,185.42)	(695,718.24)
	0.00	0.00	0.00
	1,682.32	1,682.32	1,682.32
	160,793.95	153,543.95	7,250.00
	8,088.44	6,783.44	1,305.00
	107,084.21	97,441.40	136,630.18
	0.00	0.00	0.00
	(191.49)	(191.49)	(195.59)
	8,645.44	8,991.75	47,251.84
	4,859.64	3,779.72	4,319.68

PERIOD EXPRESSIONS

Income Statement (Edit).xlsx - Financial Design for Demo Implementation

File Home Insert Page Layout Formulas Data Review View ActivityHD Developer Help

Save Print Combine Calculate Refresh Options Drilldown Log Financial Segments Accounts Periods Company Validate More Layout Samples Print Area Print View Filter Clear Reapply Help

IsLiveData TRUE

PERIOD

Period Current Current - 1 Current - 1 Year

Ledger A A

Financial Options

Answers: Defaults

Options

Current Period

Calendar: Month Monthly Periods

Expression: Current - 1 period

Year: 2026 Year 2026

Period: 8 August

As of: 12/12

Currency Unit:

☒ Use Live Data ☒ Include Unmerged Entries not on Hold

Demo Aspire

Income Statement Comparative

As of Date August 31, 2026

	Aug 2026	Jul 2026	Aug 2025
	(1,083,056.67)	(983,185.42)	(695,718.24)
	0.00	0.00	0.00
	1,682.32	1,682.32	1,682.32
	160,793.95	153,543.95	7,250.00
	8,088.44	6,783.44	1,305.00
	107,084.21	97,441.40	136,630.18
	0.00	0.00	0.00
	(191.49)	(191.49)	(195.59)
	8,645.44	8,991.75	47,251.84
	4,859.64	3,779.72	4,319.68

PERIOD EXPRESSIONS

The screenshot displays the Microsoft Excel interface with the 'Financial Options' dialog box open. The dialog box is titled 'Financial Options' and has a tab labeled 'Options'. Under the 'Current Period' section, the following settings are visible:

- Calendar: Month (dropdown)
- Expression: Current (dropdown)
- Year: 2026 (dropdown)
- Period: 9 (dropdown)

The spreadsheet in the background shows a table with the following columns: 'Period', 'Current', 'Current - 1', and 'Current - 1 Year'. The 'Current' column is highlighted in green. A red box labeled 'PERIOD' is placed over the 'Current' header, and a red arrow points from this box to the 'Current' column header in the spreadsheet.

PERIOD EXPRESSIONS

Income Statement (Edit).xlsx - Financial Design for Demo Implementation

Sarah S

FileHomeInsertPage LayoutFormulasDataReviewViewActivityHDDeveloperHelp

Demo Implementation

Save

Print

Combine

Calculate

Refresh

Options

Drilldown

Log

Financial Segments

Accounts

Periods

Company

Validate

More

Layout Samples

Print Area

Print View

Filter

Clear

Reapply

Help

A1

IsLiveData

	A	B	C	D	E	F	G	H	I	P	Q	R	S	T
1	IsLiveData	TRUE				Period Ledger	Current A	Current - 1	Current - 1 Year A					

Financial Options

Answers: Defaults

Options

Current Period

Calendar: MonthMonthly Periods

Expression: Current - 1 period

Year: 2026Year 2026

Period: 8August

As of:

Currency Unit:

☒ Use Live Data☒ Include Unmerged Entries not on Hold

Demo Aspire

Income Statement Comparative

to Date August 31, 2026

	Aug 2026	Jul 2026	Aug 2025
	(1,083,056.67)	(983,185.42)	(695,718.24)
	0.00	0.00	0.00
	1,682.32	1,682.32	1,682.32
	160,793.95	153,543.95	7,250.00
	8,088.44	6,783.44	1,305.00
Comparative Exp	107,084.21	97,441.40	136,630.18
	0.00	0.00	0.00
	(191.49)	(191.49)	(195.59)
	8,645.44	8,991.75	47,251.84
	4,859.64	3,779.72	4,319.68

PERIOD EXPRESSIONS

Income Statement (Edit).xlsx - Financial Design for Demo Implementation

File Home Insert Page Layout Formulas Data Review View ActivityHD Developer Help

Save Print Combine Calculate Refresh Options Drilldown Log Financial Segments Accounts Periods Company Validate More Layout Samples Print Area Print View Filter Clear Reapply Help

Output Calculation Functions Layout

A1 IsLiveData

PERIOD

Period Ledger Current A Current - 1 A Current - 1 Year

Financial Options

Answers: Defaults

Options

Current Period

Calendar: Month Monthly Periods

Expression: Current - 1 period

Year: 2026 Year 2026

Period: 8 August

As of: 12/12

Currency Unit:

Use Live Data Include Unmerged Entries not on Hold

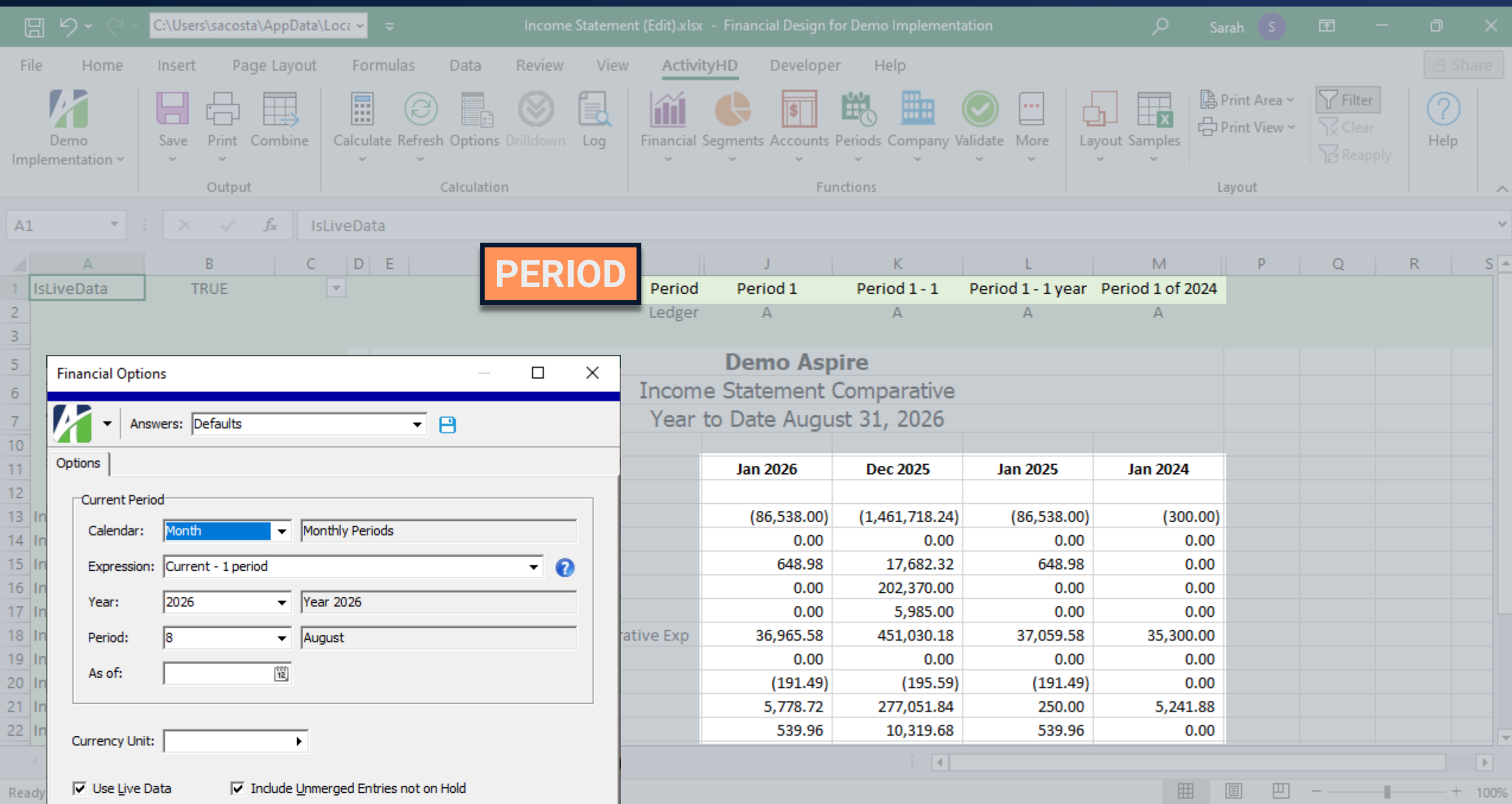
Demo Aspire

Income Statement Comparative

to Date August 31, 2026

	Aug 2026	Jul 2026	Aug 2025
	(1,083,000.00)	(983,185.42)	(695,718.24)
	0.00	0.00	0.00
	1,682.32	1,682.32	1,682.32
	160,793.95	153,543.95	7,250.00
	8,088.44	6,783.44	1,305.00
	107,084.21	97,441.40	136,630.18
	0.00	0.00	0.00
	(191.49)	(191.49)	(195.59)
	8,645.44	8,991.75	47,251.84
	4,859.64	3,779.72	4,319.68

PERIOD EXPRESSIONS



PERIOD EXPRESSIONS

The screenshot displays the 'Financial Options' dialog box, which is used to configure the current period for the income statement. The 'Current Period' section is expanded, showing the following settings:

- Calendar:** Month (Monthly Periods)
- Expression:** Current - 1 period
- Year:** 2026 (Year 2026)
- Period:** 8 (August)
- As of:** [Date field]

A red box highlights the 'PERIOD' label, and a red arrow points from it to the 'Period' dropdown in the dialog. The background shows a spreadsheet with columns for 'Period', 'Period 1', 'Period 1 - 1', 'Period 1 - 1 year', and 'Period 1 of 2024'.

PERIOD EXPRESSIONS

The screenshot shows the 'Financial Options' dialog box in the 'Income Statement (Edit).xlsx' file. The 'Current Period' section is expanded, showing the following settings:

- Calendar: Month
- Expression: Current - 1 period
- Year: 2026
- Period: 8

A red box highlights the 'Period' dropdown, and a red arrow points to it from the word 'PERIOD' in the background. The background shows a spreadsheet with columns for 'Period 1' and 'Period 1 - 1'.

PERIOD EXPRESSIONS

Income Statement (Edit).xlsx - Financial Design for Demo Implementation

FileHomeInsertPage LayoutFormulasDataReviewViewActivityHDDeveloperHelp

SavePrintCombineCalculate Refresh Options Drilldown Log

Financial SegmentsAccountsPeriodsCompanyValidateMore

Print AreaPrint ViewLayout SamplesFilterClearReapplyHelp

A1fxIsLiveData

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
IsLiveData	TRUE								Period Ledger	Period 1 A	Period 1 - 1 A	Period 1 - 1 year	Period 1 of 2024 A					

Financial Options

Answers: Defaults

Options

Current Period

Calendar: MonthMonthly Periods

Expression: Current - 1 period

Year: 2026Year 2026

Period: 8August

As of:

Currency Unit:

☒ Use Live Data☒ Include Unmerged Entries not on Hold

Demo Aspire

Income Statement Comparative

Year to Date August 31, 2026

	Jan 2026	Dec 2025	Jan 2025	Jan 2024
	(86,538.00)	(1,461,718.24)	(86,538.00)	(300.00)
	0.00	0.00	0.00	0.00
	648.98	17,682.32	648.98	0.00
	0.00	202,370.00	0.00	0.00
	0.00	5,985.00	0.00	0.00
Comparative Exp	36,965.58	451,030.18	37,059.58	35,300.00
	0.00	0.00	0.00	0.00
	(191.49)	(195.59)	(191.49)	0.00
	5,778.72	277,051.84	250.00	5,241.88
	539.96	10,319.68	539.96	0.00

PERIOD EXPRESSIONS

The screenshot shows the 'Financial Options' dialog box in the 'Income Statement (Edit).xlsx' file. The dialog is open to the 'Options' tab. Under 'Current Period', the 'Calendar' is set to 'Month', the 'Expression' is 'Current - 1 period', the 'Year' is '2026', and the 'Period' is '8'. A blue arrow points from the 'Period' dropdown in the dialog to the 'Period' dropdown in the spreadsheet's 'Financial Options' dialog. Another blue arrow points from the 'Period 1 of 2024' cell in the spreadsheet to the 'Jan 2024' column header in the 'Income Statement Comparative' table.

PERIOD EXPRESSIONS

Income Statement (Edit).xlsx - Financial Design for Demo Implementation

File Home Insert Page Layout Formulas Data Review View ActivityHD Developer Help

Calendar - "Quarter" for Demo Implementation - ACW - S...

Calendar for Demo Implementation

Code: Quarter Description: Quarterly Periods

Post Control: Warning Open Before: 1 Open After: 1

Years:

Code	Begin Date	End Date	Description
2024	1/1/2024	12/31/2024	2024
2025	1/1/2025	12/31/2025	2025
2026	1/1/2026	12/31/2026	2026

Periods:

Number	Begin Date	End Date	Description
1	1/1/2026	3/31/2026	Quarter 1
2	4/1/2026	6/30/2026	Quarter 2
3	7/1/2026	9/30/2026	Quarter 3
4	10/1/2026	12/31/2026	Quarter 4

Calendar Change Logs Other Developer

Edit

Demo Aspire
Statement Comparative
Date August 31, 2026

	Mar 2026	Sep 2026	Aug 2026
	(327,832.11)	(1,099,381.67)	(1,083,056.67)
	0.00	0.00	0.00
	810.24	1,682.32	1,682.32
	1,819.55	160,793.95	160,793.95
	199.24	8,088.44	8,088.44
Administrative Exp	48,436.14	107,084.21	107,084.21
	0.00	0.00	0.00
	(191.49)	(191.49)	(191.49)
	6,628.72	9,745.64	8,645.44

PERIOD EXPRESSIONS

Calendar - "Quarter" for Demo Implementation - ACW - S...

New

Read

Save

Report

Previous

Next

Periods

Calendar for Demo Implementation

Code: Quarter

Description: Quarterly Periods

Post Control: Warning

Open Before: 1

Open After: 1

Years:

Code	Begin Date	End Date	Description
2024	1/1/2024	12/31/2024	2024
2025	1/1/2025	12/31/2025	2025
2026	1/1/2026	12/31/2026	2026

Periods:

Number	Begin Date	End Date	Description
1	1/1/2026	3/31/2026	Quarter 1
2	4/1/2026	6/30/2026	Quarter 2
3	7/1/2026	9/30/2026	Quarter 3
4	10/1/2026	12/31/2026	Quarter 4

Calendar

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Income Statement (Edit).xlsx - Financial Design for Demo Implementation

Sarah

Share

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Calibri11

Wrap Text

General

Number

Styles

Cells

Editing

Period	Period 1 of 2026	Period Containing Current of Quarter	Period Through Current of Quarter
Ledger	A	A	A

Demo Aspire

Statement Comparative

Date August 31, 2026

	Mar 2026	Sep 2026	Aug 2026
	(327,832.11)	(1,099,381.67)	(1,083,056.67)
	0.00	0.00	0.00
	810.24	1,682.32	1,682.32
	1,819.55	160,793.95	160,793.95
	199.24	8,088.44	8,088.44
trative Exp	48,436.14	107,084.21	107,084.21
	0.00	0.00	0.00
	(191.49)	(191.49)	(191.49)
	6,628.72	9,745.64	8,645.44

PERIOD

Ready

Accessibility: Investigate

100%

PERIOD EXPRESSIONS

Calendar - "Quarter" for Demo Implementation - ACW - S...

New

Read

Save

Report

Previous

Next

Periods

Calendar for Demo Implementation

Code: Quarter

Description: Quarterly Periods

Post Control: Warning

Open Before: 1

Open After: 1

Years:

Code	Begin Date	End Date	Description
2024	1/1/2024	12/31/2024	2024
2025	1/1/2025	12/31/2025	2025
2026	1/1/2026	12/31/2026	2026

Periods:

Number	Begin Date	End Date	Description
1	1/1/2026	3/31/2026	Quarter 1
2	4/1/2026	6/30/2026	Quarter 2
3	7/1/2026	9/30/2026	Quarter 3
4	10/1/2026	12/31/2026	Quarter 4

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Income Statement (Edit).xlsx - Financial Design for Demo Implementation

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Share

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Cells

Editing

Period

Period 1 of 2026 of Quarter

Period Containing Current of Quarter

Period Through Current of Quarter

PERIOD

Demo Aspire

Statement Comparative

Date August 31, 2026

	Mar 2026	Sep 2026	Aug 2026
	(327,832.11)	(1,099,381.67)	(1,083,056.67)
	0.00	0.00	0.00
	810.24	1,682.32	1,682.32
	1,819.55	160,793.95	160,793.95
	199.24	8,088.44	8,088.44
trative Exp	48,436.14	107,084.21	107,084.21
	0.00	0.00	0.00
	(191.49)	(191.49)	(191.49)
	6,628.72	9,745.64	8,645.44

Ready

Accessibility: Investigate

100%

PERIOD EXPRESSIONS

Calendar - "Quarter" for Demo Implementation - ACW - S...

New

Read

Save

Report

Previous

Next

Periods

Calendar for Demo Implementation

Code: Quarter

Description: Quarterly Periods

Post Control: Warning

Open Before: 1

Open After: 1

Years:

Code	Begin Date	End Date	Description
2024	1/1/2024	12/31/2024	2024
2025	1/1/2025	12/31/2025	2025
2026	1/1/2026	12/31/2026	2026

Periods:

Number	Begin Date	End Date	Description
1	1/1/2026	3/31/2026	Quarter 1
2	4/1/2026	6/30/2026	Quarter 2
3	7/1/2026	9/30/2026	Quarter 3
4	10/1/2026	12/31/2026	Quarter 4

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Wrap Text

General

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Editing

Period	Period 1 of 2026 of Quarter	Period Containing Current of Quarter	Period Through Current of Quarter
Ledger	A	A	A

PERIOD

Demo Aspire

Statement Comparative

Date August 31, 2026

	Mar 2026	Sep 2026	Aug 2026
	(327,832.11)	(1,099,381.67)	(1,083,056.67)
	0.00	0.00	0.00
	810.24	1,682.32	1,682.32
	1,819.55	160,793.95	160,793.95
	199.24	8,088.44	8,088.44
trative Exp	48,436.14	107,084.21	107,084.21
	0.00	0.00	0.00
	(191.49)	(191.49)	(191.49)
	6,628.72	9,745.64	8,645.44

Ready

Accessibility: Investigate

100%

PERIOD EXPRESSIONS

Calendar - "Quarter" for Demo Implementation - ACW - S...

New

Read

Save

Report

Previous

Next

Periods

Calendar for Demo Implementation

Code: Quarter

Description: Quarterly Periods

Post Control: Warning

Open Before: 1

Open After: 1

Years:

Code	Begin Date	End Date	Description
2024	1/1/2024	12/31/2024	2024
2025	1/1/2025	12/31/2025	2025
2026	1/1/2026	12/31/2026	2026

Periods:

Number	Begin Date	End Date	Description
1	1/1/2026	3/31/2026	Quarter 1
2	4/1/2026	6/30/2026	Quarter 2
3	7/1/2026	9/30/2026	Quarter 3
4	10/1/2026	12/31/2026	Quarter 4

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A^A

Wrap Text

General

Number

Conditional Formatting

Format as Table

Cell Styles

Insert

Delete

Format

Sort & Filter

Find & Select

Period	Period 1 of 2026 of Quarter	Period Containing Current of Quarter	Period Through Current of Quarter
Ledger	A	A	A

Demo Aspire

Statement Comparative

Date August 31, 2026

	Mar 2026	Sep 2026	Aug 2026
	(327,822.00)	(1,099,381.67)	(1,083,056.67)
	0.00	0.00	0.00
	810.24	1,682.32	1,682.32
	1,819.55	160,793.95	160,793.95
	199.24	8,088.44	8,088.44
Administrative Exp	48,436.14	107,084.21	107,084.21
	0.00	0.00	0.00
	(191.49)	(191.49)	(191.49)
	6,628.72	9,745.64	8,645.44

PERIOD

<https://learn.accountingware.com/activityhd/help/Content/Reference/Period-expressions.htm>Period
expressionsPRCode
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example

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requirementsYou are here: [Reference](#) > Period expressions

Period expressions

A *period expression* describes an accounting period relative to the current period of a calendar.

The most common period expression is "CURRENT" or its equivalent of an empty string "".

Period expressions consist of keywords, numeric constants, string constants, and/or codes strung together using appropriate syntax.

NOTE

To help you interpret the syntax models that follow, keep these things in mind:

Brackets "[]" indicate that the item enclosed is optional.

A vertical pipe "|" indicates "or".

NUMBER represents a numerical constant; it is interpreted as an Excel date number.

STRING represents a string constant; it is interpreted as a date in SQL Server constant date format.

There are two basic types of period expressions:

- **Current.** This type of period expression has the following general syntax:

```
[CURRENT] [PERIOD] [[+/-] NUMBER] [PERIOD | PERIODS | YEAR | YEARS]
```

EXAMPLES



REQUIRED

Type of Function

Activity | Beginning of period – end of period
YearToDate | Beginning of year – end of period
Balance | Beginning of time – end of period

Period

GL Accounts or Attribute Items

OPTIONAL

Company

Unit (currency)

PARTS OF A FINANCIAL FUNCTION

REQUIRED

Type of Function

Activity | Beginning of period – end of period
YearToDate | Beginning of year – end of period
Balance | Beginning of time – end of period

Period

GL Accounts or Attribute Items

OPTIONAL

Company

Unit (currency)

=Activity("Current", "IncomeStmt=SALES", "Ledger=A")

FINANCIAL FUNCTIONS

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SUM

X

✓

fx

=@Activity(G\$1,ItemExpression(\$A14,\$B14),ItemExpression(\$F\$2,G\$2))

A

B

C

D

E

F

G

H

I

J

K

L

1

IsLiveData

TRUE

Period

Current

Current

Current - 1 Year

Current - 1 Year

2

Ledger

A

A

A

A

3

4

5

6

7

8

9

10

11

12

13

14

IncomeStmt

SALES

15

IncomeStmt

COGS

16

IncomeStmt

SALARIES

17

IncomeStmt

PREXPENSE

18

IncomeStmt

GENADMIN

19

IncomeStmt

OTHERINCOM

20

IncomeStmt

OTHEREXPEN

21

IncomeStmt

INTEREST

22

23

24

25

26

27

Sheet1

Sheet2

Function Arguments

?

×

Activity

Period

G\$1

↑

= "Current"

Items1

ItemExpression(\$A14,\$B14)

↑

= "IncomeStmt=""SALES"

Items2

ItemExpression(\$F\$2,G\$2)

↑

= "Ledger=A"

Company

↑

=

Unit

↑

=

Calculates the Activity of a set of Accounts as of the passed Period.

Period argument of type text.

Formula result =

[Help on this function](#)

OK

Cancel

August 2026

Year to Date 2026

August 2025

Year to Date 2025

=@Activity(G\$1,ItemExpression(\$A14,\$B14),ItemExpression(\$F\$2,G\$2))

0.00

1,682.32

0.00

1,682.32

7,250.00

160,793.95

7,250.00

7,250.00

1,305.00

8,088.44

1,305.00

1,305.00

9,642.81

107,084.21

4,825.32

136,630.18

0.00

(191.49)

0.00

(195.59)

(346.31)

8,645.44

0.00

47,251.84

1,079.92

4,859.64

539.96

4,319.68

(80,939.83)

(792,094.16)

13,725.28

(497,474.81)

20 of 28 records found

Calculate

Accessibility: Good to go

100%

FINANCIAL FUNCTIONS

The screenshot shows the Microsoft Excel interface with the 'ActivityHD' tab selected. The formula bar displays the formula: `=@Activity(G$1,ItemExpression($A14,$B14),ItemExpression($F$2,G$2))`. A green arrow points to the 'Period' argument in the formula. Below the formula bar, the spreadsheet shows columns A through L. A green box highlights the 'Period' argument in the formula bar. Another green arrow points to the 'Function Arguments' dialog box, which is open and shows the arguments for the 'Activity' function.

Function Arguments

Argument	Value	Operator	Value
Period	G\$1	=	"Current"
Items1	ItemExpression(\$A14,\$B14)	=	"IncomeStmt=""SALES""
Items2	ItemExpression(\$F\$2,G\$2)	=	"Ledger=A"
Company		=	
Unit		=	

Calculates the Activity of a set of Accounts as of the passed Period.

Period argument of type text.

FINANCIAL FUNCTIONS

Income Statement (Edit).xlsx - Financial Design for Demo Implementation

File Home Insert Page Layout Formulas Data Review View **ActivityHD** Developer Help

Save Print Combine Calculate Refresh Options Drilldown Log Financial Segments Accounts Periods Company Validate More Layout Samples Print Area Print View Filter Clear Reapply Help

SUM : X ✓ fx =@Activity(G\$1,ItemExpression(\$A14,\$B14),ItemExpression(\$F\$2,G\$2))

	A	B	C	D	E	F	G	H	I	J	K	L
1	IsLiveData	TRUE					Period	Current	Current	Current - 1 Year	Current - 1 Year	
2							Ledger	A	A	A		

ACCOUNT, SEGMENT, ROLLUP, OR ATTRIBUTE

ACCOUNT, SEGMENT, ROLLUP, OR ATTRIBUTE ITEM CODE

Function Arguments

Activity

Period	G\$1	=	"Current"
Items1	ItemExpression(\$A14,\$B14)	=	"IncomeStmt=""SALES"""
Items2	ItemExpression(\$F\$2,G\$2)	=	"Ledger=A"
Company		=	
Unit		=	

Calculates the Activity of a set of Accounts as of the passed Period.
Period argument of type text.

FINANCIAL FUNCTIONS

Income Statement (Edit).xlsx - Financial Design for Demo Implementation

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Financial SegmentsAccounts PeriodsCompanyValidateMore

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FilterClearReapply

Help

SUM

×

✓

fx

=@Activity(G\$1,ItemExpression(\$A14,\$B14),ItemExpression(\$F\$2,G\$2))

	A	B	C	D	E	F	H	I	J	K	L
1	IsLiveData	TRUE				Period	Current	Current	Current - 1 Year	Current - 1 Year	
2						Ledger	A	A	A	A	
3											
4											
5											
6											
7											
10											
11		TRUE									
12											
13											
14	IncomeStmnt	SALES	Show								
16	IncomeStmnt	COGS	Show								
17	IncomeStmnt	SALARIES	Show								
18	IncomeStmnt	PREXPENSE	Show								
19	IncomeStmnt	GENADMINEX	Show								
21	IncomeStmnt	OTHERINCOM	Show								
22	IncomeStmnt	OTHEREXPEN	Show								
23	IncomeStmnt	INTEREST	Show								
27											

Income

A

Header

Group Header

Sales

Cost of Goods Sold

Salary and Wage Expense

Other Payroll Expenses

Other General and Administrative Exp

Other Income

Other Expenses

Interest Expense

Group Total

Sheet1

Sheet2

Sheet10

Sheet7

Sheet6

Sheet9

Sheet12

20 of 28 records foundCalculateAccessibility: Good to go

LEDGER

Function Arguments

Activity

PeriodG\$1

Items1ItemExpression(\$A14,\$B14)

Items2ItemExpression(\$F\$2,G\$2)

Company

Unit

Calculates the Activity of a set of Accounts as of the passed Period.

Periodargument of type text.

FINANCIAL FUNCTIONS

C:\Users\sacosta\AppData\Loc...

Income Statement (Edit).xlsx - Financial Design for Demo Implementation

Sarah

S

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SUM

=@Activity(G\$1,ItemExpression(\$A14,\$B14),ItemExpression(\$F\$2,G\$2))

A

B

C

D

E

F

G

H

I

J

K

L

1

IsLiveData

TRUE

Period

Current

Current

Current - 1 Year

Current - 1 Year

2

Ledger

A

A

A

A

3

5

7

10

11

TRUE

12

13

14

IncomeStmnt

SALES

Show

16

IncomeStmnt

COGS

Show

17

IncomeStmnt

SALARIES

Show

18

IncomeStmnt

PREXPENSE

Show

19

IncomeStmnt

GENADMINEX

Show

21

IncomeStmnt

OTHERINCOM

Show

22

IncomeStmnt

OTHEREXPEN

Show

23

IncomeStmnt

INTEREST

Show

27

Income

A

Header

Group Header

Sales

Cost of Goods Sold

Salary and Wage Expense

Other Payroll Expenses

Other General and Administrative Exp

Other Income

Other Expenses

Interest Expense

Group Total

Sheet1

Sheet2

Sheet10

Sheet7

Sheet6

Sheet9

Sheet12

Edit

20 of 28 records found

Calculate

Accessibility: Good to go

Function Arguments

?

Activity

Period

G\$1

= "Current"

Items1

ItemExpression(\$A14,\$B14)

= "IncomeStmnt=""SALES ""

Items2

ItemExpression(\$F\$2,G\$2)

= "Ledger=A"

Company

=

Unit

=

=

Calculates the Activity of a set of Accounts as of the passed Period.

Period argument of type text.

Modifying Layouts

ADDING COMMON COLUMNS AND CALCULATIONS

C:\Users\sacosta\AppData\Local

Income Statement (Edit).xlsx - Financial Design for Demo Implementation

Sarah

S

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Layout

A1

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1																			
2																			
3																			
4																			
5																			
6																			
7																			
8																			
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12																			
13																			
14																			
15																			
16																			
17																			
18																			
19																			
20																			

Sheet1

Ready

Accessibility: Investigate

100%

COLUMNS BY SEGMENT, ATTRIBUTE, OR ROLLUP ITEM



C:\Users\sacosta\AppData\Loc...

Income Statement (Edit).xlsx - Financial Design for Demo Implementation



Sarah



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Demo Implementation



Save



Print



Combine

Output



Calculate



Refresh



Options



Drilldown



Log

Calculation



Financial Segments



Accounts



Periods



Company



Validate



More

Functions



Layout



Samples



Print Area



Print View

Layout



Filter

Clear

Reapply



Help

^

A1



A

B

C

D

E

F

G

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P

Q

R

S

T

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

16

17

18

19

20

Sheet1



Ready



Accessibility: Good to go



100%

Tips and Tricks

- ★ Make cell references relative, absolute, or mixed the first time you write the formula
- ★ Find and Replace is your BEST friend for sweeping changes
- ★ Always clear all filters before editing any Financial Design
- ★ Use Paste Formula to copy a formula without copying its formatting

- ★ As with any spreadsheet, begin with the assumption that anything is possible, all you have to do is figure out how!
- ★ Take advantage of your ACW support resource 😊

- ★ Financial Design and Financial View Basics
- ★ Preventative Care for Financial Designs
- ★ Publishing Financial Designs
- ★ Advanced Financial Reporting in ActivityHD
- ★ Three Elements of an Effective Financial Statement

learn.accountingware.com/activityhd/help/Content/Webinars.htm



Thank You!

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