

SARAH ACOSTA

Excellence in Excel





Sarah Acosta
Implementation Specialist





How do you feel about Microsoft Excel?

Love it

Like it

Neutral

Dislike it

Hate it

Love it...



and hate it?

1

Copying ActivityHD data to Excel

2

Keyboard shortcuts

3

Functions, functions, and more functions

4

Pivot tables

5

Miscellaneous tips and tricks



Copying ActivityHD Data to Excel

DATA TO EXCEL

ActivityHD Explorer - Subsidiary Detail 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

Customers

Notes

Invoices

Summary Invoices

Receipts

Deposits

Statements

Reports

Setup

Contracts Processing

Subsidiary Detail for Demo Implementation

Options: Deferred Income Recon*

Filters:

Lookup:

System Source: (All)

Journal E...		Account	Pos...	Debit	Credit	Net	System-...	Event Description	Sour...	Source Name	Sou...	Source D...	Source Description
AR - 178	2	2185-00-A	8/20/2025		1,850.00	-1,850.00	AR-Invoice	4-H Club of Lubbock	4HLubb	4-H Club of Lubbock	00658	8/20/2025	Settlement: New Years 2025
AR - 178	2	2185-00-A	8/20/2025		450.00	-450.00	AR-Invoice	4-H Club of Lubbock	4HLubb	4-H Club of Lubbock	00658	8/20/2025	Settlement: New Years 2025
AR - 178	2	2185-00-A	8/20/2025		180.00	-180.00	AR-Invoice	4-H Club of Lubbock	4HLubb	4-H Club of Lubbock	00658	8/20/2025	Settlement: New Years 2025
AR - 178	2	2185-00-A	8/20/2025				AR-Invoice	4-H Club of Lubbock	4HLubb	4-H Club of Lubbock	00658	8/20/2025	Settlement: New Years 2025
AR - 178	2	2185-00-A	8/20/2025				AR-Invoice	4-H Club of Lubbock	4HLubb	4-H Club of Lubbock	00658	8/20/2025	Settlement: New Years 2025
AR - 178	2	2185-00-A	8/20/2025				AR-Invoice	4-H Club of Lubbock	4HLubb	4-H Club of Lubbock	00658	8/20/2025	Settlement: New Years 2025
AR - 178	2	2185-00-A	8/20/2025				AR-Invoice	4-H Club of Lubbock	4HLubb	4-H Club of Lubbock	00658	8/20/2025	Settlement: New Years 2025
AR - 127	2	2185-00-A	7/24/2025				AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	00622	7/24/2025	Settlement: Summer Home Sl
AR - 127	2	2185-00-A	7/24/2025				AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	00622	7/24/2025	Settlement: Summer Home Sl
AR - 127	2	2185-00-A	7/24/2025				AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	00622	7/24/2025	Settlement: Summer Home Sl
AR - 127	2	2185-00-A	7/24/2025				AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	00622	7/24/2025	Settlement: Summer Home Sl
AR - 127	2	2185-00-A	7/24/2025				AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	00622	7/24/2025	Settlement: Summer Home Sl
AR - 127	2	2185-00-A	7/24/2025				AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	00622	7/24/2025	Settlement: Summer Home Sl
AR - 127	2	2185-00-A	7/24/2025				AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	00622	7/24/2025	Settlement: Summer Home Sl
AR - 127	2	2185-00-A	7/24/2025				AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	00622	7/24/2025	Settlement: Summer Home Sl
AR - 130	1	2185-00-A	7/23/2025				AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	00622	7/23/2025	Settlement: Summer Home Sl
AR - 129	2	2185-00-A	7/22/2025				AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	00622	7/22/2025	Settlement: Summer Home Sl
AR - 128	1	2185-00-A	7/21/2025				AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	00622	7/21/2025	Settlement: Summer Home Sl
AR - 128	1	2185-00-A	7/21/2025	200.00		200.00	AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	00622	7/21/2025	Settlement: Summer Home Sl
AR - 128	1	2185-00-A	7/21/2025	1,850.00		1,850.00	AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	00622	7/21/2025	Settlement: Summer Home Sl
AR - 126	2	2185-00-A	7/15/2025		1,850.00	-1,850.00	AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	00621	7/15/2025	Rent Payment
AR - 177	2	2185-00-A	7/1/2025		500.00	-500.00	AR-Invoice	4-H Club of Lubbock	4HLubb	4-H Club of Lubbock	00655	7/1/2025	Contract Payment

Read Ctrl+R

Edit Ctrl+E

Bots...

Copy to Clipboard Ctrl+C

Copy to Excel Ctrl+Shift+C

Select All Ctrl+A

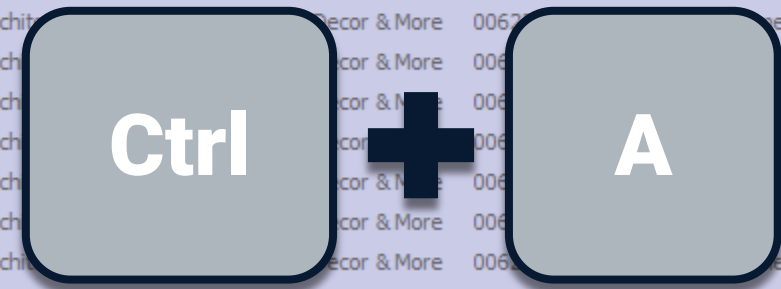
Zoom In Ctrl+Num +

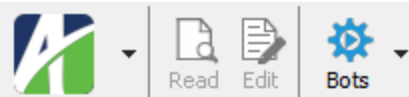
Zoom Out Ctrl+Num -

Options...

Refresh F5

Developer Tool... Ctrl+F12





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Contracts Processing

Subsidiary Detail for Demo Implementation

Options: Deferred Income Recon*

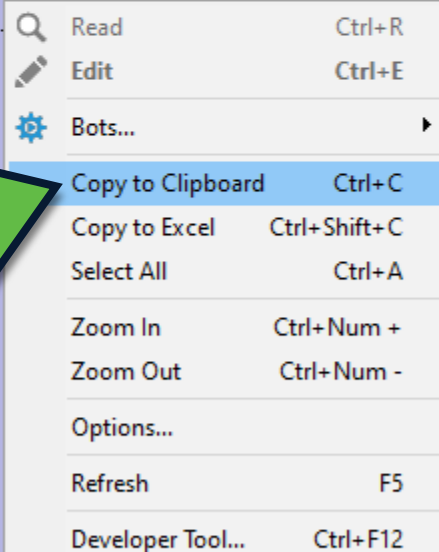
Filters:

Lookup:

System Source:

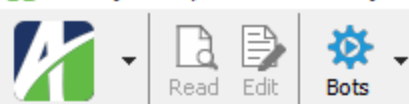
(All)

Journal E...	...	Account	Pos...	Debit	Credit	Net	System-...	Event Description	Sour...	Source Name	Sou...	Source D...	Source Description
AR - 178	2	2185-00-A	8/20/2025		1,850.00	-1,850.00	AR-Invoice	4-H Club of Lubbock	4HLubb	4-H Club of Lubbock	00658	8/20/2025	Settlement: New Years 2025
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AR - 126	2	2185-00-A	7/15/2025		1,850.00	-1,850.00	AR-Invoice		Home	Home Decor & More	00621	7/15/2025	Rent Payment
AR - 177	2	2185-00-A	7/1/2025		500.00	-500.00	AR-Invoice	4-H Club of Lubbock	4HLubb	4-H Club of Lubbock	00655	7/1/2025	Contract Payment



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AR - 178	2	2185-00-A	8/20/2025		450.00	-450.00	AR-Invoice	4-H Club of Lubbock	4HLubb	4-H Club of Lubbock	00658	8/20/2025	Settlement: New Years 2025
AR - 178	2	2185-00-A	8/20/2025		180.00	-180.00	AR-Invoice	4-H Club of Lubbock	4HLubb	4-H Club of Lubbock	00658	8/20/2025	Settlement: New Years 2025
AR - 178	2	2185-00-A	8/20/2025				AR-Invoice	4-H Club of Lubbock	4HLubb	4-H Club of Lubbock	00658	8/20/2025	Settlement: New Years 2025
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AR - 127	2	2185-00-A	7/24/2025				AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	00622	7/24/2025	Settlement: Summer Home Sl
AR - 127	2	2185-00-A	7/24/2025				AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	00622	7/24/2025	Settlement: Summer Home Sl
AR - 127	2	2185-00-A	7/24/2025				AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	00622	7/24/2025	Settlement: Summer Home Sl
AR - 127	2	2185-00-A	7/24/2025				AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	00622	7/24/2025	Settlement: Summer Home Sl
AR - 127	2	2185-00-A	7/24/2025				AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	00622	7/24/2025	Settlement: Summer Home Sl
AR - 127	2	2185-00-A	7/24/2025				AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	00622	7/24/2025	Settlement: Summer Home Sl
AR - 127	2	2185-00-A	7/24/2025				AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	00622	7/24/2025	Settlement: Summer Home Sl
AR - 127	2	2185-00-A	7/24/2025				AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	00622	7/24/2025	Settlement: Summer Home Sl
AR - 130	1	2185-00-A	7/23/2025				AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	00622	7/23/2025	Settlement: Summer Home Sl
AR - 129	2	2185-00-A	7/22/2025				AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	00622	7/22/2025	Settlement: Summer Home Sl
AR - 128	1	2185-00-A	7/21/2025				AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	00622	7/21/2025	Settlement: Summer Home Sl
AR - 128	1	2185-00-A	7/21/2025				AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	00622	7/21/2025	Settlement: Summer Home Sl
AR - 128	1	2185-00-A	7/21/2025	1,850.00		1,850.00	AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	00622	7/21/2025	Settlement: Summer Home Sl
AR - 126	2	2185-00-A	7/15/2025		1,850.00	-1,850.00	AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	00621	7/15/2025	Rent Payment
AR - 177	2	2185-00-A	7/1/2025		500.00	-500.00	AR-Invoice	4-H Club of Lubbock	4HLubb	4-H Club of Lubbock	00655	7/1/2025	Contract Payment

Read

Ctrl+R

Edit

Ctrl+E

Bots...

Copy to Clipboard

Ctrl+C

Copy to Excel

Ctrl+Shift+C

Select All

Ctrl+A

Zoom In

Ctrl+Num +

Zoom Out

Ctrl+Num -

Options...

Refresh

F5

Developer Tool...

Ctrl+F12

Ctrl + C

DATA TO EXCEL

Excel interface showing the ribbon and a blank worksheet.

The ribbon includes tabs: File, Home, Insert, Page Layout, Formulas, Data, Review, View, ActivityHD, Developer, Help.

The Home tab is active, showing groups: Clipboard, Font, Alignment, Number, Styles, Cells, and Editing.

A green arrow points to the Paste button in the Clipboard group.

The worksheet grid shows columns A through S and rows 1 through 20. Cell A1 is selected.

At the bottom, a large graphic displays the keyboard shortcut: **Ctrl + V**.

Ready Accessibility: Good to go

DATA TO EXCEL

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

Clipboard Font Alignment Number Styles Cells Editing

Calibri 11 A A B I U Wrap Text Merge & Center General \$ % .00 .00 Conditional Formatting Format as Table Cell Styles Insert Delete Format Sort & Filter Find & Select

A1 Journal Entry

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Journal Entry	Line	Account	Post Date	Debit	Credit	Net	System-Journal	Event Description	Source Code	Source Name	Source Reference	Source Date
2	AR - 178	2	2185-00-A	8/20/2025		1,850.00	-1,850.00	AR-Invoice	4-H Club of Lubbock	4HLubb	4-H Club of Lubbock	658	8/20/2025
3	AR - 178	2	2185-00-A	8/20/2025		450	-450	AR-Invoice	4-H Club of Lubbock	4HLubb	4-H Club of Lubbock	658	8/20/2025
4	AR - 178	2	2185-00-A	8/20/2025		180	-180	AR-Invoice	4-H Club of Lubbock	4HLubb	4-H Club of Lubbock	658	8/20/2025
5	AR - 178	2	2185-00-A	8/20/2025		230	-230	AR-Invoice	4-H Club of Lubbock	4HLubb	4-H Club of Lubbock	658	8/20/2025
6	AR - 178	2	2185-00-A	8/20/2025		1,850.00	-1,850.00	AR-Invoice	4-H Club of Lubbock	4HLubb	4-H Club of Lubbock	658	8/20/2025
7	AR - 178	2	2185-00-A	8/20/2025		-882.5	882.5	AR-Invoice	4-H Club of Lubbock	4HLubb	4-H Club of Lubbock	658	8/20/2025
8	AR - 178	2	2185-00-A	8/20/2025		-1,850.00	1,850.00	AR-Invoice	4-H Club of Lubbock	4HLubb	4-H Club of Lubbock	658	8/20/2025
9	AR - 127	2	2185-00-A	7/24/2025		1,850.00	-1,850.00	AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	622	7/24/2025
10	AR - 127	2	2185-00-A	7/24/2025		200	-200	AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	622	7/24/2025
11	AR - 127	2	2185-00-A	7/24/2025		200	-200	AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	622	7/24/2025
12	AR - 127	2	2185-00-A	7/24/2025		1,850.00	-1,850.00	AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	622	7/24/2025
13	AR - 127	2	2185-00-A	7/24/2025		1,850.00	-1,850.00	AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	622	7/24/2025
14	AR - 127	2	2185-00-A	7/24/2025		-500	500	AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	622	7/24/2025
15	AR - 127	2	2185-00-A	7/24/2025		-1,850.00	1,850.00	AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	622	7/24/2025
16	AR - 130	1	2185-00-A	7/23/2025	1,850.00		1,850.00	AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	622	7/24/2025
17	AR - 129	2	2185-00-A	7/22/2025	1,850.00		1,850.00	AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	622	7/24/2025
18	AR - 128	1	2185-00-A	7/21/2025	200		200	AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	622	7/24/2025
19	AR - 128	1	2185-00-A	7/21/2025	200		200	AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	622	7/24/2025
20	AR - 128	1	2185-00-A	7/21/2025	1,850.00		1,850.00	AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	622	7/24/2025

Sheet1

Ready Accessibility: Good to go

Total: 428	Selected: 428 Debit: 95,138.00 Credit: 103,154.00 Net: -8,016.00	Order: ▼Post Date	Hint: Copy the selected view information to the Clipboard
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ActivityHD Explorer - Subsidiary Detail for Demo Implementation - ACW - Sarah Acosta

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Journal E...		Account	▼ Pos...	Debit	Credit	Net	System-...	Event Description	Sour...	Source Name	Sou...	Source D...	Source Description
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AR - 178	2	2185-00-A	8/20/2025		180.00	-180.00	AR-Invoice	4-H Club of Lubbock	4HLubb	4-H Club of Lubbock	00658	8/20/2025	Settlement: New Years 2025
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AR - 127	2	2185-00-A	7/24/2025				AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	00622	7/24/2025	Settlement: Summer Home St
AR - 127	2	2185-00-A	7/24/2025				AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	00622	7/24/2025	Settlement: Summer Home St
AR - 127	2	2185-00-A	7/24/2025				AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	00622	7/24/2025	Settlement: Summer Home St
AR - 127	2	2185-00-A	7/24/2025				AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	00622	7/24/2025	Settlement: Summer Home St
AR - 127	2	2185-00-A	7/24/2025				AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	00622	7/24/2025	Settlement: Summer Home St
AR - 127	2	2185-00-A	7/24/2025				AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	00622	7/24/2025	Settlement: Summer Home St
AR - 127	2	2185-00-A	7/24/2025				AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	00622	7/24/2025	Settlement: Summer Home St
AR - 127	2	2185-00-A	7/24/2025				AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	00622	7/24/2025	Settlement: Summer Home St
AR - 127	2	2185-00-A	7/24/2025				AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	00622	7/24/2025	Settlement: Summer Home St
AR - 127	2	2185-00-A	7/24/2025				AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	00622	7/24/2025	Settlement: Summer Home St
AR - 127	2	2185-00-A	7/24/2025				AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	00622	7/24/2025	Settlement: Summer Home St
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AR - 127	2	2185-00-A	7/24/2025				AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	00622	7/24/2025	Settlement: Summer Home St
AR - 127	2	2185-00-A	7/24/2025				AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	00622	7/24/2025	Settlement: Summer Home St
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AR - 127	2	2185-00-A	7/24/2025				AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	00622	7/24/2025	Settlement: Summer Home St
AR - 127	2	2185-00-A	7/24/2025				AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	00622	7/24/2025	Settlement: Summer Home St
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AR - 127	2	2185-00-A	7/24/2025				AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	00622	7/24/2025	Settlement: Summer Home St
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AR - 127	2	2185-00-A	7/24/2025				AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	00622	7/24/2025	Settlement: Summer Home St
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AR - 127	2	2185-00-A	7/24/2025				AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	00622	7/24/2025	Settlement: Summer Home St
AR - 127	2	2185-00-A	7/24/2025				AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	00622	7/24/2025	Settlement: Summer Home St
AR - 127	2	2185-00-A	7/24/2025				AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	00622	7/24/2025	Settlement: Summer Home St
AR - 127	2	2185-00-A	7/24/2025				AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	00622	7/24/2025	Settlement: Summer Home St
AR - 127	2	2185-00-A	7/24/2025				AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	00622	7/24/2025	Settlement: Summer Home St
AR - 127	2	2185-00-A	7/24/2025				AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	00622	7/24/2025	Settlement: Summer Home St
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AR - 127	2	2185-00-A	7/24/2025				AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	00622	7/24/2025	Settlement: Summer Home St
AR - 127	2	2185-00-A	7/24/2025				AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	00622	7/24/2025	Settlement: Summer Home St
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AR - 127	2	2185-00-A	7/24/2025				AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	00622	7/24/2025	Settlement: Summer Home St
AR - 127	2	2185-00-A	7/24/2025				AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	00622	7/24/2025	Settlement: Summer Home St
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AR - 127	2	2185-00-A	7/24/2025				AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	00622	7/24/2025	Settlement: Summer Home St
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AR - 127	2	2185-00-A	7/24/2025				AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	00622	7/24/2025	Settlement: Summer Home St
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AR - 127	2	2185-00-A	7/24/2025				AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	00622	7/24/2025	Settlement: Summer Home St
AR - 127	2	2185-00-A	7/24/2025				AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	00622	7/24/2025	Settlement: Summer Home St
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AR - 127	2	2185-00-A	7/24/2025				AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	00622	7/24/2025	Settlement: Summer Home St
AR - 127	2	2185-00-A	7/24/2025				AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	00622	7/24/2025	Settlement: Summer Home St
AR - 127	2	2185-00-A	7/24/2025				AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	00622	7/24/2025	Settlement: Summer Home St
AR - 127	2	2185-00-A	7/24/2025				AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	00622	7/24/2025	Settlement: Summer Home St
AR - 127	2	2185-00-A	7/24/2025				AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	00622	7/24/2025	Settlement: Summer Home St
AR - 127	2	2185-00-A	7/24/2025				AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	00622	7/24/2025	Settlement: Summer Home St
AR - 127	2	2185-00-A	7/24/2025				AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	00622	7/24/2025	Settlement: Summer Home St
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AR - 127	2	2185-00-A	7/24/2025				AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	00622	7/24/2025	Settlement: Summer Home St
AR - 127	2	2185-00-A	7/24/2025				AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	00622	7/24/2025	Settlement: Summer Home St
AR - 127	2	2185-00-A	7/24/2025				AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	00622	7/24/2025	Settlement: Summer Home St
AR - 127	2	2185-00-A	7/24/2025				AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	00622	7/24/2025	Settlement: Summer Home St
AR - 127	2	2185-00-A	7/24/2025				AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	00622	7/24/2025	Settlement: Summer Home St
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AR - 127	2	2185-00-A	7/24/2025										

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A1	Journal Entry											
	A	B	C	D	E	F	G	H	I	J	K	L
1	Journal Entry	Line	Account	Post Date	Debit	Credit	Net	System-Journal	Event Description	Source Code	Source Name	Source Reference
2	AR - 178	2	2185-00-A	8/20/2025		1,850.00	-1,850.00	AR-Invoice	4-H Club of Lubbock	4HLubb	4-H Club of Lubbock	00658
3	AR - 178	2	2185-00-A	8/20/2025		450.00	-450.00	AR-Invoice	4-H Club of Lubbock	4HLubb	4-H Club of Lubbock	00658
4	AR - 178	2	2185-00-A	8/20/2025		180.00	-180.00	AR-Invoice	4-H Club of Lubbock	4HLubb	4-H Club of Lubbock	00658
5	AR - 178	2	2185-00-A	8/20/2025		230.00	-230.00	AR-Invoice	4-H Club of Lubbock	4HLubb	4-H Club of Lubbock	00658
6	AR - 178	2	2185-00-A	8/20/2025		1,850.00	-1,850.00	AR-Invoice	4-H Club of Lubbock	4HLubb	4-H Club of Lubbock	00658
7	AR - 178	2	2185-00-A	8/20/2025		-882.50	882.50	AR-Invoice	4-H Club of Lubbock	4HLubb	4-H Club of Lubbock	00658
8	AR - 178	2	2185-00-A	8/20/2025		-1,850.00	1,850.00	AR-Invoice	4-H Club of Lubbock	4HLubb	4-H Club of Lubbock	00658
9	AR - 127	2	2185-00-A	7/24/2025		1,850.00	-1,850.00	AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	00622
10	AR - 127	2	2185-00-A	7/24/2025		200.00	-200.00	AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	00622
11	AR - 127	2	2185-00-A	7/24/2025		200.00	-200.00	AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	00622
12	AR - 127	2	2185-00-A	7/24/2025		1,850.00	-1,850.00	AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	00622
13	AR - 127	2	2185-00-A	7/24/2025		1,850.00	-1,850.00	AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	00622
14	AR - 127	2	2185-00-A	7/24/2025		-500.00	500.00	AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	00622
15	AR - 127	2	2185-00-A	7/24/2025		-1,850.00	1,850.00	AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	00622
16	AR - 130	1	2185-00-A	7/23/2025	1,850.00		1,850.00	AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	00622
17	AR - 129	2	2185-00-A	7/22/2025	1,850.00		1,850.00	AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	00622
18	AR - 128	1	2185-00-A	7/21/2025	200.00		200.00	AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	00622
19	AR - 128	1	2185-00-A	7/21/2025	200.00		200.00	AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	00622
20	AR - 128	1	2185-00-A	7/21/2025	1,850.00		1,850.00	AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	00622

Subsidiary Detail



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Book2

Subsidiary Detail - Copied from ActivityHD

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Sarah

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Clipboard

Font

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A1

Journal Entry

	Journal Entry	Line	Account	Post Date	Debit	Credit	Net	System-Journal	Event Description	Source Code	Source Name	Source Reference	S
417	AR - 161	1	2185-00-A	4/1/2022	150.00		150.00	AR-Invoice	Avenue Gallery	Gallery	Gallery Studios	00633	1
418	AR - 23	2	2185-00-A	3/31/2022		1,053.00	-1,053.00	AR-Invoice	Fundraising Events	Compassionate	Compassionate Charities	00467	3
419	AR - 23	2	2185-00-A	3/31/2022		1,053.00	-1,053.00	AR-Invoice	Fundraising Events	Compassionate	Compassionate Charities	00469	3
420	AR - 23	2	2185-00-A	3/31/2022		1,053.00	-1,053.00	AR-Invoice	Fundraising Events	Compassionate	Compassionate Charities	00468	3
421	AR - 16	2	2185-00-A	3/30/2022		6,000.00	-6,000.00	AR-Invoice	Avenue Gallery	Gallery	Gallery Studios	00462	3
422	AR - 135	2	2185-00-A	3/20/2022		14,000.00	-14,000.00	AR-Invoice	Avenue Gallery	Gallery	Gallery Studios	00465	3
423	AR - 138	2	2185-00-A	3/5/2022		2,000.00	-2,000.00	AR-Invoice	Avenue Gallery	Gallery	Gallery Studios	00507	3
424	AR - 138	2	2185-00-A	3/5/2022		2,000.00	-2,000.00	AR-Invoice	Avenue Gallery	Gallery	Gallery Studios	00506	3
425	AR - 138	2	2185-00-A	3/5/2022		2,000.00	-2,000.00	AR-Invoice	Avenue Gallery	Gallery	Gallery Studios	00503	3
426	AR - 138	2	2185-00-A	3/5/2022		2,000.00	-2,000.00	AR-Invoice	Avenue Gallery	Gallery	Gallery Studios	00501	3
427	AR - 138	2	2185-00-A	3/5/2022		2,000.00	-2,000.00	AR-Invoice	Avenue Gallery	Gallery	Gallery Studios	00505	3
428	AR - 138	2	2185-00-A	3/5/2022		2,000.00	-2,000.00	AR-Invoice	Avenue Gallery	Gallery	Gallery Studios	00502	3
429	AR - 138	2	2185-00-A	3/5/2022		2,000.00	-2,000.00	AR-Invoice	Avenue Gallery	Gallery	Gallery Studios	00504	3
430					95,138.00	103,154.00	-8,016.00						
431													
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Subsidiary Detail

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Keyboard Shortcuts

KEYBOARD SHORTCUTS

Book1 Subsidiary Detail - Copied from ActivityHD Search Sarah S

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Journal Entry

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Journal Entry	Line	Account	Post Date	Debit	Credit	Net	System-Journal	Event Description	Source Code	Source Name	Source Reference	Source Date
2	AR - 178	2	2185-00-A	8/20/2026		1,850.00	-1,850.00	AR-Invoice	4-H Club of Lubbock	4HLubb	4-H Club of Lubbock	658	8/20/2025
3	AR - 178	2	2185-00-A	8/20/2026		450	-450	AR-Invoice	4-H Club of Lubbock	4HLubb	4-H Club of Lubbock	658	8/20/2025
4	AR - 178	2	2185-00-A	8/20/2026		180	-180	AR-Invoice	4-H Club of Lubbock	4HLubb	4-H Club of Lubbock	658	8/20/2025
5	AR - 178	2	2185-00-A	8/20/2026		230	-230	AR-Invoice	4-H Club of Lubbock	4HLubb	4-H Club of Lubbock	658	8/20/2025
6	AR - 178	2	2185-00-A	8/20/2026		1,850.00	-1,850.00	AR-Invoice	4-H Club of Lubbock	4HLubb	4-H Club of Lubbock	658	8/20/2025
7	AR - 178	2	2185-00-A	8/20/2026		-882.5	882.5	AR-Invoice	4-H Club of Lubbock	4HLubb	4-H Club of Lubbock	658	8/20/2025
8	AR - 178	2	2185-00-A	8/20/2026		-1,850.00	1,850.00	AR-Invoice	4-H Club of Lubbock	4HLubb	4-H Club of Lubbock	658	8/20/2025
9	AR - 127	2	2185-00-A	7/24/2026		1,850.00	-1,850.00	AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	622	7/24/2025
10	AR - 127	2	2185-00-A	7/24/2026		200	-200	AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	622	7/24/2025
11	AR - 127	2	2185-00-A	7/24/2026		200	-200	AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	622	7/24/2025
12	AR - 127	2	2185-00-A	7/24/2026		1,850.00	-1,850.00	AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	622	7/24/2025
13	AR - 127	2	2185-00-A	7/24/2026		1,850.00	-1,850.00	AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	622	7/24/2025
14	AR - 127	2	2185-00-A	7/24/2026		-500	500	AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	622	7/24/2025
15	AR - 127	2	2185-00-A	7/24/2026		-1,850.00	1,850.00	AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	622	7/24/2025
16	AR - 130	1	2185-00-A	7/23/2026	1,850.00		1,850.00	AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	622	7/24/2025
17	AR - 129	2	2185-00-A	7/22/2026	1,850.00		1,850.00	AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	622	7/24/2025
18	AR - 128	1	2185-00-A	7/21/2026	200		200	AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	622	7/24/2025
19	AR - 128	1	2185-00-A	7/21/2026	200		200	AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	622	7/24/2025
20	AR - 128	1	2185-00-A	7/21/2026	1,850.00		1,850.00	AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	622	7/24/2025

Subsidiary Detail Sheet2

Ready Accessibility: Investigate 100%

Keep a tally in your booklet of how many keyboard shortcuts you:

- Already knew
- Learned today



KEYBOARD SHORTCUTS

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

Get & Transform Data Queries & Connections Sort & Filter Data Tools Forecast Outline

Journal Entry

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Journal Entry	Line	Account	Post Date	Debit	Credit	Net	System	Description	Source Code	Source Name	Source Reference	Source Date
2	AR - 178	2	2185-00-A	8/20/2026		1,850.00	-1,850.00	AR	Lubbock	4HLubb	4-H Club of Lubbock	658	8/20/2025
3	AR - 178	2	2185-00-A	8/20/2026		450	-450	AR	Lubbock	4HLubb	4-H Club of Lubbock	658	8/20/2025
4	AR - 178	2	2185-00-A	8/20/2026		180	-180	AR	Lubbock	4HLubb	4-H Club of Lubbock	658	8/20/2025
5	AR - 178	2	2185-00-A	8/20/2026		230	-230	AR	Lubbock	4HLubb	4-H Club of Lubbock	658	8/20/2025
6	AR - 178	2	2185-00-A	8/20/2026		1,850.00	-1,850.00	AR	Lubbock	4HLubb	4-H Club of Lubbock	658	8/20/2025
7	AR - 178	2	2185-00-A	8/20/2026		-882.5	882.5	AR	Lubbock	4HLubb	4-H Club of Lubbock	658	8/20/2025
8	AR - 178	2	2185-00-A	8/20/2026		-1,850.00	1,850.00	AR	Lubbock	4HLubb	4-H Club of Lubbock	658	8/20/2025
9	AR - 127	2	2185-00-A	7/24/2026		1,850.00	-1,850.00	AR-Invoice	Andersc				
10	AR - 127	2	2185-00-A	7/24/2026		200	-200	AR-Invoice	Andersc				
11	AR - 127	2	2185-00-A	7/24/2026		200	-200	AR-Invoice	Andersc				
12	AR - 127	2	2185-00-A	7/24/2026		1,850.00	-1,850.00	AR-Invoice	Andersc				
13	AR - 127	2	2185-00-A	7/24/2026		1,850.00	-1,850.00	AR-Invoice	Anderson Architects, Inc.	Ho		622	7/24/2025
14	AR - 127	2	2185-00-A	7/24/2026		-500	500	AR-Invoice	Anderson Architects, Inc.	Ho		622	7/24/2025
15	AR - 127	2	2185-00-A	7/24/2026		-1,850.00	1,850.00	AR-Invoice	Anderson Architects, Inc.	Ho		622	7/24/2025
16	AR - 130	1	2185-00-A	7/23/2026	1,850.00		1,850.00	AR-Invoice	Anderson Architects, Inc.	Ho		622	7/24/2025
17	AR - 129	2	2185-00-A	7/22/2026	1,850.00		1,850.00	AR-Invoice	Anderson Architects, Inc.	Ho		622	7/24/2025
18	AR - 128	1	2185-00-A	7/21/2026	200		200	AR-Invoice	Anderson Architects, Inc.	Ho		622	7/24/2025
19	AR - 128	1	2185-00-A	7/21/2026	200		200	AR-Invoice	Anderson Architects, Inc.	Ho		622	7/24/2025
20	AR - 128	1	2185-00-A	7/21/2026	1,850.00		1,850.00	AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	622	7/24/2025

Sheet1 Sheet2 Sheet3 Sheet4

Ready Accessibility: Investigate

100%

Move to edge of data

Ctrl + →

Who knew the most?

Who learned the most?



50 time-saving keyboard shortcuts in Excel for Windows



Frequently used shortcuts



Close a spreadsheet.	Ctrl + W	Undo.	Ctrl + Z
Open a spreadsheet.	Ctrl + O	Cut.	Ctrl + X
Save a spreadsheet.	Ctrl + S	Delete column.	Alt + H.D. then C
Copy.	Ctrl + C	Go to Formula tab.	Alt + M
Paste.	Ctrl + V	Go to Home tab.	Alt + H

Navigate in cells



Move one cell to the right in a worksheet. Or, in a protected worksheet, move between unlocked cells.	Tab	Extend the selection of cells to the last used cell on the worksheet (lower-right corner).	Ctrl + Shift + End
Move to the last cell on a worksheet, to the lowest used row of the rightmost used column.	Ctrl + End	Move one screen up in a worksheet.	Page Up
Move to the beginning of a worksheet.	Ctrl + Home	Move one screen down in a worksheet.	Page Down
Move to the next sheet in a workbook.	Ctrl + Page Down	Move one screen to the right in a worksheet.	Alt + Page Down
Move to the previous sheet in a workbook.	Ctrl + Page Up	Move one screen to the left in a worksheet.	Alt + Page Up
Move to the edge of the current data region in a worksheet.	Ctrl + Arrow Key	Move to the previous cell in a worksheet or the previous option in a dialog box.	Shift + Tab

Format in cells



Format a cell by opening the Format Cells dialog box.	Ctrl + 1	Edit the active cell and put the insertion point at the end of its contents.	F2
Add or edit a cell comment.	Shift + F2	Open the Insert dialog box to insert blank cells.	Ctrl + Shift + Plus (+)
Display the Create Table dialog box.	Ctrl + L or Ctrl + T	Open the Delete dialog box to delete selected cells.	Ctrl + Minus (-)
Enter the current time.	Ctrl + Shift + Colon (:)	Enter the current date.	Ctrl + Semi-colon (;)
Switch between displaying cell values or formulas in the worksheet.	Ctrl + Grave accent (`)	Open the Paste Special dialog box.	Ctrl + Alt + V
Use the Fill Down command to copy the contents and format of the topmost cell of a selected range into the cells below.	Ctrl + D	Use the Fill Right command to copy the contents and format of the leftmost cell of a selected range into the cells to the right.	Ctrl + R
Apply the Percentage format with no decimal places.	Ctrl + Shift + Percent (%)	Apply the Scientific number format with two decimal places.	Ctrl + Shift + Caret (^)
Apply the Date format with the day, month, and year.	Ctrl + Shift + Number sign (#)	Apply the Time format with the hour and minute, and AM or PM.	Ctrl + Shift + At sign (@)
Apply the Number format with two decimal places, thousands separator, and minus sign (-) for negative values.	Ctrl + Shift + Exclamation point (!)	Create or edit a hyperlink.	Ctrl + K
Check spelling in the active worksheet or selected range.	F7	Display the Quick Analysis options for selected cells that contain data.	Ctrl + Q

Make selections and perform actions



Select the entire worksheet.	Ctrl + A or Ctrl + Shift + Spacebar	Extend the selection of cells by one cell.	Shift + Arrow Key
Start a new line in the same cell.	Alt + Enter	Fill the selected cell range with the current entry.	Ctrl + Enter
Select an entire column in a worksheet.	Ctrl + Spacebar	Select an entire row in a worksheet.	Shift + Spacebar
Repeat the last command or action.	Ctrl + Y	Undo the last action.	Ctrl + Z

For more tips, videos, help, and training, visit
aka.ms/excelhelpcenter

DOWNLOAD

50 time-saving keyboard shortcuts in Excel

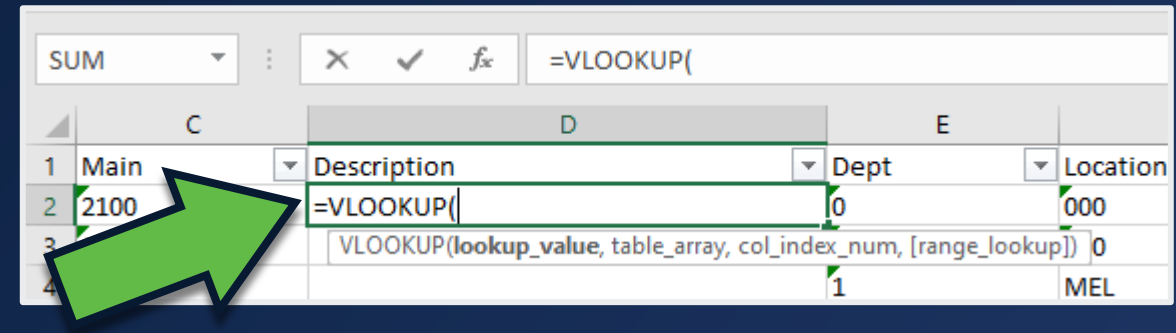
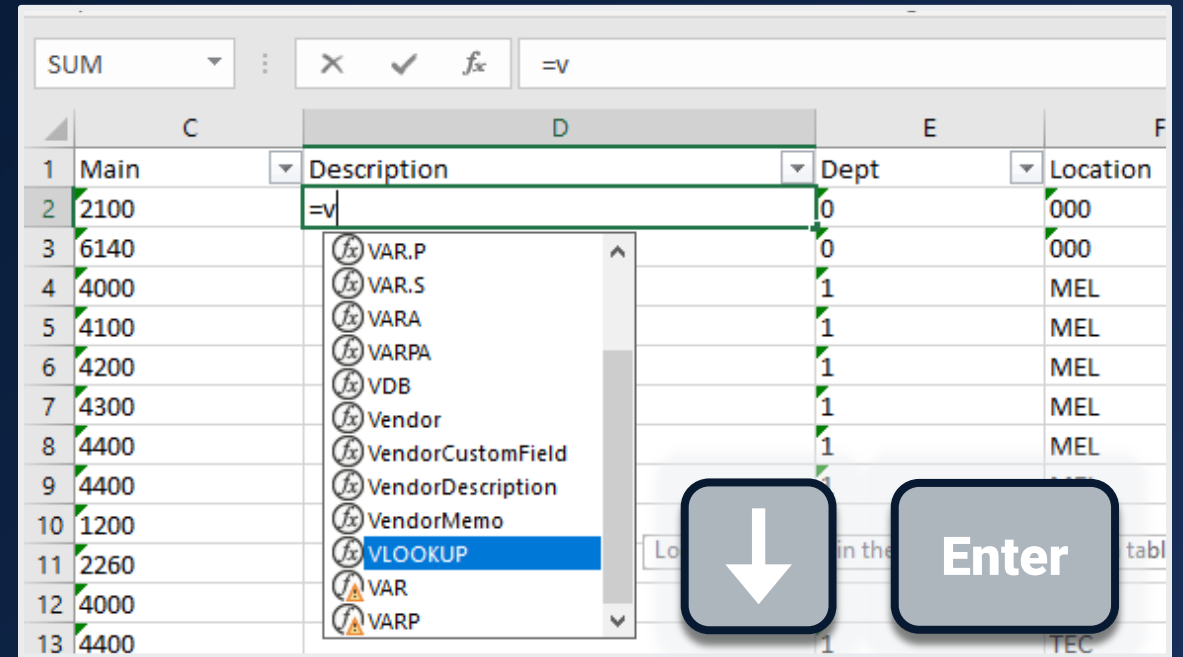
<http://accountingware.com/excel-shortcuts>



Functions

Use Excel's function suggestions

- Type "=" to begin a function
- Start typing the function
- To choose from Excel's suggestions, use arrow keys to move up and down the list, select with the Tab key



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*

CELL REFERENCING

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

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

Calibri 11 A A Wrap Text General Conditional Formatting Format as Table Cell Styles Insert Delete Format Sort & Filter Find & Select

G11 :  =@SegmentItemDescription(F2, G2)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	IsLiveData	TRUE				Period	Current	Current							
2						Ledger	A	B							
3															
5															
6															
7															
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												
19	IncomeStmt	GENADMINEX	Show												
20	IncomeStmt	GAINLOSS	Hide												
21	IncomeStmt	OTHERINCOM	Show												
22	IncomeStmt	OTHEREXPEN	Show												

Sheet1 Sheet2

Ready Accessibility: Investigate



Demo Aspire
Income Statement Comparative
Year to Date August 31, 2026

			Actual		
			Aug 2026	Aug 2026	Variance
	Header				
	Group Header				
	Sales		(1,083,056.67)	(1,709,959.09)	(626,902.42)
	Sales Returns and Discounts		0.00	0.00	0.00
	Cost of Goods Sold		1,682.32	36,855.00	35,172.68
	Salary and Wage Expense		160,793.95	46,000.00	(114,793.95)
	Other Payroll Expenses		8,088.44	10,764.00	2,675.56
	Other General and Administrative Exp		107,084.21	737,250.00	630,165.79
	Gain/Loss on Assets		0.00	0.00	0.00
	Other Income		(191.49)	0.00	191.49
	Other Expenses		8,645.44	546,290.00	537,644.56

CELL REFERENCING

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

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

Clipboard Font Alignment Number Styles Cells Editing

SUM X fx =@SegmentItemDescription(F2, G2)

1 IsLiveData TRUE

2

3

4

5

6

7

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

19 IncomeStmt GENADMINEX Show

20 IncomeStmt GAINLOSS Hide

21 IncomeStmt OTHERINCOM Show

22 IncomeStmt OTHEREXPEN Show

Demo Aspire
Income Statement Comparative
Year to Date August 31, 2026

=@SegmentItemDescription(F2, G2)

Header	Aug 2026	Aug 2026	Variance
Group Header			
Sales	(1,083,056.67)	(1,709,959.09)	(626,902.42)
Sales Returns and Discounts	0.00	0.00	0.00
Cost of Goods Sold	1,682.32	36,855.00	35,172.68
Salary and Wage Expense	160,793.95	46,000.00	(114,793.95)
Other Payroll Expenses	8,088.44	10,764.00	2,675.56
Other General and Administrative Exp	107,084.21	737,250.00	630,165.79
Gain/Loss on Assets	0.00	0.00	0.00
Other Income	(191.49)	0.00	191.49
Other Expenses	8,645.44	546,290.00	537,644.56

Sheet1 Sheet2

Edit Accessibility: Investigate

CELL REFERENCING

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

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

Calibri 11 A A Wrap Text General Conditional Formatting Format as Table Cell Styles Insert Delete Format Sort & Filter Find & Select

H11 : X ✓ fx =@SegmentItemDescription(G2, H2)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	IsLiveData	TRUE				Period	Current	Current							
2						Ledger	A	B							
3															
5															
6															
7															
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												
19	IncomeStmt	GENADMINEX	Show												
20	IncomeStmt	GAINLOSS	Hide												
21	IncomeStmt	OTHERINCOM	Show												
22	IncomeStmt	OTHEREXPEN	Show												

Sheet1 Sheet2

Select destination and press ENTER or choose Paste

CELL REFERENCING

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

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

Clipboard Font Alignment Number Styles Cells Editing

SUM : X ✓ fx =@SegmentItemDescription(G2, H2)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	IsLiveData	TRUE				Period	Current	Current							
2						Ledger	A	B							
3															
5															
6															
7															
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												
19	IncomeStmt	GENADMINEX	Show												
20	IncomeStmt	GAINLOSS	Hide												
21	IncomeStmt	OTHERINCOM	Show												
22	IncomeStmt	OTHEREXPEN	Show												

Sheet1 Sheet2

100%

CELL REFERENCING

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

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

Clipboard Font Alignment Number Styles Cells Editing

SUM : X ✓ fx =@SegmentItemDescription(\$F\$2, G2)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	IsLiveData	TRUE				Period	Current	Current							
2						Ledger	A	B							
3															
5															
6															
7															
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												
19	IncomeStmt	GENADMINEX	Show												
20	IncomeStmt	GAINLOSS	Hide												
21	IncomeStmt	OTHERINCOM	Show												
22	IncomeStmt	OTHEREXPEN	Show												

Sheet1 Sheet2

100%

CELL REFERENCING

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

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

Clipboard Font Alignment Number Styles Cells Editing

SUM : X ✓ fx =@SegmentItemDescription(\$F\$2, H2)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	IsLiveData	TRUE				Period	Current	Current							
2						Ledger	A	B							
3															
5															
6															
7															
10															
11		TRUE													
12															
13															
14	IncomeStmt	SALES	Show			Sales	(1,083,056.67)	(1,709,95							
15	IncomeStmt	DISCOUNTS	Hide			Sales Returns and Discounts	0.00	0							
16	IncomeStmt	COGS	Show			Cost of Goods Sold	1,682.32	36,855							
17	IncomeStmt	SALARIES	Show			Salary and Wage Expense	160,793.95	46,000							
18	IncomeStmt	PREXPENSE	Show			Other Payroll Expenses	8,088.44	10,764							
19	IncomeStmt	GENADMINEX	Show			Other General and Administrative Exp	107,084.21	737,250.00							
20	IncomeStmt	GAINLOSS	Hide			Gain/Loss on Assets	0.00	0.00							
21	IncomeStmt	OTHERINCOM	Show			Other Income	(191.49)	0.00							
22	IncomeStmt	OTHEREXPEN	Show			Other Expenses	8,645.44	546,290.00							

Sheet1 Sheet2

Accessibility: Investigate

CELL REFERENCING

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

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

Calibri 11 A A Wrap Text General

Conditional Formatting Format as Table Cell Styles

Insert Delete Format

Sort & Filter Find & Select

H11 : X ✓ fx =@SegmentItemDescription(\$F\$2, H2)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	IsLiveData	TRUE				Period	Current	Current							
2						Ledger	A	B							
3															
5															
6															
7															
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												
19	IncomeStmt	GENADMINEX	Show												
20	IncomeStmt	GAINLOSS	Hide												
21	IncomeStmt	OTHERINCOM	Show												
22	IncomeStmt	OTHEREXPEN	Show												

Sheet1 Sheet2

Ready Accessibility: Investigate

100%

CELL REFERENCING

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

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

Calibri 11 A A Wrap Text General Conditional Formatting Format as Table Cell Styles Insert Delete Format Sort & Filter Find & Select

H11 =@SegmentItemDescription(\$F\$2, H2)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	IsLiveData	TRUE				Period	Current	Current							
2						Ledger	A	B							
3															
5															
6															
7															
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												
19	IncomeStmt	GENADMINEX	Show												
20	IncomeStmt	GAINLOSS	Hide												
21	IncomeStmt	OTHERINCOM	Show												
22	IncomeStmt	OTHEREXPEN	Show												

Sheet1 Sheet2

Ready Accessibility: Investigate 100%

CELL REFERENCING

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

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

Calibri 11 A A Wrap Text General Conditional Formatting Format as Table Cell Styles Insert Delete Format Sort & Filter Find & Select

Clipboard Font Alignment Number Styles Cells Editing

G12 : X ✓ fx =@SegmentItemDescription(\$F\$2, G3)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	IsLiveData	TRUE				Period	Current	Current							
2						Ledger	A	B							
3															
5															
6															
7															
10															
11		TRUE													
12															
13															
14	IncomeStmt	SALES	Show			Sales	(1,083,056.67)	(1,709,959.09)	(626,902.42)						
15	IncomeStmt	DISCOUNTS	Hide			Sales Returns and Disc	0.00	0.00	0.00						
16	IncomeStmt	COGS	Show			Cost of Goods Sold	1,682.32	36,855.00	35,172.68						
17	IncomeStmt	SALARIES	Show			Salary and Wage Expense	160,793.95	46,000.00	(114,793.95)						
18	IncomeStmt	PREXPENSE	Show			Other Payroll Expenses	8,088.44	10,764.00	2,675.56						
19	IncomeStmt	GENADMINEX	Show			Other General and Administrative Exp	107,084.21	737,250.00	630,165.79						
20	IncomeStmt	GAINLOSS	Hide			Gain/Loss on Assets	0.00	0.00	0.00						
21	IncomeStmt	OTHERINCOM	Show			Other Income	(191.49)	0.00	191.49						
22	IncomeStmt	OTHEREXPEN	Show			Other Expenses	8,645.44	546,290.00	537,644.56						

Sheet1 Sheet2

Select destination and press ENTER or choose Paste

CELL REFERENCING

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

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

Clipboard Font Alignment Number Styles Cells Editing

SUM : X ✓ fx =@SegmentItemDescription(\$F\$2, G3)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	IsLiveData	TRUE				Period	Current	Current							
2						Ledger	A								
3															
5															
6															
7															
10															
11		TRUE													
12															
13															
14	IncomeStmt	SALES	Show			Sales	(1,083,056.67)	9,959.09	(626,902.42)						
15	IncomeStmt	DISCOUNTS	Hide			Sales Returns and Discounts	0.00	0.00	0.00						
16	IncomeStmt	COGS	Show			Cost of Goods Sold	1,682.32	6,855.00	35,172.68						
17	IncomeStmt	SALARIES	Show			Salary and Wage Expense	160,793.95	6,000.00	(114,793.95)						
18	IncomeStmt	PREXPENSE	Show			Other Payroll Expenses	8,088.44	0,764.00	2,675.56						
19	IncomeStmt	GENADMINEX	Show			Other General and Administrative Exp	107,084.21	757,250.00	630,165.79						
20	IncomeStmt	GAINLOSS	Hide			Gain/Loss on Assets	0.00	0.00	0.00						
21	IncomeStmt	OTHERINCOM	Show			Other Income	(191.49)	0.00	191.49						
22	IncomeStmt	OTHEREXPEN	Show			Other Expenses	8,645.44	546,290.00	537,644.56						

Sheet1 Sheet2

Accessibility: Investigate

CELL REFERENCING

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

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

Clipboard Font Alignment Number Styles Cells Editing

SUM : X ✓ fx =@SegmentItemDescription(\$F\$2, G3)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	IsLiveData	TRUE				Period	Current	Current							
2						Ledger	A	B							
3															
5															
6															
7															
10															
11		TRUE													
12															
13															
14	IncomeStmt	SALES	Show			Sales	(1,083,056.67)	(1,709,959.00)	626,902.42						
15	IncomeStmt	DISCOUNTS	Hide			Sales Returns and Discounts	0.00	0.00	0.00						
16	IncomeStmt	COGS	Show			Cost of Goods Sold	1,682.32	36,855.00	35,172.68						
17	IncomeStmt	SALARIES	Show			Salary and Wage Expense	160,793.95	46,000.00	(114,793.95)						
18	IncomeStmt	PREXPENSE	Show			Other Payroll Expenses	8,088.44	10,764.00	2,675.56						
19	IncomeStmt	GENADMINEX	Show			Other General and Administrative Exp	107,084.21	737,250.00	630,165.79						
20	IncomeStmt	GAINLOSS	Hide			Gain/Loss on Assets	0.00	0.00	0.00						
21	IncomeStmt	OTHERINCOM	Show			Other Income	(191.49)	0.00	191.49						
22	IncomeStmt	OTHEREXPEN	Show			Other Expenses	8,645.44	546,290.00	537,644.56						

Sheet1 Sheet2

Accessibility: Investigate

CELL REFERENCING

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

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

Clipboard Font Alignment Number Styles Cells Editing

SUM : X ✓ fx =@SegmentItemDescription(\$F\$2, G\$2)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	IsLiveData	TRUE				Period	Current	Current							
2							A	B							
3															
5															
6															
7															
10															
11		TRUE													
12															
13															
14	IncomeStmt	SALES	Show			Sales	(1,083,056.67)	(1,083,056.67)							
15	IncomeStmt	DISCOUNTS	Hide			Sales Returns and Discounts	0.00	0.00							
16	IncomeStmt	COGS	Show			Cost of Goods Sold	1,682.32	36,855.00							
17	IncomeStmt	SALARIES	Show			Salary and Wage Expense	160,793.95	46,000.00							
18	IncomeStmt	PREXPENSE	Show			Other Payroll Expenses	8,088.44	10,764.00							
19	IncomeStmt	GENADMINEX	Show			Other General and Administrative Exp	107,084.21	737,250.00							
20	IncomeStmt	GAINLOSS	Hide			Gain/Loss on Assets	0.00	0.00							
21	IncomeStmt	OTHERINCOM	Show			Other Income	(191.49)	0.00							
22	IncomeStmt	OTHEREXPEN	Show			Other Expenses	8,645.44	546,290.00							

Sheet1 Sheet2

Accessibility: Investigate

CELL REFERENCING

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

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

Calibri 11 A A Wrap Text General \$ % .00 .00 Conditional Formatting Format as Table Cell Styles Insert Delete Format Sort & Filter Find & Select

H12 =@SegmentItemDescription(\$F\$2, H\$2)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	IsLiveData	TRUE				Period	Current	Current							
2						Ledger	A	B							
3															
5															
6															
7															
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												
19	IncomeStmt	GENADMINEX	Show												
20	IncomeStmt	GAINLOSS	Hide												
21	IncomeStmt	OTHERINCOM	Show												
22	IncomeStmt	OTHEREXPEN	Show												

Sheet1 Sheet2

Ready Accessibility: Investigate

100%

XLOOKUP is the new VLOOKUP

- Can search vertically (VLOOKUP) and horizontally (HLOOKUP)
- Search range doesn't have to be to the left of result range
- Uses exact match by default
- Can show a message if lookup isn't found
- Can use wildcards

XLOOKUP



C:\Users\sacosta\AppData\Local

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



Sarah



Share

File

Home

Insert

Page Layout

Formulas

Data

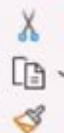
Review

View

ActivityHD

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Help



Clipboard

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AMPERSAND

- The ampersand (&) works like super glue in Excel
- Use it to connect **cell references**, text, or functions in one cell

SUM		✕ ✓ <i>fx</i>		=C2&D2&E2&F2		
	C	D	E	F	G	H
1	Main ▾	Dept ▾	Location ▾	Company ▾		Account Description ▾
2	4000	1	BAK	01	=C2&D2&E2&F2	Sales Labor - Svc - Baker Const
3	4000	1	BAK	01	40001BAK01	Sales Labor - Svc - Baker Const
4	4400	1	BAK	01	44001BAK01	Sales Reimb Exp - Svc - Baker Const
5	4000	1	ACM	01	40001ACM01	Sales Labor - Svc - Acme Co
6	4000	1	BAK	01	40001BAK01	Sales Labor - Svc - Baker Const

AMPERSAND

- The ampersand (&) works like super glue in Excel
- Use it to connect **cell references**, **text**, or functions in one cell
- Use quotation marks around text in a formula

SUM				fx		=C2&"-"&D2&"-"&E2&"-"&F2&"-A"	
	C	D	E	F	G	H	
1	Main	Dept	Location	Company		Account Description	
2	4000	1	BAK	01	=C2&"-"&D2&"-"&E2&"-"&F2&"-A"		
3	4000	1	BAK	01	4000-1-BAK-01-A	Sales Labor - Svc - Baker Const	
4	4400	1	BAK	01	4400-1-BAK-01-A	Sales Reimb Exp - Svc - Baker Const	
5	4000	1	ACM	01	4000-1-ACM-01-A	Sales Labor - Svc - Acme Co	
6	4000	1	BAK	01	4000-1-BAK-01-A	Sales Labor - Svc - Baker Const	

AMPERSAND

- The ampersand (&) works like super glue in Excel
- Use it to connect cell references, **text**, or **functions** in one cell
- Use quotation marks around text in a formula

SUM							
= "Total debits are "&SUM(K2:K3356)&". Total credits are "&SUM(L2:L3356)							
	I	J	K	L	M	N	O
3352	8/28/2026	Payroll Summary - Accrual	4.26		4.26	PR-Accrual	Summary
3353	8/29/2026	Payroll Summary - Accrual	5.93		5.93	PR-Accrual	Summary
3354	8/29/2026	Payroll Summary - Accrual	4.26		4.26	PR-Accrual	Summary
3355	8/30/2026	Payroll Summary - Accrual	5.92		5.92	PR-Accrual	Summary
3356	8/30/2026	Payroll Summary - Accrual	4.26		4.26	PR-Accrual	Summary
3357			829,115.02	829,115.02	0.00		
3358							
3359			= "Total debits are "&SUM(K2:K3356)&". Total credits are "&SUM(L2:L3356)				
3360							
3361			Total debits are 829115.02. Total credits are 829115.02				

- **ROUND(A1,#)** Round to # decimal places
- **ABS(A1)** Show absolute value (make a negative number positive)
- **COUNT(A1:A10)** Count cells in a range that contain numbers
- **COUNTA(A1:A10)** Count cells in a range that are not blank
- **COUNTBLANK(A1:A10)** Count cells in a range that are blank

- **LEN(A1)** Count number of characters
- **TRIM(A1)** Remove leading, trailing, and extra spaces
- **UPPER(A1)** Change all characters to upper case
- **LOWER(A1)** Change all characters to lower case
- **PROPER(A1)** Capitalize the first letter of each word
- **LEFT(A1,#), RIGHT(A1,#)** Extract # characters from the left or right
- **MID(A1,?,#)** Count ? characters from the left and extract # characters

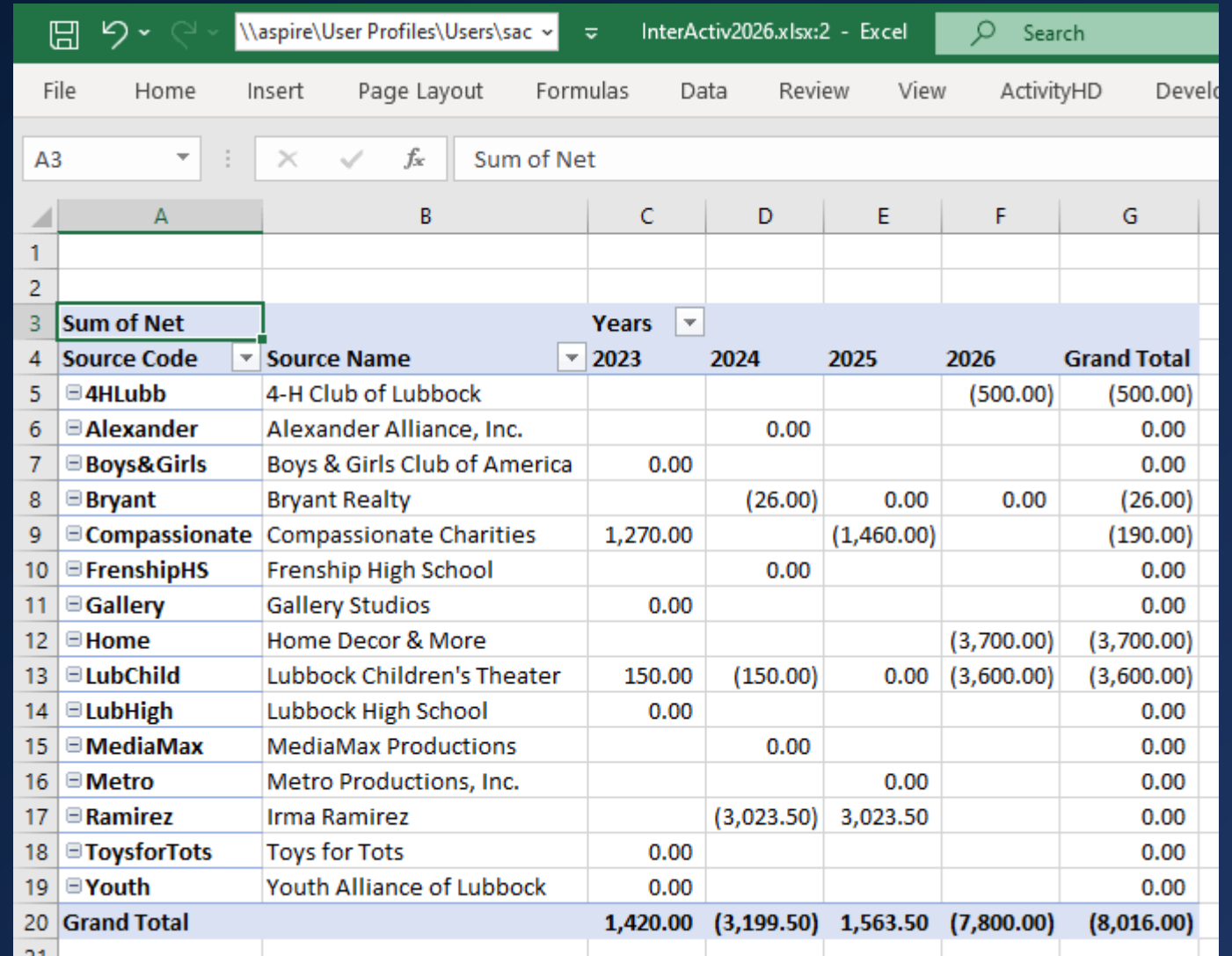
- **SUMIF** Sum cells that meet one condition
- **SUMIFS** Sum cells that meet multiple conditions
- **COUNTIF** Count cells that meet one condition
- **COUNTIFS** Count cells that meet multiple conditions
- **SUMPRODUCT** Sums the products of ranges
- **SUBTOTAL** Excludes filtered-out rows for SUM, AVERAGE, COUNT, and other functions.



Pivot Tables

Pivot Tables

- Interactive tool to display summarized data
- Any data in Excel with column headers - data copied from ActivityHD is pivot table ready!



		2023	2024	2025	2026	Grand Total
Sum of Net	Years					
Source Code	Source Name					
4HLubb	4-H Club of Lubbock				(500.00)	(500.00)
Alexander	Alexander Alliance, Inc.		0.00			0.00
Boys&Girls	Boys & Girls Club of America	0.00				0.00
Bryant	Bryant Realty		(26.00)	0.00	0.00	(26.00)
Compassionate	Compassionate Charities	1,270.00		(1,460.00)		(190.00)
FrenshipHS	Frenship High School		0.00			0.00
Gallery	Gallery Studios	0.00				0.00
Home	Home Decor & More				(3,700.00)	(3,700.00)
LubChild	Lubbock Children's Theater	150.00	(150.00)	0.00	(3,600.00)	(3,600.00)
LubHigh	Lubbock High School	0.00				0.00
MediaMax	MediaMax Productions		0.00			0.00
Metro	Metro Productions, Inc.			0.00		0.00
Ramirez	Irma Ramirez		(3,023.50)	3,023.50		0.00
ToysforTots	Toys for Tots	0.00				0.00
Youth	Youth Alliance of Lubbock	0.00				0.00
Grand Total		1,420.00	(3,199.50)	1,563.50	(7,800.00)	(8,016.00)

DATA TO EXCEL

Book1 Subsidiary Detail - Copied from ActivityHD Search Sarah S

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

Clipboard Font Alignment Number Styles Cells Editing

Calibri 11 A A Wrap Text Merge & Center General \$ % .00 .00 Conditional Formatting Format as Table Cell Styles Insert Delete Format Sort & Filter Find & Select

A1 Journal Entry

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Journal Entry	Line	Account	Post Date	Debit	Credit	Net	System-Journal	Event Description	Source Code	Source Name	Source Reference	Source Date
2	AR - 178	2	2185-00-A	8/20/2026		1,850.00	-1,850.00	AR-Invoice	4-H Club of Lubbock	4HLubb	4-H Club of Lubbock	658	8/20/2025
3	AR - 178	2	2185-00-A	8/20/2026		450	-450	AR-Invoice	4-H Club of Lubbock	4HLubb	4-H Club of Lubbock	658	8/20/2025
4	AR - 178	2	2185-00-A	8/20/2026		180	-180	AR-Invoice	4-H Club of Lubbock	4HLubb	4-H Club of Lubbock	658	8/20/2025
5	AR - 178	2	2185-00-A	8/20/2026		230	-230	AR-Invoice	4-H Club of Lubbock	4HLubb	4-H Club of Lubbock	658	8/20/2025
6	AR - 178	2	2185-00-A	8/20/2026		1,850.00	-1,850.00	AR-Invoice	4-H Club of Lubbock	4HLubb	4-H Club of Lubbock	658	8/20/2025
7	AR - 178	2	2185-00-A	8/20/2026		-882.5	882.5	AR-Invoice	4-H Club of Lubbock	4HLubb	4-H Club of Lubbock	658	8/20/2025
8	AR - 178	2	2185-00-A	8/20/2026		-1,850.00	1,850.00	AR-Invoice	4-H Club of Lubbock	4HLubb	4-H Club of Lubbock	658	8/20/2025
9	AR - 127	2	2185-00-A	7/24/2026		1,850.00	-1,850.00	AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	622	7/24/2025
10	AR - 127	2	2185-00-A	7/24/2026		200	-200	AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	622	7/24/2025
11	AR - 127	2	2185-00-A	7/24/2026		200	-200	AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	622	7/24/2025
12	AR - 127	2	2185-00-A	7/24/2026		1,850.00	-1,850.00	AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	622	7/24/2025
13	AR - 127	2	2185-00-A	7/24/2026		1,850.00	-1,850.00	AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	622	7/24/2025
14	AR - 127	2	2185-00-A	7/24/2026		-500	500	AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	622	7/24/2025
15	AR - 127	2	2185-00-A	7/24/2026		-1,850.00	1,850.00	AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	622	7/24/2025
16	AR - 130	1	2185-00-A	7/23/2026	1,850.00		1,850.00	AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	622	7/24/2025
17	AR - 129	2	2185-00-A	7/22/2026	1,850.00		1,850.00	AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	622	7/24/2025
18	AR - 128	1	2185-00-A	7/21/2026	200		200	AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	622	7/24/2025
19	AR - 128	1	2185-00-A	7/21/2026	200		200	AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	622	7/24/2025
20	AR - 128	1	2185-00-A	7/21/2026	1,850.00		1,850.00	AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	622	7/24/2025

Subsidiary Detail Sheet2

Ready Accessibility: Investigate 100%

PIVOT TABLES

\\aspire\User Profiles\Users\sac - InterActiv2026.xlsx:2 - Excel Sarah S

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

Clipboard Font Alignment Number Styles Cells Editing

Calibri 11 A A⁺ B I U Wrap Text Merge & Center General \$ % , .00 .00 Conditional Formatting Format as Table Cell Styles Insert Delete Format Sort & Filter Find & Select

A1 Journal Entry

	A	B	C	D	E	F	G	H	I	J	K	L	M
	Journal Entry	Line	Account	Post Date	Debit	Credit	Net		nt Description	Source Code	Source Name	Source Reference	Source Date
2	AR - 178	2	2185-00-A	8/20/2026		1,850.00	-1,850.00		Club of Lubbock	4HLubb	4-H Club of Lubbock	658	8/20/2025
3	AR - 178	2	2185-00-A	8/20/2026		450			Club of Lubbock	4HLubb	4-H Club of Lubbock	658	8/20/2025
4	AR - 178	2	2185-00-A	8/20/2026		180			Club of Lubbock	4HLubb	4-H Club of Lubbock	658	8/20/2025
5	AR - 178	2	2185-00-A	8/20/2026		230			Club of Lubbock	4HLubb	4-H Club of Lubbock	658	8/20/2025
6	AR - 178	2	2185-00-A	8/20/2026		1,850.00	-1,850.00		Club of Lubbock	4HLubb	4-H Club of Lubbock	658	8/20/2025
7	AR - 178	2	2185-00-A	8/20/2026		-81.5	81.5		Club of Lubbock	4HLubb	4-H Club of Lubbock	658	8/20/2025
8	AR - 178	2	2185-00-A	8/20/2026		-1,850.00	1,850.00	AR-Invoice	4-H Club of Lubbock	4HLubb	4-H Club of Lubbock	658	8/20/2025
9	AR - 127	2	2185-00-A	7/24/2026		1,850.00	-1,850.00	AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	622	7/24/2025
10	AR - 127	2	2185-00-A	7/24/2026		200	-200	AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	622	7/24/2025
11	AR - 127	2	2185-00-A	7/24/2026		200	-200	AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	622	7/24/2025
12	AR - 127	2	2185-00-A	7/24/2026		1,850.00	-1,850.00	AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	622	7/24/2025
13	AR - 127	2	2185-00-A	7/24/2026		1,850.00	-1,850.00	AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	622	7/24/2025
14	AR - 127	2	2185-00-A	7/24/2026		-500	500	AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	622	7/24/2025
15	AR - 127	2	2185-00-A	7/24/2026		-1,850.00	1,850.00	AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	622	7/24/2025
16	AR - 130	1	2185-00-A	7/23/2026	1,850.00		1,850.00	AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	622	7/24/2025
17	AR - 129	2	2185-00-A	7/22/2026	1,850.00		1,850.00	AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	622	7/24/2025
18	AR - 128	1	2185-00-A	7/21/2026	200		200	AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	622	7/24/2025
19	AR - 128	1	2185-00-A	7/21/2026	200		200	AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	622	7/24/2025
20	AR - 128	1	2185-00-A	7/21/2026	1,850.00		1,850.00	AR-Invoice	Anderson Architects, Inc.	Home	Home Decor & More	622	7/24/2025

Sheet1 Sheet2 Sheet3 Sheet4 Sheet5 Sheet11 Sheet10 Sheet12 Sheet13

Ready Accessibility: Investigate 100%

PIVOT TABLES

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

Search

Sarah S



Share

A3 Source Code

	A	B	C	D	E	F	G	H	I
1	Years	2025							
2									
3	Source Code	Source Name	Sum of Net						
4	Bryant	Bryant Realty	0.00						
5	Compassionate	Compassionate Charities	(1,460.00)						
6	LubChild	Lubbock Children's Theater	0.00						
7	Metro	Metro Productions, Inc.	0.00						
8	Ramirez	Irma Ramirez	3,023.50						
9	Grand Total		1,563.50						
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23									
24									
25									

PivotTable Fields

Choose fields to add to report:

Search

- ☐ Journal Entry
- ☐ Line
- ☐ Account
- ☐ Post Date
- ☐ Debit
- ☐ Credit
- ☒ Net
- ☐ System-Journal

Drag fields between areas below:

Filters

Years

Columns

Rows

Source Code

Source Name

Σ Values

Sum of Net

☐ Defer Layout Update

Update

Sheet15

Sheet1

Sheet2

Sheet3

Sheet4

Sheet5

Sheet11

Sheet ...



PIVOT TABLES

File Home Insert Page Layout Formulas Data Review View ActivityHD Developer Help PivotTable Analyze Design Sarah S

Count of Net

A3

	A	B	C	D	E	F	G	H	I	J
1										
2										
3	Count of Net		Years							
4	Source Code	Source Name	2023	2024	2025	2026	Grand Total			
5	4HLubb	4-H Club of Lubbock					17.00			
6	Alexander	Alexander Alliance, Inc.					2.00			
7	Boys&Girls	Boys & Girls Club of America	10.00				10.00			
8	Bryant	Bryant Realty					36.00			
9	Compassionate	Compassionate Charities	31.00				46.00			
10	FrenshipHS	Frenship High School					7.00			
11	Gallery	Gallery Studios	87.00				87.00			
12	Home	Home Decor & More				16.00	16.00			
13	LubChild	Lubbock Children's Theater	5.00	15.00	10.00	1.00	31.00			
14	LubHigh	Lubbock High School	31.00				31.00			
15	MediaMax	MediaMax Productions		2.00			2.00			
16	Metro	Metro Productions, Inc.			14.00		14.00			
17	Ramirez	Irma Ramirez		16.00	102.00		118.00			
18	ToysforTots	Toys for Tots	3.00				3.00			
19	Youth	Youth Alliance of Lubbock	8.00				8.00			
20	Grand Total		175.00	54.00	153.00	46.00	428.00			
21										
22										
23										
24										
25										

PivotTable Fields

Choose fields to add to report:

Search

- ☐ Journal Entry
- ☐ Line
- ☐ Account
- ☐ Post Date
- ☐ Debit
- ☐ Credit
- ☒ Net
- ☐ System-Journal

Drag fields between areas below:

Filters	Columns Years
Rows Source Code Source Name	Σ Values Count of Net

☐ Defer Layout Update

Update

Sheet15 Sheet1 Sheet2 Sheet3 Sheet4 Sheet5 Sheet11 Sheet ...

Ready Accessibility: Investigate 100%

PIVOT TABLES

Excel interface showing a PivotTable and the PivotTable Fields task pane.

Excel Ribbon: File, Home, Insert, Page Layout, Formulas, Data, Review, View, ActivityHD, Developer, Help, PivotTable Analyze, Design.

Formula Bar: A3, Sum of Net

PivotTable Data:

Source Code	Source Name	2023	2024	2025	2026	Grand Total
4HLubb	4-H Club of Lubbock				(500.00)	(500.00)
Alexander	Alexander Alliance, Inc.		0.00			0.00
Boys&Girls	Boys & Girls Club of America	0.00				0.00
Bryant	Bryant Realty		(26.00)	0.00	0.00	(26.00)
Compassionate	Compassionate Charities	1,270.00				(190.00)
FrenshipHS	Frenship High School		0.00			0.00
Gallery	Gallery Studios	0.00				0.00
Home	Home Decor & More				700.00	(3,700.00)
LubChild	Lubbock Children's Theater	150.00	(150.00)	0.00	600.00	(3,600.00)
LubHigh	Lubbock High School	0.00				0.00
MediaMax	MediaMax Productions		0.00			0.00
Metro	Metro Productions, Inc.			0.00		0.00
Ramirez	Irma Ramirez		(3,023.50)	3,023.50		0.00
ToysforTots	Toys for Tots	0.00				0.00
Youth	Youth Alliance of Lubbock	0.00				0.00
Grand Total		1,420.00	(3,199.50)	1,563.50	(7,800.00)	(8,016.00)

PivotTable Fields Task Pane:

- Choose fields to add to report: Search, Journal Entry, Line, Account, Post Date, Debit, Credit, ☒ Net, System-Journal.
- Drag fields between areas below:
- Filters:**
- Columns:** Years
- Rows:** Source Code, Source Name
- Values:** Sum of Net
- Defer Layout Update: ☐ Update

Sheet Tabs: Sheet15 (active), Sheet1, Sheet2, Sheet3, Sheet4, Sheet5, Sheet11, Sheet ...

PIVOT TABLES

FileHomeInsertPage LayoutFormulasDataReviewViewActivityHDDeveloperHelpTable Design

ClipboardFontAlignmentNumberStylesCellsEditing

Journal Entry

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	Journal Entry	Line	Account	Post Date	Debit	Credit	Net	System-Journal	Description	Source Code	Source Name	Reference	Date	Source Description
2	AR - 101	2	2185-00-A	10/14/2024		1850	-1850	AR-Invoice		Bryant	Bryant Realty	601	10/15/2023	Facility Rental
3	AR - 102	2	2185-00-A	12/6/2024		882.5	-882.5	AR-Invoice		Bryant	Bryant Realty	602	12/7/2023	Contract Payment
4	AR - 152	3	2185-00-A	12/30/2024		-1850	1850	AR-Invoice		Bryant	Bryant Realty	628	12/31/2023	Settlement: New Years 2024 Celeb
5	AR - 152	3	2185-00-A	12/30/2024		-856.5	856.5	AR-Invoice		Bryant	Bryant Realty	628	12/31/2023	Settlement: New Years 2024 Celeb
6	AR - 152	3	2185-00-A	12/30/2024		184	-184	AR-Invoice		Bryant	Bryant Realty	628	12/31/2023	Settlement: New Years 2024 Celeb
7	AR - 152	3	2185-00-A	12/30/2024		120	-120	AR-Invoice		Bryant	Bryant Realty	628	12/31/2023	Settlement: New Years 2024 Celeb
8	AR - 152	3	2185-00-A	12/30/2024		337.5	-337.5	AR-Invoice		Bryant	Bryant Realty	628	12/31/2023	Settlement: New Years 2024 Celeb
9	AR - 152	3	2185-00-A	12/30/2024		1850	-1850	AR-Invoice		Bryant	Bryant Realty	628	12/31/2023	Settlement: New Years 2024 Celeb
10	AR - 152	2	2185-00-A	12/30/2024	1850		1850	AR-Invoice		Bryant	Bryant Realty	628	12/31/2023	Settlement: New Years 2024 Celeb
11	AR - 152	2	2185-00-A	12/30/2024	184		184	AR-Invoice		Bryant	Bryant Realty	628	12/31/2023	Settlement: New Years 2024 Celeb
12	AR - 152	2	2185-00-A	12/30/2024	337.5		337.5	AR-Invoice		Bryant	Bryant Realty	628	12/31/2023	Settlement: New Years 2024 Celeb
13	AR - 152	2	2185-00-A	12/30/2024	120		120	AR-Invoice		Bryant	Bryant Realty	628	12/31/2023	Settlement: New Years 2024 Celeb
14														
15														
16														
17														
18														
19														

Subsidiary DetailSheet4Sheet5Sheet6Sheet3Sheet2

ReadyAccessibility: Investigate



Tips and Tricks

TEXT TO COLUMNS

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

Get Data From Text/CSV Recent Sources From Web Existing Connections

Get & Transform Data

Refresh All Queries & Connections Properties Edit Links

Sort Filter

Text to Columns

What-If Analysis Forecast Sheet

Group Ungroup Subtotal

Outline

Account

	A	B	C	D	E	F	G	H	I	J
	Journal Entry	Line	Account					Account Description	Post Date	Description
2	AP - 64	3	2100-0-000-01-A					Accounts Payable - Alpha	12/28/2026	Summarized AP Invoice
3	AP - 64	7	6140-0-000-01-A					Telephone Expense - Alpha	12/28/2026	Summarized AP Invoice
4	ARINV - 342	3	4000-1-MEL-01-A					Sales Labor - Svc - Melville Cosnt	12/27/2026	AR Invoice Summary
5	ARINV - 342	4	4100-1-MEL-01-A					Sales Vehicle - Svc - Melville Cosnt	12/27/2026	AR Invoice Summary
6	ARINV - 342	5	4200-1-MEL-01-A					Sales Per Diem - Svc - Melville Cosnt	12/27/2026	AR Invoice Summary
7	ARINV - 342	6	4300-1-MEL-01-A					Sales Mileage - Svc - Melville Cosnt	12/27/2026	AR Invoice Summary
8	ARINV - 342	7	4400-1-MEL-01-A					Sales Reimb Exp - Svc - Melville Cosnt	12/27/2026	AR Invoice Summary
9	ARINV - 342	7	4400-1-MEL-01-A					Sales Reimb Exp - Svc - Melville Cosnt	12/27/2026	AR Invoice Summary
10	ARINV - 342	1	1200-0-000-01-A					Accounts Receivable - Alpha	12/27/2026	AR Invoice Summary
11	ARINV - 342	2	2260-0-000-01-A					Sales Tax Payable - Alpha	12/27/2026	AR Invoice Summary
12	ARINV - 344	3	4000-1-TEC-01-A					Sales Labor - Svc - Techno Solutions	12/26/2026	AR Invoice Summary
13	ARINV - 344	4	4400-1-TEC-01-A					Sales Reimb Exp - Svc - Techno Solutions	12/26/2026	AR Invoice Summary
14	ARINV - 344	1	1200-0-000-01-A					Accounts Receivable - Alpha	12/26/2026	AR Invoice Summary
15	ARINV - 344	2	2260-0-000-01-A					Sales Tax Payable - Alpha	12/26/2026	AR Invoice Summary
16	PR-A - 155	1	2300-0-000-01-A					Federal WH Taxes Payable - Alpha	12/26/2026	Payroll Summary - Liabi
17	PR-A - 155	1	2300-0-000-01-A					Federal WH Taxes Payable - Alpha	12/26/2026	Payroll Summary - Liabi
18	PR-A - 155	1	2300-0-000-01-A					Federal WH Taxes Payable - Alpha	12/26/2026	Payroll Summary - Liabi
19	PR-A - 155	1	2300-0-000-01-A					Federal WH Taxes Payable - Alpha	12/26/2026	Payroll Summary - Liabi
20	PR-A - 155	1	2300-0-000-01-A					Federal WH Taxes Pavalbe - Alpha	12/26/2026	Pavroll Summarv - Liabi

Sheet1 Sheet2 Sheet3 Sheet4 **Sheet5**

Ready Accessibility: Investigate Count: 37599 100%

TEXT TO COLUMNS

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

Get Data From Text/CSV From Web From Table/Range Recent Sources Existing Connections

Get & Transform Data

Convert Text to Columns Wizard - Step 3 of 3

This screen lets you select each column and set the Data Format.

Column data format

- ☐ General
- ☒ Text
- ☐ Date: MDY
- ☐ Do not import column (skip)

Destination: \$C\$1

Data preview

Text	Text	Text	Text	Text
Account				
2100	0	000	01	A
6140	0	000	01	A
4000	1	MEL	01	A
4100	1	MEL	01	A

Cancel < Back Next > Finish

Ready Accessibility: Investigate Count: 37599 100%

TEXT TO COLUMNS

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

Get Data From Text/CSV Recent Sources From Web Existing Connections Queries & Connections Refresh All Properties Edit Links Sort Filter Clear Reapply Advanced Text to Columns Data Tools What-If Analysis Forecast Sheet Group Ungroup Subtotal Outline

Get & Transform Data Queries & Connections Sort & Filter Data Tools Forecast Outline

C1 Account

	A	B	C	D	E	F	G	H	I	J
1	Journal Entry	Line	Account					Account Description	Post Date	Description
2	AP - 64	3	2100	0	000	01	A	Accounts Payable - Alpha	12/28/2026	Summarized AP Invoice
3	AP - 64	7	6140	0	000	01	A	Telephone Expense - Alpha	12/28/2026	Summarized AP Invoice
4	ARINV - 342	3	4000	1	MEL	01	A	Sales Labor - Svc - Melville Cosnt	12/27/2026	AR Invoice Summary
5	ARINV - 342	4	4100	1	MEL	01	A	Sales Vehicle - Svc - Melville Cosnt	12/27/2026	AR Invoice Summary
6	ARINV - 342	5	4200	1	MEL	01	A	Sales Per Diem - Svc - Melville Cosnt	12/27/2026	AR Invoice Summary
7	ARINV - 342	6	4300	1	MEL	01	A	Sales Mileage - Svc - Melville Cosnt	12/27/2026	AR Invoice Summary
8	ARINV - 342	7	4400	1	MEL	01	A	Sales Reimb Exp - Svc - Melville Cosnt	12/27/2026	AR Invoice Summary
9	ARINV - 342	7	4400	1	MEL	01	A	Sales Reimb Exp - Svc - Melville Cosnt	12/27/2026	AR Invoice Summary
10	ARINV - 342	1	1200	0	000	01	A	Accounts Receivable - Alpha	12/27/2026	AR Invoice Summary
11	ARINV - 342	2	2260	0	000	01	A	Sales Tax Payable - Alpha	12/27/2026	AR Invoice Summary
12	ARINV - 344	3	4000	1	TEC	01	A	Sales Labor - Svc - Techno Solutions	12/26/2026	AR Invoice Summary
13	ARINV - 344	4	4400	1	TEC	01	A	Sales Reimb Exp - Svc - Techno Solutions	12/26/2026	AR Invoice Summary
14	ARINV - 344	1	1200	0	000	01	A	Accounts Receivable - Alpha	12/26/2026	AR Invoice Summary
15	ARINV - 344	2	2260	0	000	01	A	Sales Tax Payable - Alpha	12/26/2026	AR Invoice Summary
16	PR-A - 155	1	2300	0	000	01	A	Federal WH Taxes Payable - Alpha	12/26/2026	Payroll Summary - Liabi
17	PR-A - 155	1	2300	0	000	01	A	Federal WH Taxes Payable - Alpha	12/26/2026	Payroll Summary - Liabi
18	PR-A - 155	1	2300	0	000	01	A	Federal WH Taxes Payable - Alpha	12/26/2026	Payroll Summary - Liabi
19	PR-A - 155	1	2300	0	000	01	A	Federal WH Taxes Payable - Alpha	12/26/2026	Payroll Summary - Liabi
20	PR-A - 155	1	2300	0	000	01	A	Federal WH Taxes Pavalbe - Alpha	12/26/2026	Pavroll Summarv - Liabi

Sheet1 Sheet2 Sheet3 Sheet4 **Sheet5**

Ready Accessibility: Investigate Count: 37599 100%

TEXT TO COLUMNS

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

Data

- Get & Transform Data: Get Data, From Text/CSV, Recent Sources, From Web, Existing Connections, From Table/Range
- Queries & Connections: Refresh All, Queries & Connections, Properties, Edit Links
- Sort & Filter: Sort, Filter, Clear, Reapply, Advanced
- Data Tools: Text to Columns, Data Validation, Conditional Formatting, Slides Sorter, Sparklines, Calculations, Data Analysis ToolPak, Data Model, Relationships, Power Pivot
- Forecast: What-If Analysis, Forecast Sheet
- Outline: Group, Ungroup, Subtotal

	A	B	C	D	E	F	G	H	I	J
	Journal Entry	Line	Main	Dept	Location	Company	Ledger	Account Description	Post Date	Description
2	AP - 64	3	2100	0	000	01	A	Accounts Payable - Alpha	12/28/2026	Summarized AP Invoice
3	AP - 64	7	6140	0	000	01	A	Telephone Expense - Alpha	12/28/2026	Summarized AP Invoice
4	ARINV - 342	3	4000	1	MEL	01	A	Sales Labor - Svc - Melville Cosnt	12/27/2026	AR Invoice Summary
5	ARINV - 342	4	4100	1	MEL	01	A	Sales Vehicle - Svc - Melville Cosnt	12/27/2026	AR Invoice Summary
6	ARINV - 342	5	4200	1	MEL	01	A	Sales Per Diem - Svc - Melville Cosnt	12/27/2026	AR Invoice Summary
7	ARINV - 342	6	4300	1	MEL	01	A	Sales Mileage - Svc - Melville Cosnt	12/27/2026	AR Invoice Summary
8	ARINV - 342	7	4400	1	MEL	01	A	Sales Reimb Exp - Svc - Melville Cosnt	12/27/2026	AR Invoice Summary
9	ARINV - 342	7	4400	1	MEL	01	A	Sales Reimb Exp - Svc - Melville Cosnt	12/27/2026	AR Invoice Summary
10	ARINV - 342	1	1200	0	000	01	A	Accounts Receivable - Alpha	12/27/2026	AR Invoice Summary
11	ARINV - 342	2	2260	0	000	01	A	Sales Tax Payable - Alpha	12/27/2026	AR Invoice Summary
12	ARINV - 344	3	4000	1	TEC	01	A	Sales Labor - Svc - Techno Solutions	12/26/2026	AR Invoice Summary
13	ARINV - 344	4	4400	1	TEC	01	A	Sales Reimb Exp - Svc - Techno Solutions	12/26/2026	AR Invoice Summary
14	ARINV - 344	1	1200	0	000	01	A	Accounts Receivable - Alpha	12/26/2026	AR Invoice Summary
15	ARINV - 344	2	2260	0	000	01	A	Sales Tax Payable - Alpha	12/26/2026	AR Invoice Summary
16	PR-A - 155	1	2300	0	000	01	A	Federal WH Taxes Payable - Alpha	12/26/2026	Payroll Summary - Liabi
17	PR-A - 155	1	2300	0	000	01	A	Federal WH Taxes Payable - Alpha	12/26/2026	Payroll Summary - Liabi
18	PR-A - 155	1	2300	0	000	01	A	Federal WH Taxes Payable - Alpha	12/26/2026	Payroll Summary - Liabi
19	PR-A - 155	1	2300	0	000	01	A	Federal WH Taxes Payable - Alpha	12/26/2026	Payroll Summary - Liabi
20	PR-A - 155	1	2300	0	000	01	A	Federal WH Taxes Payable - Alpha	12/26/2026	Pavroll Summarv - Liabi

Sheet1 | Sheet2 | Sheet3 | Sheet4 | **Sheet5**

WHAT'S IN THIS COLUMN?

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

Get Data From Text/CSV Recent Sources From Web Existing Connections

Refresh All Queries & Connections Properties Edit Links

Sort & Filter Sort Filter Clear Reapply Advanced

Text to Columns What-If Analysis Forecast

Group Ungroup Subtotal Outline

G1 Ledger

	A	B	C	D	E	F	G	H	I	J
1	Journal Entry	Line	Main	Dept	Location	Company	Ledger	Account Description	Post Date	Description
2	AP - 64	3	2100	0	000			Accounts Payable - Alpha	12/28/2026	Summarized AP Invoice
3	AP - 64	7	6140	0	000			Telephone Expense - Alpha	12/28/2026	Summarized AP Invoice
4	ARINV - 342	3	4000	1	MEL			Sales Labor - Svc - Melville Cosnt	12/27/2026	AR Invoice Summary
5	ARINV - 342	4	4100	1	MEL			Sales Vehicle - Svc - Melville Cosnt	12/27/2026	AR Invoice Summary
6	ARINV - 342	5	4200	1	MEL			Sales Per Diem - Svc - Melville Cosnt	12/27/2026	AR Invoice Summary
7	ARINV - 342	6	4300	1	MEL			Sales Mileage - Svc - Melville Cosnt	12/27/2026	AR Invoice Summary
8	ARINV - 342	7	4400	1	MEL			Sales Reimb Exp - Svc - Melville Cosnt	12/27/2026	AR Invoice Summary
9	ARINV - 342	7	4400	1	MEL			Sales Reimb Exp - Svc - Melville Cosnt	12/27/2026	AR Invoice Summary
10	ARINV - 342	1	1200	0	000			Accounts Receivable - Alpha	12/27/2026	AR Invoice Summary
11	ARINV - 342	2	2260	0	000			Sales Tax Payable - Alpha	12/27/2026	AR Invoice Summary
12	ARINV - 344	3	4000	1	TEC			Sales Labor - Svc - Techno Solutions	12/26/2026	AR Invoice Summary
13	ARINV - 344	4	4400	1	TEC			Sales Reimb Exp - Svc - Techno Solutions	12/26/2026	AR Invoice Summary
14	ARINV - 344	1	1200	0	000			Accounts Receivable - Alpha	12/26/2026	AR Invoice Summary
15	ARINV - 344	2	2260	0	000			Sales Tax Payable - Alpha	12/26/2026	AR Invoice Summary
16	PR-A - 155	1	2300	0	000			Federal WH Taxes Payable - Alpha	12/26/2026	Payroll Summary - Liabi
17	PR-A - 155	1	2300	0	000			Federal WH Taxes Payable - Alpha	12/26/2026	Payroll Summary - Liabi
18	PR-A - 155	1	2300	0	000			Federal WH Taxes Payable - Alpha	12/26/2026	Payroll Summary - Liabi
19	PR-A - 155	1	2300	0	000	01		Federal WH Taxes Payable - Alpha	12/26/2026	Payroll Summary - Liabi
20	PR-A - 155	1	2300	0	000	01	A	Federal WH Taxes Pavaable - Alpha	12/26/2026	Pavroll Summarv - Liabi

Sort A to Z Sort Z to A Sort by Color Sheet View Clear Filter From "Ledger" Filter by Color Text Filters Search (Select All) A Cancel

CONDITIONAL FORMATTING

Financial Statements (Edit).xlsx - Financial Design for Demo Implementation

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

Clipboard Font Alignment Number Styles Cells Editing

Share

J10

D E F G H I J K L M N O P Q R S

5 Demo Aspire

6 Income Statement Comparative

7 Year to Date September 30, 2025

		Actual	Budget	Variance
12	Revenue			
13	Sales	\$ 889,468	\$ 1,895,209	\$(1,005,741)
14	Sales Returns and Discounts	-	-	-
15	Total Revenue	889,468	1,895,209	(1,005,741)
17	Cost of Goods Sold	5,682	40,905	35,223
19	Gross Profit	883,786	1,854,304	(970,518)
21	Operating and Administrative Expense			
22	Salary and Wage Expense	58,280	51,000	(7,280)
23	Other Payroll Expenses	2,475	11,934	9,459
24	Other General and Administrative Exp	215,230	817,650	602,420

Balance Sheet Income Statement

Ready Calculate Accessibility: Investigate

100%

CONDITIONAL FORMATTING

Book1		Bank Transactions - Copied from ActivityHD		Search		Sarah											
File		Home		Insert		Page Layout		Formulas		Data		Review		View		ActivityHD	
Developer		Help		Table Design													
Clipboard		Font		Alignment		Number		Styles		Cells		Editing					
A1		Entry #															
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O		
1	Entry #	Bank Account	Date	Reference	Description	Debit	Credit	GL Source		Date	Check #	Amount					
2	366	WF checking	7/4/2026	1604	Atmos Energy		36.94	AP-Payment		7/4/2026	1604	36.94					
3	364	WF checking	7/4/2026	1605	Atmos Energy		42.79	AP-Payment		7/7/2026	1605	483.52					
4	365	WF checking	7/7/2026	1605	Ally Payment Processing		483.52	AP-Payment		7/9/2026	44	7412.21					
5	565	WF checking	7/9/2026	44	Hartford Insurance		7,412.21	AP-Payment		7/17/2026	59	954.74					
6	589	WF checking	7/12/2026	60	United Supermarkets		201.41	AP-Payment		7/17/2026	6598	291.48					
7	590	WF checking	7/17/2026	59	Sprint Mobile Phones		954.74	AP-Payment		7/21/2026	1608	685.85					
8	99	WF checking	7/17/2026	6598	Wholesale Event Solutions		291.48	AP-Payment		7/27/2026	71	78.46					
9	368	WF checking	7/21/2026	1608	Wells Fargo Credit Card		685.85	AP-Payment		8/3/2026	73	359.78					
10	112	WF checking	7/23/2026	8675	LP&L		154.23	AP-Payment		8/7/2026	72	136.75					
11	915	WF checking	7/27/2026	71	Cake Creations		78.46	AP-Payment		8/11/2026	137	4482.78					
12	107	WF checking	8/1/2026	5000	Lubbock Rentals, Inc.		1,007.76	AP-Payment		8/12/2026	74	124.79					
13	913	WF checking	8/3/2026	73	Lawrence Cellars		359.78	AP-Payment		8/16/2026	84	243.56					
14	914	WF checking	8/7/2026	72	Confections		136.75	AP-Payment		8/16/2026	1611	102.86					
15	1287	WF checking	8/11/2026	137	Texas Treasurer		4,482.78	AP-Payment		8/20/2026	62	697.85					
16	369	WF checking	8/12/2026	1609	Ally Payment Processing		447.87	AP-Payment		8/22/2026	61	1005.24					
17	912	WF checking	8/12/2026	74	Cake Creations		124.79	AP-Payment		8/27/2026	77	269.78					
18	370	WF checking	8/12/2026	1610	Ally Payment Processing		483.52	AP-Payment		9/5/2026	79	719.74					
19	1015	WF checking	8/16/2026	84	Petals Plus		243.56	AP-Payment		9/10/2026	41	6985.23					
20	367	WF checking	8/16/2026	1611	Sweet Shops Express		102.86	AP-Payment		9/16/2026	80	483.75					

Bank Transactions

Sheet2



CONDITIONAL FORMATTING

Book1 Bank Transactions - Copied from ActivityHD Search Sarah S

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

Clipboard Font Alignment Number Styles Editing

Calibri 11 A A B I U Merge & Center General \$ % , .00 .00 Conditional Formatting Format as Table Cell Styles Insert Delete Format Sort & Filter Find & Select

K1 Check #

	A	B	C	D	E	F	G	H	I	J	K	M	N	O
	Entry #	Bank Account	Date	Reference	Description	Debit	Credit	GL Source		Date	Check #	Amount		
1	366	WF checking	7/4/2026	1604	Atmos Energy		36.94	AP-Payment		7/4/2026	1604	36.94		
2	364	WF checking	7/4/2026	1605	Atmos Energy		42.79	AP-Payment		7/7/2026	1605	483.52		
3	365	WF checking	7/7/2026	1605	Payment Processing		483.52	AP-Payment		7/9/2026	44	7412.21		
4	565	WF checking	7/9/2026	44	Insurance		7,412.21	AP-Payment		7/17/2026	59	954.74		
5	589	WF checking	7/12/2026	60	Unimark Markets		201.41	AP-Payment		7/17/2026	6598	291.48		
6	590	WF checking	7/17/2026	59	Sprint Phone Phones		954.74	AP-Payment		7/21/2026	1608	685.85		
7	99	WF checking	7/17/2026	6598	Wholesale Event Solutions		291.48	AP-Payment		7/27/2026	71	78.46		
8	368	WF checking	7/21/2026	1608	Wells Fargo Credit Card		685.85	AP-Payment		8/3/2026	73	359.78		
9	112	WF checking	7/23/2026	8675	LP&L		154.23	AP-Payment		8/7/2026	72	136.75		
10	915	WF checking	7/27/2026	71	Cake Creations		78.46	AP-Payment		8/11/2026	137	4482.78		
11	107	WF checking	8/1/2026	5000	Lubbock Rentals, Inc.		1,007.76	AP-Payment		8/12/2026	74	124.79		
12	913	WF checking	8/3/2026	73	Lawrence Cellars		359.78	AP-Payment		8/16/2026	84	243.56		
13	914	WF checking	8/7/2026	72	Confections		136.75	AP-Payment		8/16/2026	1611	102.86		
14	1287	WF checking	8/11/2026	137	Texas Treasurer		4,482.78	AP-Payment		8/20/2026	62	697.85		
15	369	WF checking	8/12/2026	1609	Ally Payment Processing		447.87	AP-Payment		8/22/2026	61	1005.24		
16	912	WF checking	8/12/2026	74	Cake Creations		124.79	AP-Payment		8/27/2026	77	269.78		
17	370	WF checking	8/12/2026	1610	Ally Payment Processing		483.52	AP-Payment		9/5/2026	79	719.74		
18	1015	WF checking	8/16/2026	84	Petals Plus		243.56	AP-Payment		9/10/2026	41	6985.23		
19	367	WF checking	8/16/2026	1611	Sweet Shops Express		102.86	AP-Payment		9/16/2026	80	483.75		

Bank Transactions Sheet2

Ready Accessibility: Investigate Count: 56 100%

CONDITIONAL FORMATTING

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Conditional Formatting

Highlight Cells Rules

Greater Than...

Less Than...

Between...

Equal To...

Text that Contains...

A Date Occurring...

Duplicate Values...

More Rules...

Top/Bottom Rules

Data Bars

Color Scales

Icon Sets

New Rule...

Clear Rules

Manage Rules...

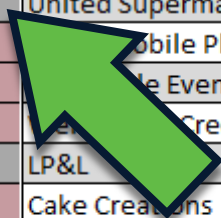
Entry #	Bank Account	Date	Reference	Description	Debit	Credit	GL Source
366	WF checking	7/4/2026	1604	Atmos Energy		36.94	AP-Payment
364	WF checking	7/4/2026	1605	Atmos Energy		42.79	AP-Payment
365	WF checking	7/7/2026	1605	Ally Payment Processing		483.52	AP-Payment
565	WF checking	7/9/2026	44	Hartford Insurance		7,412.21	AP-Payment
589	WF checking	7/12/2026	60	United Supermarkets		201.41	AP-Payment
590	WF checking	7/17/2026	59	Sprint Mobile Phones		954.74	AP-Payment
99	WF checking	7/17/2026	6598	Wholesale Event Solutions		291.48	AP-Payment
368	WF checking	7/21/2026	1608	Wells Fargo Credit Card		685.85	AP-Payment
112	WF checking	7/23/2026	8675	LP&L		154.23	AP-Payment
915	WF checking	7/27/2026	71	Cake Creations		78.46	AP-Payment
107	WF checking	8/1/2026	5000	Lubbock Rentals, Inc.		1,007.76	AP-Payment
913	WF checking	8/3/2026	73	Lawrence Cellars		359.78	AP-Payment
914	WF checking	8/7/2026	72	Confections		136.75	AP-Payment
1287	WF checking	8/11/2026	137	Texas Treasurer		4,482.78	AP-Payment
369	WF checking	8/12/2026	1609	Ally Payment Processing		447.87	AP-Payment
912	WF checking	8/12/2026	74	Cake Creations		124.79	AP-Payment
370	WF checking	8/12/2026	1610	Ally Payment Processing		483.52	AP-Payment
1015	WF checking	8/16/2026	84	Petals Plus		243.56	AP-Payment
367	WF checking	8/16/2026	1611	Sweet Shops Express		102.86	AP-Payment

Bank Transactions Sheet2

Count: 56

CONDITIONAL FORMATTING

Book1 Bank Transactions - Copied from ActivityHD Search Sarah S														
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Clipboard Font Alignment Number Styles Cells Editing														
K1 Check #														
Entry #	Bank Account	Date	Reference	Description	Debit	Credit	GL Source		Date	Check #	Amount			
366	WF checking	7/4/2026	1604	Atmos Energy		36.94	AP-Payment		7/4/2026	1604	36.94			
364	WF checking	7/4/2026	1605	Atmos Energy		42.79	AP-Payment		7/7/2026	1605	483.52			
365	WF checking	7/7/2026	1605	Ally Payment Processing		483.52	AP-Payment		7/9/2026	44	7412.21			
565	WF checking	7/9/2026	44	Hartford Insurance		7,412.21	AP-Payment		7/17/2026	59	954.74			
589	WF checking	7/12/2026	60	United Supermarkets		201.41	AP-Payment		7/17/2026	6598	291.48			
590	WF checking	7/17/2026	59	Mobile Phones		954.74	AP-Payment		7/21/2026	1608	685.85			
99	WF checking	7/17/2026	6598	Event Solutions		291.48	AP-Payment		7/27/2026	71	78.46			
368	WF checking	7/21/2026	1608	Credit Card		685.85	AP-Payment		8/3/2026	73	359.78			
112	WF checking	7/23/2026	8675	LP&L		154.23	AP-Payment		8/7/2026	72	136.75			
915	WF checking	7/27/2026	71	Cake Creations		78.46	AP-Payment		8/11/2026	137	4482.78			
107	WF checking	8/1/2026	5000	Lubbock Rentals, Inc.		1,007.76	AP-Payment		8/12/2026	74	124.79			
913	WF checking	8/3/2026	73	Lawrence Cellars		359.78	AP-Payment		8/16/2026	84	243.56			
914	WF checking	8/7/2026	72	Confections		136.75	AP-Payment		8/16/2026	1611	102.86			
1287	WF checking	8/11/2026	137	Texas Treasurer		4,482.78	AP-Payment		8/20/2026	62	697.85			
369	WF checking	8/12/2026	1609	Ally Payment Processing		447.87	AP-Payment		8/22/2026	61	1005.24			
912	WF checking	8/12/2026	74	Cake Creations		124.79	AP-Payment		8/27/2026	77	269.78			
370	WF checking	8/12/2026	1610	Ally Payment Processing		483.52	AP-Payment		9/5/2026	79	719.74			
1015	WF checking	8/16/2026	84	Petals Plus		243.56	AP-Payment		9/10/2026	41	6985.23			
367	WF checking	8/16/2026	1611	Sweet Shops Express		102.86	AP-Payment		9/16/2026	80	483.75			



CONDITIONAL FORMATTING

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Clipboard Font Alignment Number Styles Cells Editing

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	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Entry #	Bank Account	Date	Reference	Description	Debit	Credit	GL Source		Date	Check #	Amount			
6	589	WF checking	7/12/2026	60	United Supermarkets		201.41	AP-Payment		7/17/2026	6598	291.48			
10	112	WF checking	7/23/2026	8675	LP&L		154.23	AP-Payment		8/7/2026	72	136.75			
12	107	WF checking	8/1/2026	5000	Lubbock Rentals, Inc.		1,007.76	AP-Payment		8/12/2026	74	124.79			
16	369	WF checking	8/12/2026	1609	Ally Payment Processing		447.87	AP-Payment		8/22/2026	61	1005.24			
18	370	WF checking	8/12/2026	1610	Ally Payment Processing		483.52	AP-Payment		9/5/2026	79	719.74			
24	908	WF checking	8/29/2026	78	Shindigz		5,065.29	AP-Payment							
25	909	WF checking	8/31/2026	76	Gourmet Caterers		458.79	AP-Payment							
27	911	WF checking	9/8/2026	75	Cake Creations		146.79	AP-Payment							
29	1017	WF checking	9/13/2026	CD	Phase \$50K CD at Bank		50,000.00	GL-Manual							
32	568	WF checking	9/21/2026	53	Wilson		3,675.00	AP-Payment							
35															
36															
37															
38															
39															
40															
41															
42															
43															

Bank Transactions Sheet2

Ready 10 of 33 records found Accessibility: Investigate

GENERAL LEARNING

CHANDOO | Become awesome in Excel

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EXCELISFUN | Mike Girvin YouTube channel

🔗 | youtube.com/user/ExcelsFun

SOLVE A SPECIFIC PROBLEM

GOOGLE | Or your preferred search engine

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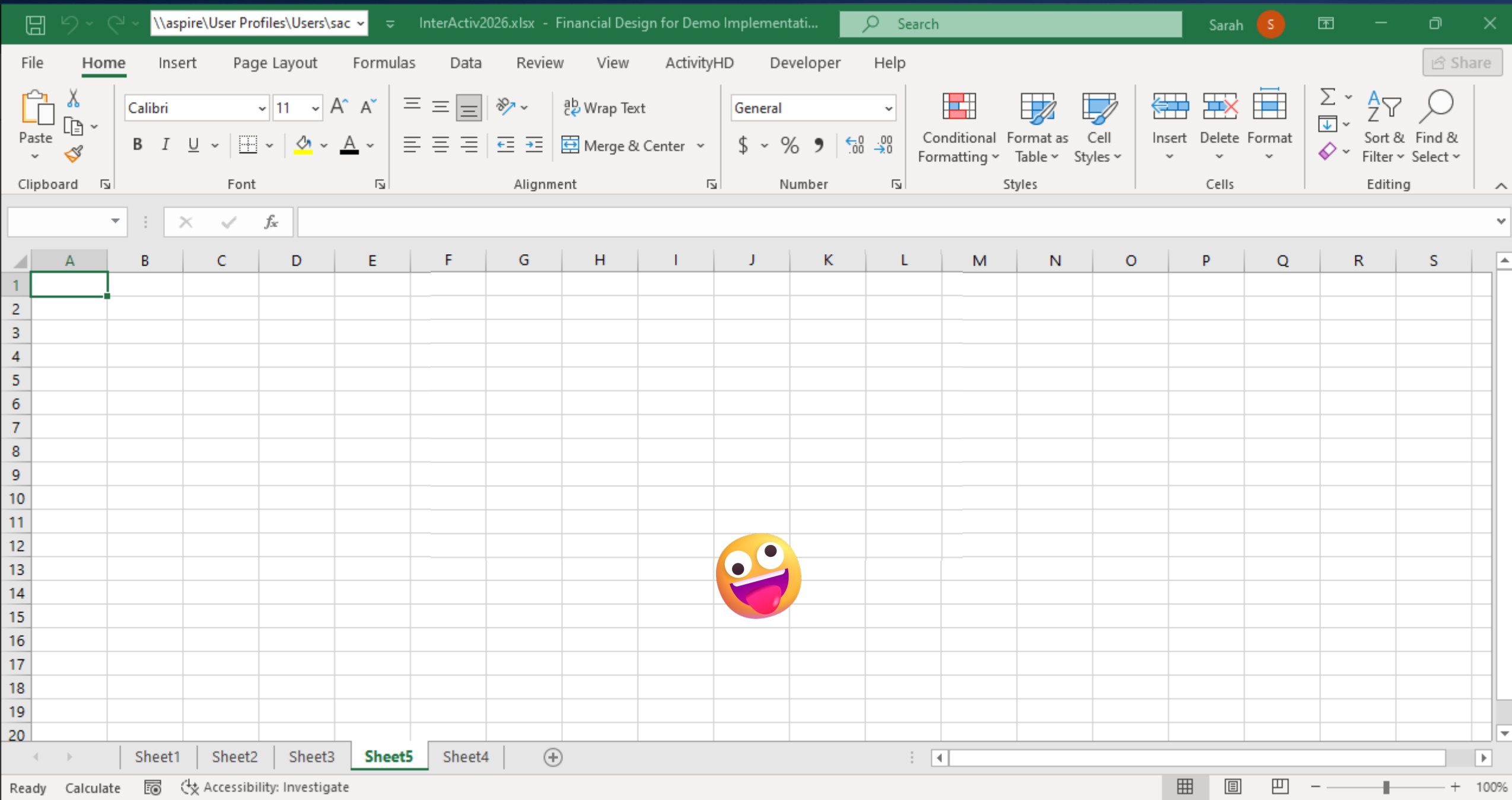
MICROSOFT | Official source of information

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AI TOOLS | Whichever you prefer

Take results with a grain of salt. Always test and verify yourself!

DON'T FORGET...





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