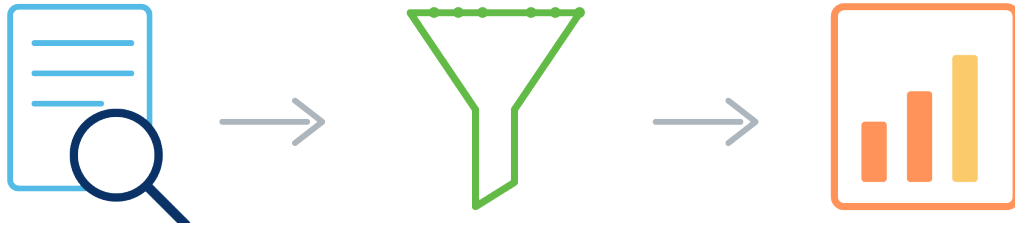


STEFANIE ROSALES & ZACH MONTANDON

# Find It, Filter It, Report It





**Stefanie Rosales**

Support Team Lead



**Zach Montandon**

Support Specialist

1

Built-in Filters Worth Knowing

2

Filtering Fundamentals & Best Practices

3

Report Options & Saved Answers

4

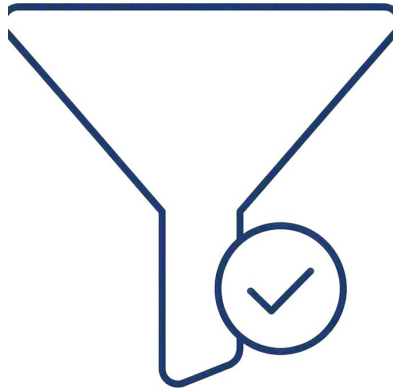
Reporting Best Practices

5

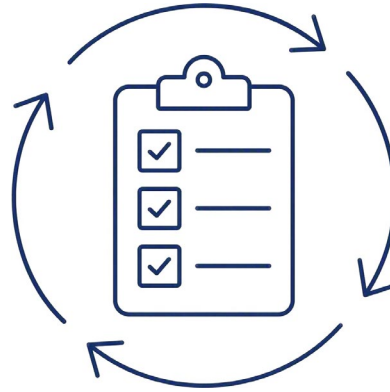
Resources

# Section 1: Built-in Filters Worth Knowing

# FILTERS ALREADY WAITING FOR YOU



Common Filters



Workflow Filters



Transaction Filters

## Description

AP | AR | CP | GL | PO

## Name

AP | AR | CP | PR | HR | PO

## Class

AP | AR | FA

Filter "? Vendor Description" Param... X

Description:

OK Cancel

Filter "? Name" Parameters X

Name:

OK Cancel

Filter "? Class" Parameters X

Class:

OK Cancel

Filter "? Has Note Type" Parameters ✕

Note Type:

OK Cancel

Filter "? Current Values" Para... ✕

Date:  

OK Cancel

Filter "? Active Assets" Para... ✕

Date:  

OK Cancel

## Has Note Type

AP | AR | FA

## Current Values

FA | PR | HR

## Active / Current Status

FA | GL | PR | HR

## New / Outstanding

AP | AR | GL | PR | PO | CP

## Output

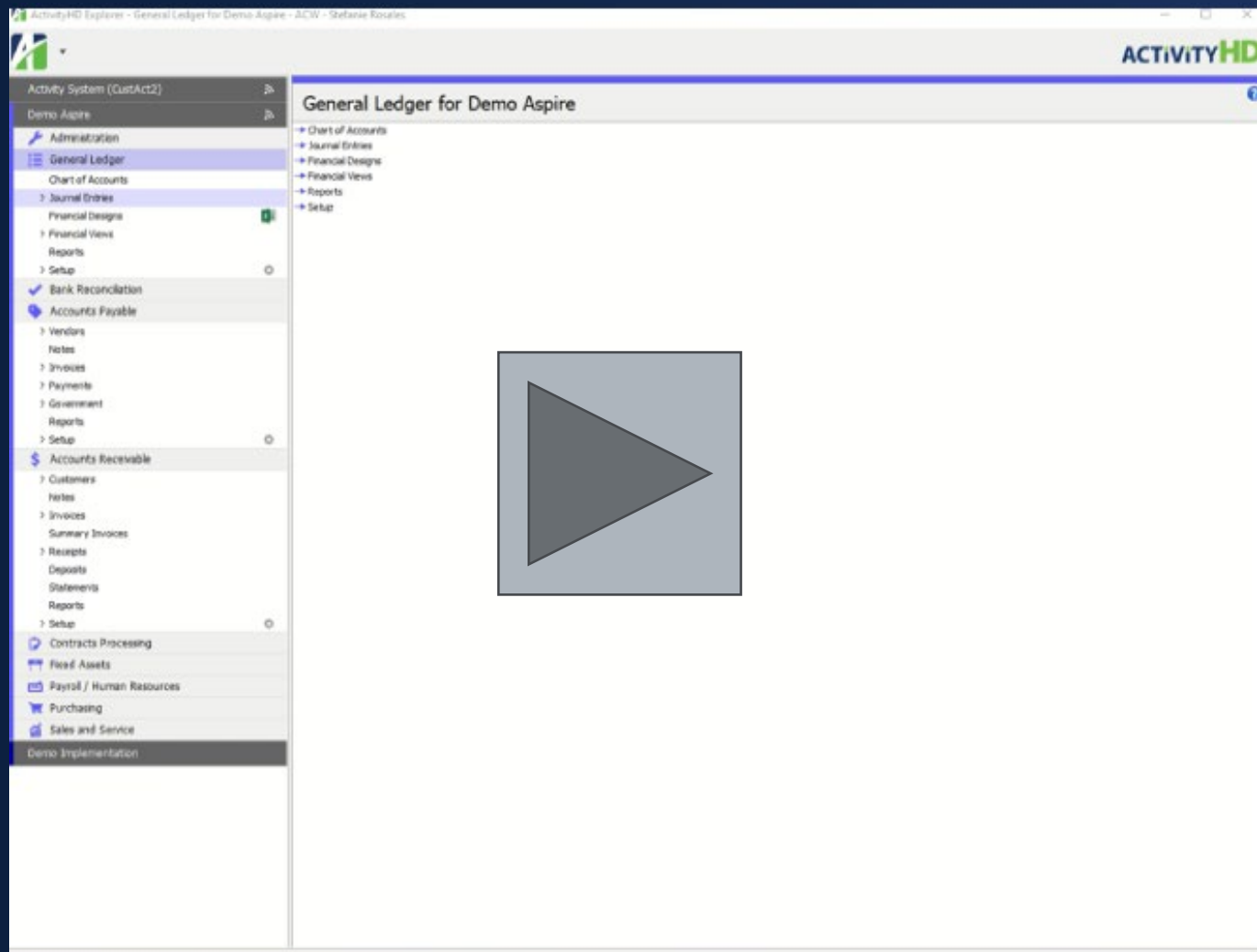
AP | AR | FA

## Approval

Accounts Payable | PO

## Exception / Validation

AP | AR | FA | GL | PR | PO



# TRANSACTION FILTERS

## Amount filtering

AP | AR | BR | CP | GL | PR | PO

## Date filtering

AP | AR | BR | CP | FA | GL | PR | PO

## Entity filtering

AP | AR | CP | FA | PR | HR | PO

## Identifier filtering

AP | AR | BR | CP | GL | PR | PO

Filter "? Amount Range" Parameters

Begin Amount:

End Amount:

OK Cancel

Filter "? Invoice Date" Parameters

Begin Date:

End Date:

OK Cancel

Filter "? Vendor" Parameters

Vendor:

OK Cancel

Filter "? Batch" Parameters

Batch:

OK Cancel



## KEY TAKEAWAY

Built-in filters provide a consistent, easy-to-use way to find information, manage workflows, and analyze data across every package in ActivityHD.

# **Section 2:**

# **Filtering Fundamentals & Best Practices**



The Power of the  
Wildcard!



Combine Filters



Who likes finding the  
needle in the haystack?

## AR Customers for Demo Aspire

Options: Personal

Filters: ? Class (Corp), ? No Activity Since (\*1/1/2025), Statement Delivery - Print

Code

And

Atw

Barr

Bost

Brev

Brya

Cart

Coni

Conway

- ? Class (Corp)
- ? Code
- ? Has Note Type
- ? Name
- ? No Activity Since (\*1/1/2025)
- ? Salesperson
- ? Sounds Like
- Average Days to Pay
- Customer Balances
- Customer High Balance
- Customer/Vendor Relationships
- Has Recurring Invoices
- Last Payment Activity
- Obsolete Customers
- Past Due Customers
- Payment Customers
- Statement Delivery - Email
- Statement Delivery - Print
- Statement Delivery - Undefined

Filters: ? Class (Corp), ? No Activity Since (\*1/1/2025), Statement Delivery - Print

Lookup: \*on\*

| Code          | Name                          | Class     | Payment Cus   |
|---------------|-------------------------------|-----------|---------------|
| Ladies        | Lubbock Ladies Luncheon Group | ArtsEnt   | Ladies        |
| MediaMax      | MediaMax Productions          | Promo     | MediaMax      |
| Garden        | Garden and Arts Organization  | ArtsEnt   | Garden        |
| Compassionate | Compassionate Charities       | NonProfit | Compassionate |
| LondonJ       | Janet London                  | Misc      | LondonJ       |
| Donaldson     | Michelle Donaldson            | Misc      | Donaldson     |
| Gibson        | Gibson Innovations            | Corp      | Gibson        |
| Anderson      | Anderson Architects, Inc.     | Corp      | Anderson      |
| Arlington     | Arlington Arts Alliance       | ArtsEnt   | Arlington     |
| Armstrong     | Armstrong, LLP                | Corp      | Armstrong     |
| Atwater       | Atwater Construction          | Corp      | Atwater       |
| Boston        | Boston Realtors, Inc.         | Corp      | Boston        |
| Connor        | Connor Industries             | Corp      | Connor        |
| Conquest      | Conquest Sports Management    | Promo     | Conquest      |
| Conway        | Conway Consulting             | Corp      | Conway        |

Filters: Column Filters, ? Class (Corp), ? No Activity Since (\*1/1/2025), Statement Deliver x

Lookup: \*on\*

☐ Include Obsolete

| Code     | Name                      | Class | Payment Custo... | Attributes | Invoic... | Bala... | Invoice Addres... | Invoic |
|----------|---------------------------|-------|------------------|------------|-----------|---------|-------------------|--------|
| Anderson | Anderson Architects, Inc. | Corp  | Anderson         |            | Main      | 0.00    | 79404             | TX     |
| Atwater  | Atwater Construction      | Corp  | Atwater          |            | Main      | 0.00    | 79423             | TX     |
| Conway   | Conway Consulting         | Corp  | Conway           |            | Main      | 0.00    | 79419             | TX     |
| Pearson  | Pearson & Partners        | Corp  | Pearson          |            | Main      | 0.00    | 75224             | TX     |
| Simmons  | Simmons Holdings          | Corp  | Simmons          |            | Main      | 0.00    | 79423             | TX     |
| Techno   | Techno Solutions, Inc.    | Corp  | Techno           |            | Main      | 0.00    | 79419             | TX     |
| Harrison | Harrison Consulting, Inc. | Corp  | Harrison         |            | Main      |         | 79420             | TX     |

☒ Invoice Location Zip:

like 7\*4\*

- like
- not like
- =
- <>
- >
- >=
- <
- <=
- between
- not between

Column Filters

☒ Invoice Location Zip:

like 7\*4\*

- like
- not like
- =
- <>
- >
- >=
- <
- <=
- between
- not between

Filters:

Column Filters, ? Class (Corp), ? No Activity Since (\*1/1/2025), Statement Deliver  

Code

Name

 Anderson

Anderson Architects, Inc.

 Atwater

Atwater Construction

 Conway

Conway Consulting

 Pearson

Pearson & Partners

 Simmons

Simmons Holdings

 Techno

Techno Solutions, Inc.

 Harrison

Harrison Consulting, Inc.

Filters: Column Filters, ? Class (Corp), ? No Activity Since (\*1/1/2025), Statement Deliver x

Lookup: \*on\*

☐ Include Obsolete

| Code     | Name                      | Class | Payment Custo... | Attributes | Invoic... | Bala... | Invoice Addres... | Invoic |
|----------|---------------------------|-------|------------------|------------|-----------|---------|-------------------|--------|
| Anderson | Anderson Architects, Inc. | Corp  | Anderson         |            | Main      | 0.00    | 79404             | TX     |
| Atwater  | Atwater Construction      | Corp  | Atwater          |            | Main      | 0.00    | 79423             | TX     |
| Conway   | Conway Consulting         | Corp  | Conway           |            | Main      | 0.00    | 79419             | TX     |
| Pearson  | Pearson & Partners        | Corp  | Pearson          |            | Main      | 0.00    | 75224             | TX     |
| Simmons  | Simmons Holdings          | Corp  | Simmons          |            | Main      | 0.00    | 79423             | TX     |
| Techno   | Techno Solutions, Inc.    | Corp  | Techno           |            | Main      | 0.00    | 79419             | TX     |
| Harrison | Harrison Consulting, Inc. | Corp  | Harrison         |            | Main      |         | 79420             | TX     |

☒ Invoice Location Zip:

like 7\*4\*

like  
not like  
=  
<>  
>  
>=  
<  
<=  
between  
not between

Column Filters

☒ Invoice Location Zip:

like  
like  
not like  
=  
<>  
>  
>=  
<  
<=  
between  
not between

| Lookup: <input type="text" value="*on*"/> |                  | <input type="checkbox"/> Include Obsolete |           |   |         |                     |    |
|-------------------------------------------|------------------|-------------------------------------------|-----------|---|---------|---------------------|----|
| Class                                     | Payment Custo... | Attributes                                | Invoic... | ▼ | Bala... | 🔍 Invoice Addres... | In |
| Corp                                      | Anderson         |                                           | Main      |   | 0.00    | 79404               | TX |
| Corp                                      | Atwater          |                                           | Main      |   | 0.00    | 79423               | TX |
| Corp                                      | Conway           |                                           | Main      |   | 0.00    | 79419               | TX |
| Corp                                      | Pearson          |                                           | Main      |   | 0.00    | 75224               | TX |
| Corp                                      | Simmons          |                                           | Main      |   | 0.00    | 79423               | TX |
| Corp                                      | Techno           |                                           | Main      |   | 0.00    | 79419               | TX |
| Corp                                      | Harrison         |                                           | Main      |   |         | 79420               | TX |

Filters: Column Filters, ? Class (Corp), ? No Activity Since (\*1/1/2025), Statement Deliver x

Lookup: \*on\*

☐ Include Obsolete

| Code     | Name                      | Class | Payment Custo... | Attributes | Invoic... | Bala... | Invoice Addres... | Invoic |
|----------|---------------------------|-------|------------------|------------|-----------|---------|-------------------|--------|
| Anderson | Anderson Architects, Inc. | Corp  | Anderson         |            | Main      | 0.00    | 79404             | TX     |
| Atwater  | Atwater Construction      | Corp  | Atwater          |            | Main      | 0.00    | 79423             | TX     |
| Conway   | Conway Consulting         | Corp  | Conway           |            | Main      | 0.00    | 79419             | TX     |
| Pearson  | Pearson & Partners        | Corp  | Pearson          |            | Main      | 0.00    | 75224             | TX     |
| Simmons  | Simmons Holdings          | Corp  | Simmons          |            | Main      | 0.00    | 79423             | TX     |
| Techno   | Techno Solutions, Inc.    | Corp  | Techno           |            | Main      | 0.00    | 79419             | TX     |
| Harrison | Harrison Consulting, Inc. | Corp  | Harrison         |            | Main      |         | 79420             | TX     |

☒ Invoice Location Zip:

like

7\*4\*

like

not like

=

<>

>

>=

<

<=

between

not between

Column Filters

☒ Invoice Location Zip:

like

7\*4\*

like

not like

=

<>

>

>=

<

<=

between

not between

OK

Cancel

|      |          |      |      |       |    |
|------|----------|------|------|-------|----|
| Corp | Country  | Main | 0.00 | 75224 | TX |
| Corp | Pearson  | Main | 0.00 | 79423 | TX |
| Corp | Simmons  | Main | 0.00 | 79419 | TX |
| Corp | Techno   | Main |      | 79420 | TX |
| Corp | Harrison |      |      |       |    |

☒ Invoice Location Zip:

like ▼ 7\*4\*

like

not like

=

<>

>

>=

<

<=

Column Filters

☒ Invoice Location Zip:

like ▼ 7\*4\*

like

not like

=

<>

>

>=

<

<=

between

not between

OK Cancel

## AR Customers for Demo Aspire

Options: Personal

Filters: Has Recurring Invoices

Lookup:

☐ Include Obsolete

| Code   | Name                | Class     | Payment Custo... | Attributes |
|--------|---------------------|-----------|------------------|------------|
| 4HLubb | 4-H Club of Lubbock | NonProfit | 4HLubb           |            |

Enter a Lookup value to limit by Code, Name

| Code      | Name                        | Class     | Payment Custo... | Attributes | Invoic... |
|-----------|-----------------------------|-----------|------------------|------------|-----------|
| 4HLubb    | 4-H Club of Lubbock         | NonProfit | 4HLubb           |            | Main      |
| Alexander | Alexander Alliance, Inc.    | Corp      | Alexander        |            | Main      |
| Amped     | Amped Recording Studios     | ArtsEnt   | Amped            |            | Main      |
| Anderson  | Anderson Architects, Inc.   | Corp      | Anderson         |            | Main      |
| Arlington | Arlington Arts Alliance     | ArtsEnt   | Arlington        |            | Main      |
| Armstrong | Armstrong, LLP              | Corp      | Armstrong        |            | Main      |
| ArtInst   | Art Instructors, Inc.       | ArtsEnt   | ArtInst          |            | Main      |
| Atwater   | Atwater Construction        | Corp      | Atwater          |            | Main      |
| Avenue    | Avenue Gallery              | ArtsEnt   | Avenue           |            | Store 5   |
| Barnes    | The Barnes Group, Inc.      | Corp      | Barnes           |            | Main      |
| Beautiful | Beautiful Bouquets          | Misc      | Beautiful        |            | Main      |
| Bentwood  | Jeff Bentwood               | Misc      | Bentwood         |            | Main      |
| DeWitt    | DeWitt Enterprises          | Corp      | DeWitt           |            | Main      |
| DFWFound  | The Dallas - Fort Worth ... | NonProfit | DFWFound         |            | Main      |

Total: 110 | Selected: 1 | Order: \*Code | Hint: Enter a Lookup value to limit by Code, Name

# BUILDING FILTERS

## STANDARD FILTERS

### Basic Filter

I know this needs to be consistent

### Logic Based Filter

I need this but not that.  
Do I know my AND vs OR?

## PROMPTING FILTERS

### Parameter Filter

I know this needs to be flexible

### Parameter Range

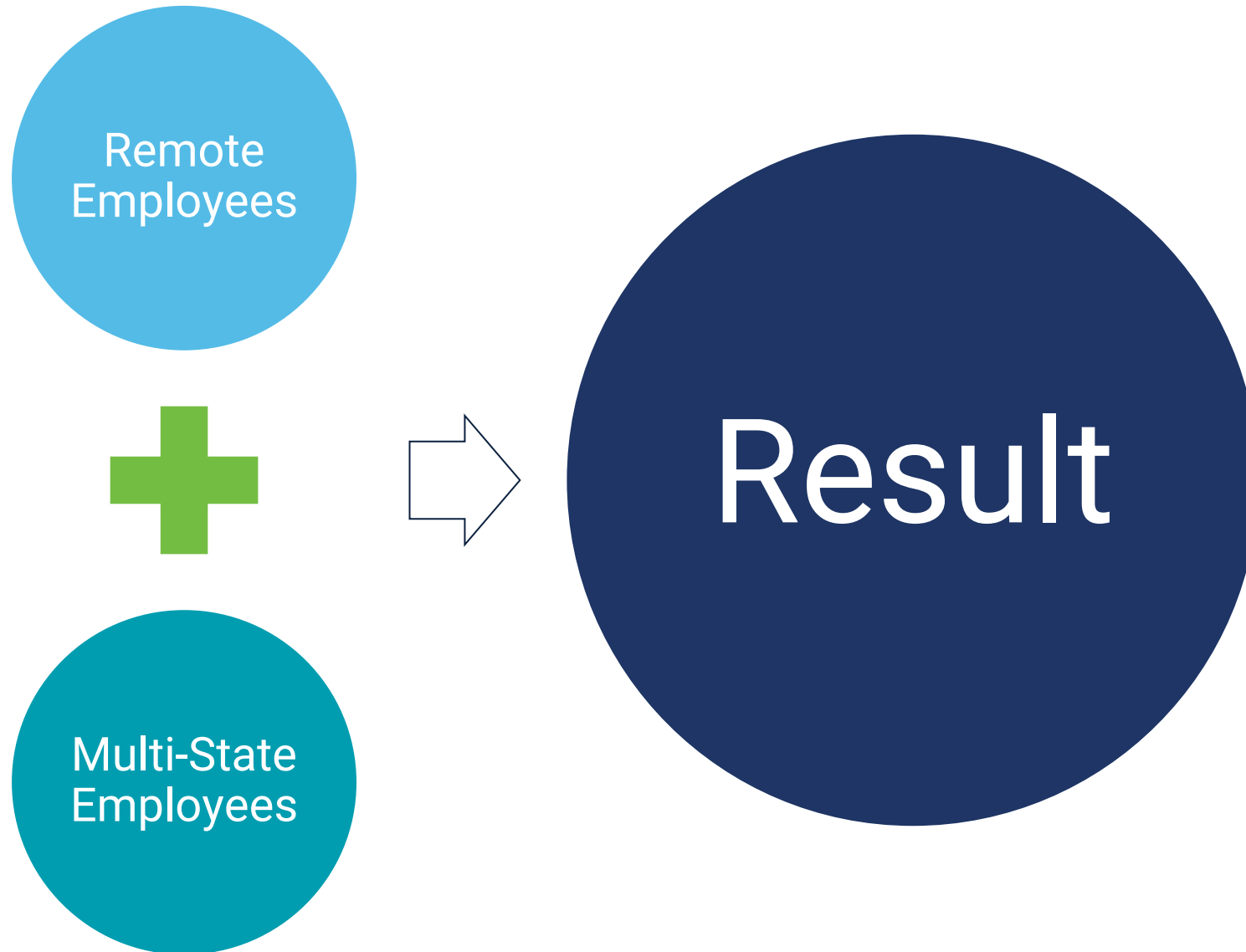
I know this will need to slide  
on the scale

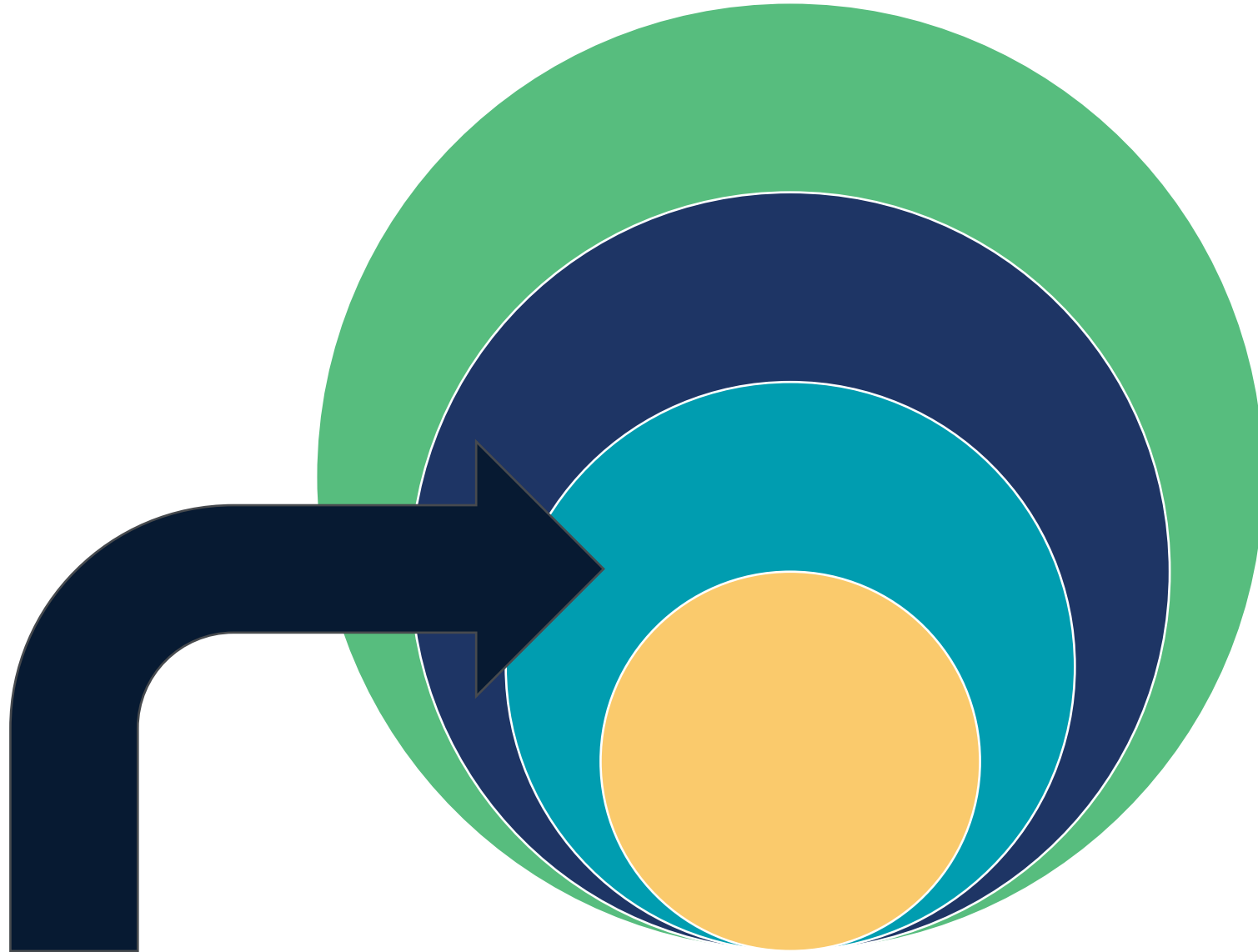
|                            |  |                             |           |         |           |                            |             |
|----------------------------|--|-----------------------------|-----------|---------|-----------|----------------------------|-------------|
| Activity System (CustAct2) |  | AP Invoices for Demo Aspire |           |         |           |                            |             |
| Demo Aspire                |  | Options: Defaults*          |           |         |           |                            |             |
| Filters:                   |  | Lookup:                     |           |         |           |                            |             |
| Batch - #                  |  | Created By                  | Status    | Merge # | Vendor    | Vendor Description         | Invoice #   |
| po - 55                    |  | lbogart                     | Paid      | 804     | Beautiful | Beautiful Bouquets         | 00000011321 |
| po - 54                    |  | lbogart                     | Paid      | 805     | Beautiful | Beautiful Bouquets         | 000512131   |
| Commit - 19                |  | srosales                    | New       |         | HomeDecor | Home Decorators Collect... | 00103-01    |
| PO - 125                   |  | lbogart                     | Committed | 914     | Koyal     | Koyal Wholesale Supplies   | 00111-01    |
| PO - 126                   |  | bandersen                   |           |         | Koyal     | Koyal Wholesale Supplies   | 00111-01    |
| PO - 127                   |  | gray                        |           |         | Koyal     | Koyal Wholesale Supplies   | 00111-02    |
| po - 57                    |  | lbogart                     |           | 796     | Choice    | Choice Billboards          | 0011234     |
| Commit - 1                 |  | lbogart                     |           |         | ACS       | ACS Services               | 00138-01    |
| Commit - 3                 |  | hopeE                       |           | 943     | HomeDecor | Home Decorators Collect... | 00146-01    |
| Commit - 4                 |  | lbogart                     | New       |         | HomeDecor | Home Decorators Collect... | 00146-01    |
| po - 48                    |  | lbogart                     | Paid      | 784     | Paper     | Paper House Online         | 001526fde   |
| Commit - 5                 |  | hope                        | Voided    | 946     | HomeDecor | Home Decorators Collect... | 00153-01    |
| Commit - 9                 |  | lbogart                     | Voided    | 947     | HomeDecor | Home Decorators Collect... | 00153-01    |
| Commit - 6                 |  | lbogart                     | Committed | 945     | Gourmet   | Gourmet Caterers           | 00155-01    |
| Commit - 7                 |  | lbogart                     | New       |         | Gourmet   | Gourmet Caterers           | 00155-01    |
| Commit - 11                |  | lbogart                     | Committed | 949     | HomeDecor | Home Decorators Collect... | 00161-01    |
| Commit - 14                |  | lbogart                     | New       |         | HomeDecor | Home Decorators Collect... | 00161-01    |

| Vendors for Demo Aspire                                                                      |                                 |               |          |                 |                |             |            |  |
|----------------------------------------------------------------------------------------------|---------------------------------|---------------|----------|-----------------|----------------|-------------|------------|--|
| Options: Personal                                                                            |                                 |               |          |                 |                |             |            |  |
| Filter: ? Name sounds like (Confection)    Lookup: <input type="checkbox"/> Include Obsolete |                                 |               |          |                 |                |             |            |  |
| Code                                                                                         | Description                     | Class         | Terms    | AP Account Mask | Customer #     | Federal ID  | Attributes |  |
| NQATIV                                                                                       |                                 | Service       |          |                 | NQATIV         |             |            |  |
| Sacramento Kings                                                                             |                                 | Entertainment |          |                 |                |             |            |  |
| Abiding                                                                                      | Abiding Hope Lutheran Church    | Misc          | Net10    | 2100-01-00000-A |                |             |            |  |
| Advertising Inc.                                                                             | Advertising Inc.                |               |          |                 | Advertising    |             |            |  |
| Slate                                                                                        | Allison Slate                   |               | UponR... | 2100-01-00000-A |                |             |            |  |
| Ally                                                                                         | Ally Payment Processing         | Financial     | Due30    | 2100-01-00000-A | 054-6325-95678 | 23-1545778  |            |  |
| Altex                                                                                        | Altex Computer & Electronics    | Supplier      | Net15    | 2100-01-00000-A | 56481584       | 63-5894355  |            |  |
| Amzn                                                                                         | Amazon                          | Misc          |          | 2100-01-00000-A |                |             |            |  |
| AmerFunds                                                                                    | American Funds                  |               | UponR... | 2100-01-00000-A | 09876543       |             |            |  |
| ATTINT                                                                                       | AT&T Internet                   |               | Cash     | 2100-01-00000-A |                |             |            |  |
| ATT                                                                                          | AT&T Phone                      |               | Cash     | 2100-01-00000-A | 32651232       | 36-1247560  |            |  |
| AtmosCorp                                                                                    | Atmos Energy                    |               | Net10    | 2100-01-00000-A | 1654623        | 65-2588315  |            |  |
| AtmosDallas                                                                                  | Atmos Energy                    |               | Cash     | 2100-01-00000-A | 6549632        | 65-2588315  |            |  |
| Ronnies                                                                                      | Aunt Ronnie's Bakery            |               | Cash     | 2100-01-00000-A | cash           | 123-45-4567 |            |  |
| BakerOff                                                                                     | Baker Office Products           |               | Due1st   | 2100-01-00000-A | 1579           |             |            |  |
| Beautiful                                                                                    | Beautiful Bouquets              | Service       | Net10    | 2100-01-00000-A | 31310          | 26-4871554  |            |  |
| Birthday                                                                                     | Birthday Express                | Supplier      | Net15    | 2100-01-00000-A | ZP1231082      | 36-8599410  |            |  |
| Boys&Girls                                                                                   | Boys & Girls Club of America    |               |          |                 |                |             |            |  |
| Cake                                                                                         | Cake Creations                  | Service       | Cash     | 2100-01-00000-A |                | 65-9522005  |            |  |
| CORNER BAKERY                                                                                | Catering and Equipment Services | Supplier      |          |                 |                | 22-5551234  |            |  |
| Choice                                                                                       | Choice Billboards               | Service       |          | 2100-01-00000-A | 3569           |             |            |  |
| Sanchez                                                                                      | Christy Sanchez                 | Employee      | UponR... | 2100-01-00000-A |                |             |            |  |
| Compassionate                                                                                | Compassionate Charities         |               |          |                 |                |             |            |  |
| CoNetrix                                                                                     | CoNetrix Technology             | Service       | Cash     | 2100-01-00000-A | 456            |             |            |  |
| Confections                                                                                  | Confections                     | Service       | UponR... | 2100-01-00000-A | LM36258        | 36-5841987  |            |  |
| Conquest                                                                                     | Conquest                        | Misc          | Net10    | 2100-01-00000-A |                |             |            |  |

What if I need results that are Red and White OR  
Black and Blue?

Can we do advanced logic too?





# Pedal to the Metal

Is there anything too hard for ActivityHD?

ActivityHD Explorer - Vendor Contacts for Demo Aspire - ACW - Zach Montandon

Activity System (CustAct2)

Demo Aspire

Administration

General Ledger

Bank Reconciliation

Accounts Payable

Vendors

Contacts

Locations

Records

Notes

Invoices

Payments

Government

Reports

Setup

Accounts Receivable

Contracts Processing

Fixed Assets

Payroll / Human Resources

Purchasing

Sales and Service

### Vendor Contacts for Demo Aspire

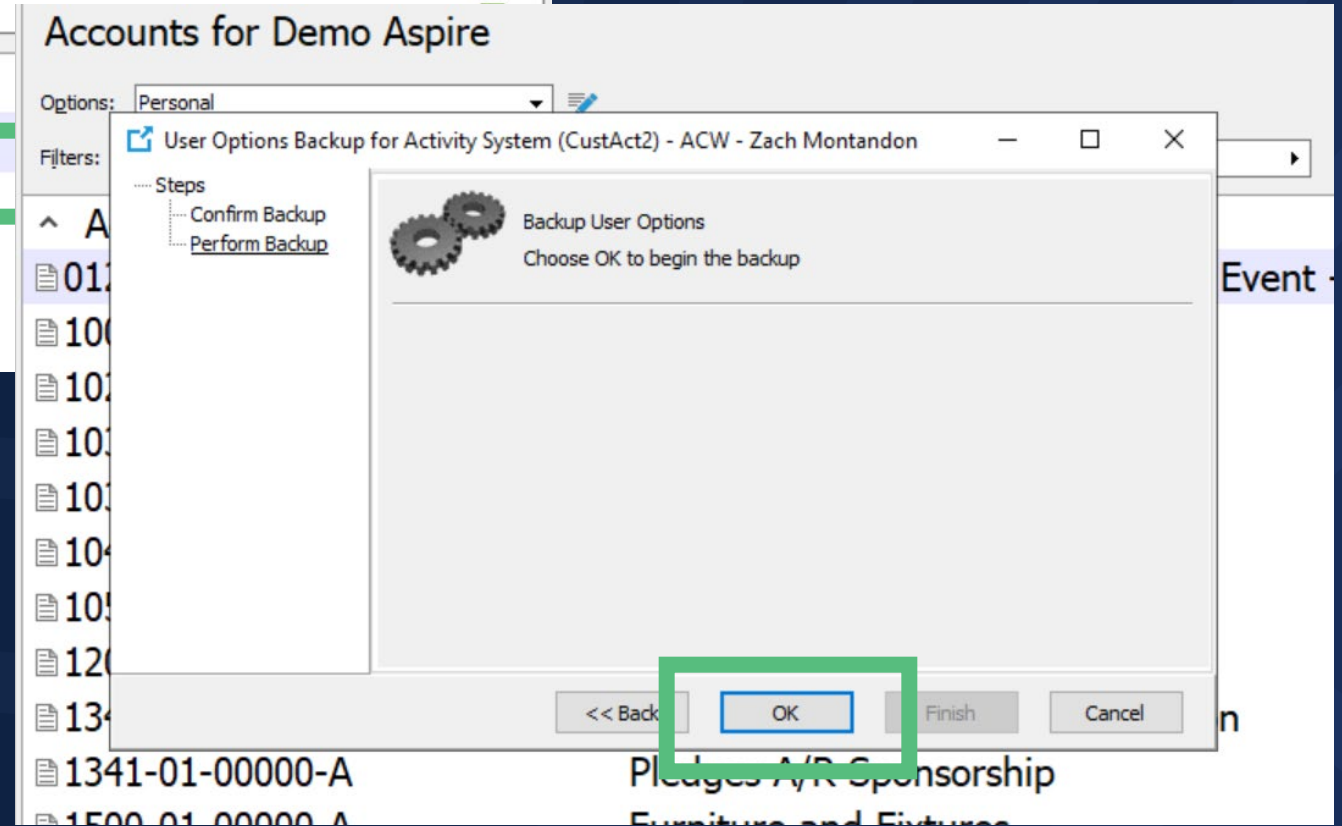
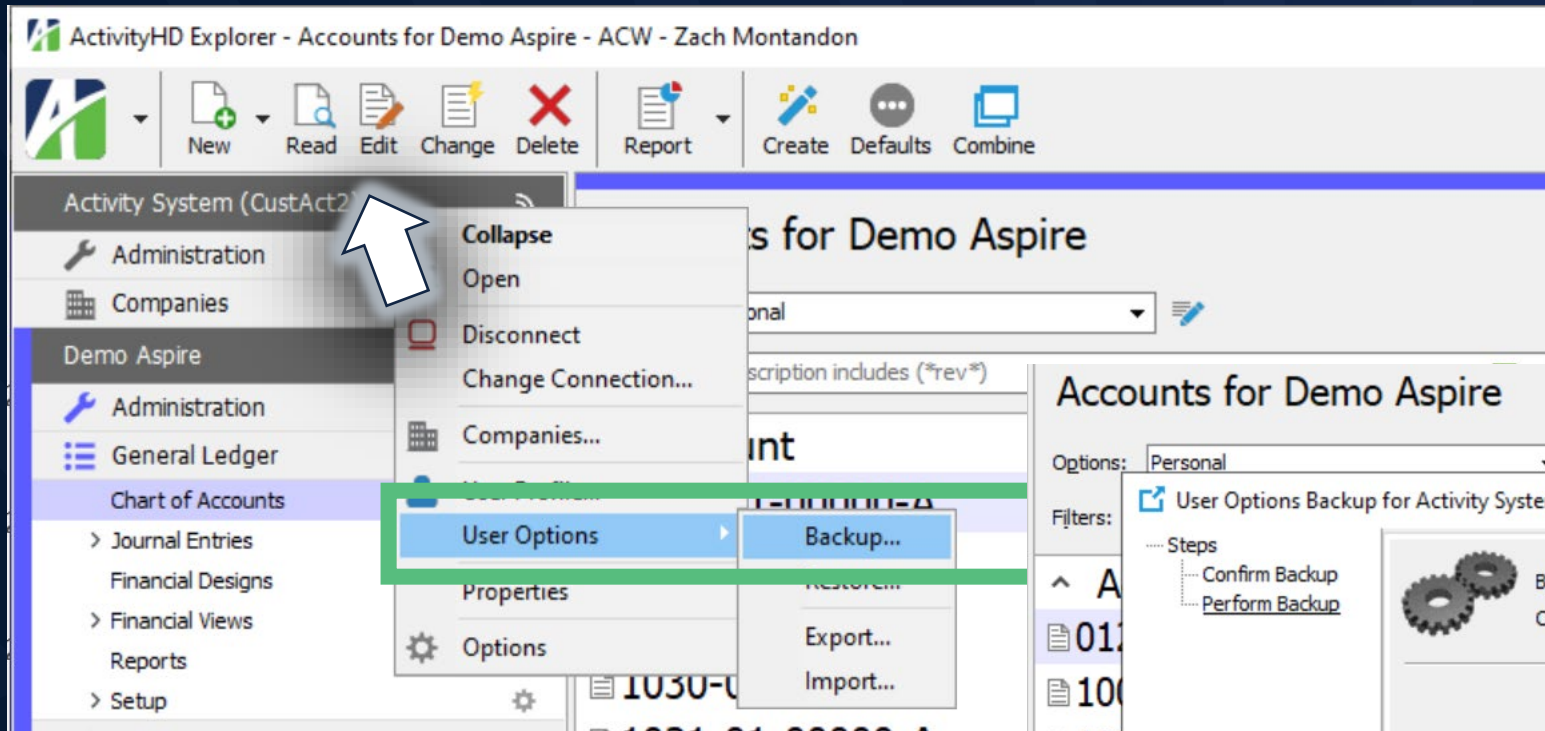
Options: Personal

Filters: Lookup: ☐ Include Obsolete

| Name              | Vendor        | Vendor Description           | Location |
|-------------------|---------------|------------------------------|----------|
| John Smith        | Altex         | Altex Computer & Electronics | Main     |
| Customer Service  | ATT           | AT&T Phone                   | Main     |
| James Taylor      | Off           | Baker Office Products        | Main     |
| Samantha Brewster | ful           | Beautiful Bouquets           | Main     |
| Rick Meraz        | Girls         | Boys & Girls Club of America | Local    |
| Stephen Johnston  | Girls         | Boys & Girls Club of America | Local    |
| Leslie Spartan    |               | Cake Creations               | Main     |
| Fiona Smart       | Compassionate | Compassionate Charities      | Main     |
| Stefen Meraz      | Compassionate | Compassionate Charities      | Main     |
| Julie Moore       | Confections   | Confections                  | Main     |
| Lance Wilson      | Wilson        | Corporate Landlord           | Main     |
| Bryan Landry      | Landry        | Dallas Landlord test         | Main     |
| Steven Johnson    | Landry        | Dallas Landlord test         | Main     |
| Carl Haddock      | Disc          | Disc Jockeys of Dallas       | Main     |
| Ashlev Brown      | DiscLand      | Discount Landscaping         | Main     |

Who would love to get a new  
computer?

What is the worst part  
about getting a new  
computer?



Activity System (CustAct2)

Administration

Companies

Demo Aspire

Administration

General Ledger

Chart of Accounts

> Journal Entries

Financial Designs

> Financial Views

Reports

> Setup

Bank Reconciliation

Collapse

Open

Disconnect

Change Connection...

Companies...

User Profile...

User Options

Properties

Options

Restore...

Export...

Import...

Accounts for Demo Aspire

Options: Personal

Filters:

Steps

Confirm Restore

Perform Restore

Restore

Current backup from CUSTXD106 on 9/14/2026 12:31 PM.

Ready to perform restore.

<< Back

Next >>

Finish

Cancel

1031-01-00000-A

1341-01-00000-A

1500-01-00000-A

Pledges A/R Sponsorship

Furniture and Fixtures



## User Options Restore for Activity System (CustAct2) - ACW - Zach Montandon



### Steps

- Confirm Restore
- Perform Restore



Restore User Options  
Completed

Restore will finalize when the application is closed and restarted.

<< Back

Next >>

Finish

Cancel



## KEY TAKEAWAY

Understanding how to find data and filter on that data are the building blocks!

# Section 3: Report Options & Saved Answers

# Report Options

- Settings for report or process
- Includes filters, sort order, output, included options
- Applies only to that run

# Saved Answers

- A named, reusable snapshot of the report options
- Create as many as you need per report or process
- Share it or set to auto restore



## WHAT THE REPORT INCLUDES

### Content

Choose the information included in the report.

### Level of detail

Choose summary or detailed output.

## HOW THE REPORT IS PRESENTED

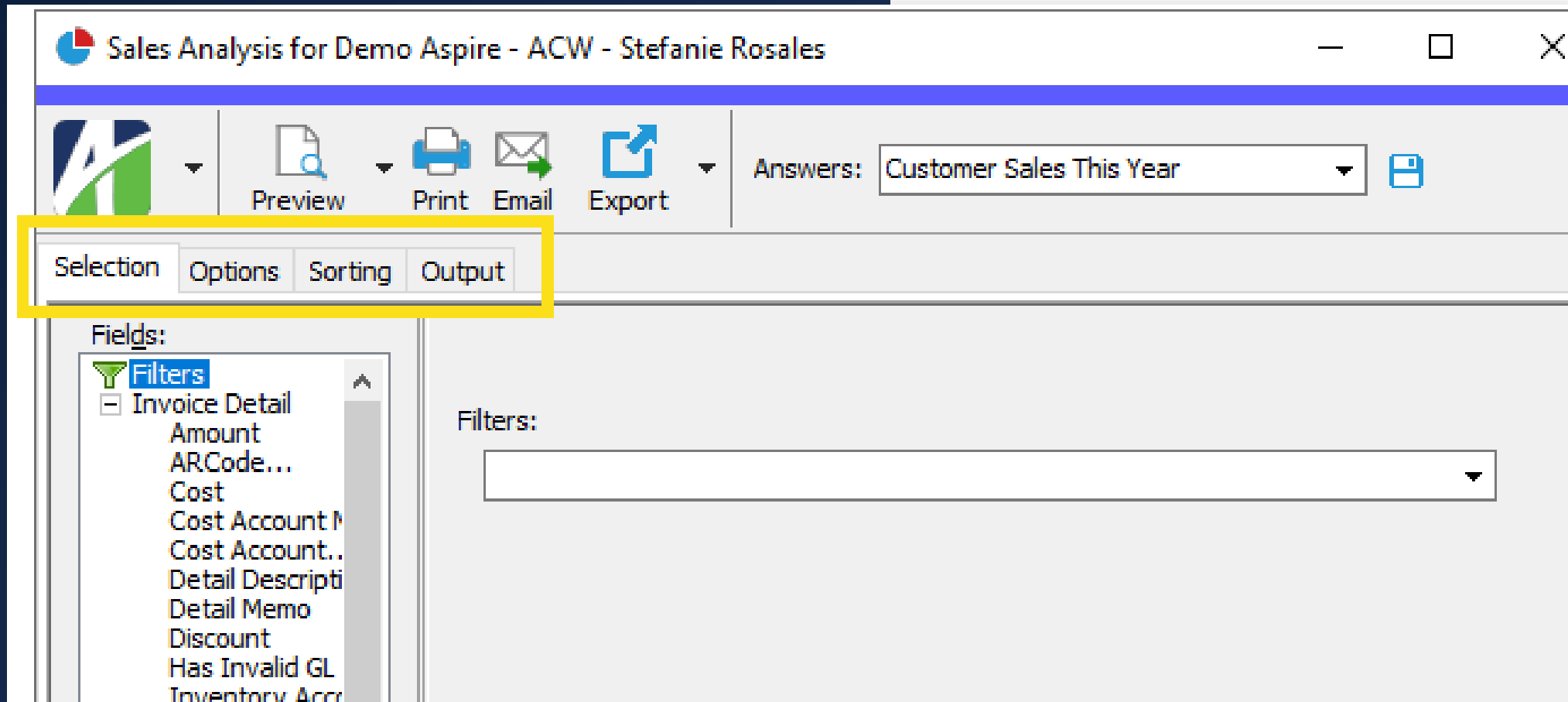
### Organization

Control grouping, sorting, or arrangement.

### Output

Control how the completed report is displayed.

# Report Options Tabs



# Apply Filters

Sales Analysis for Demo Aspire - ACW - Stefanie Rosales

Preview Print Email Export Answers: Customer Sales This Year

**Selection** Options Sorting Output

Fields:

- Filters
  - Invoice Detail
    - Amount
    - ARCode...
    - Cost
    - Cost Account Mask
    - Cost Account...
    - Detail Description
    - Detail Memo
    - Discount
    - Has Invalid GL
    - Inventory Account Mas
    - Inventory Account...
    - Invoice Detail
    - Invoice...
    - Line Number
    - Manual Cost Account
    - Manual Detail Descripti
    - Manual Inventory Acco
    - Manual Sales Account
    - Quantity
    - Sales Account Mask
    - Sales Account...
    - Tax Category (Item)...
    - Tax Date (Percent)

Filters:

? Customer Class (Corp)

Conditions:

Filter: ? Customer Class (Corp)

# Choose your level of detail

Sales Analysis for Demo Aspire - ACW - Stefanie Rosales

Preview Print Email Export Answers: Customer Sales This Year

Selection **Options** Sorting Output

Report Title: Customer Sales Analysis

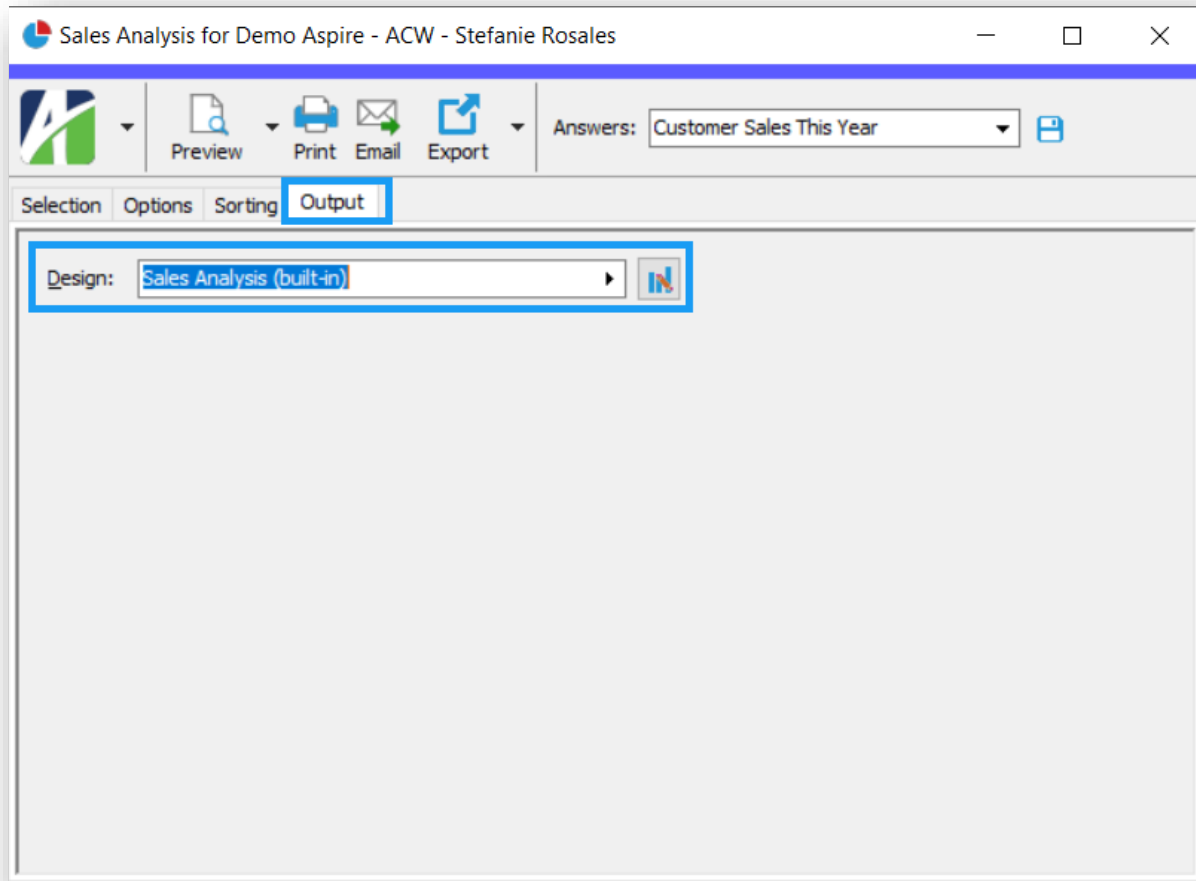
Begin Date: 1/1/2026 End Date: 9/19/2026

Limit Invoices by: ☒ Invoice Date ☐ GL Date

Report Invoices By: ☐ Payment Customer ☒ Invoice Customer

☒ Include Detail  
☒ Include Unmerged Invoices not on Hold  
☒ Include Credits  
☐ Include Voids  
☒ Include Report Options

# Sort and apply page breaks or subtotal levels



# Report Output

| Customer Sales Analysis                                 |           |          |                                                 |             |          |           |
|---------------------------------------------------------|-----------|----------|-------------------------------------------------|-------------|----------|-----------|
| Customer Sales This Year<br>1/1/2026 through 9/14/2026  |           |          |                                                 |             |          |           |
| Demo Aspire<br>ACW - Stefanie Rosales                   |           |          | Monday, September 14, 2026 10:13:16AM<br>Page 1 |             |          |           |
| Invoice Date                                            | Invoice # | ARCode   | Customer                                        | Salesperson | Quantity | Amount    |
| <b>Customer: Armstrong (Armstrong, LLP)</b>             |           |          |                                                 |             |          |           |
| 4/30/2026                                               | 132146    | Bar      | Armstrong                                       | Sanchez     | 1        | 500.00    |
| Armstrong (Armstrong, LLP) Totals                       |           |          |                                                 |             | 1        | 500.00    |
| <b>Customer: DY&amp;B (Davis, Young, and Brown)</b>     |           |          |                                                 |             |          |           |
| 4/1/2026                                                | 04012026  | 48100    | DY&B                                            | Sanchez     | 1        | 3,000.00  |
| 4/1/2026                                                | 04012026  | 48300    | DY&B                                            | Sanchez     | 1        | 1,500.00  |
| 4/1/2026                                                | 04012026  | 48600    | DY&B                                            | Sanchez     | 1        | 316.00    |
| 4/1/2026                                                | 04012026  | 48701    | DY&B                                            | Sanchez     | 1        | 125.00    |
| 4/1/2026                                                | 04012026  | Catering | DY&B                                            | Sanchez     | 1        | 4,000.00  |
| 9/13/2026                                               | 34524     | 48100    | DY&B                                            | Sanchez     | 1        | 500.00    |
| 9/13/2026                                               | 34524     | 48300    | DY&B                                            | Sanchez     | 1        | 200.00    |
| 9/13/2026                                               | 34524     | 48600    | DY&B                                            | Sanchez     | 1        | 316.00    |
| 9/13/2026                                               | 34524     | 48701    | DY&B                                            | Sanchez     | 1        | 125.00    |
| 9/13/2026                                               | 34524     | Catering | DY&B                                            | Sanchez     | 1        | 1,200.00  |
| DY&B (Davis, Young, and Brown) Totals                   |           |          |                                                 |             | 10       | 11,282.00 |
| <b>Customer: Ladies (Lubbock Ladies Luncheon Group)</b> |           |          |                                                 |             |          |           |
| 7/1/2026                                                | 00352     | Printing | Ladies                                          | Barnfield   | 1        | 741.23    |
| Ladies (Lubbock Ladies Luncheon Group) Totals           |           |          |                                                 |             | 1        | 741.23    |
| <b>Customer: Test Cusomter (Test Customer)</b>          |           |          |                                                 |             |          |           |
| 2/20/2026                                               | 00523     | DefInc   | Test Cusomter                                   | Barnfield   | 1        | 500.00    |
| 2/20/2026                                               | 00524     | DefInc   | Test Cusomter                                   | Barnfield   | 1        | 500.00    |
| Test Cusomter (Test Customer) Totals                    |           |          |                                                 |             | 2        | 1,000.00  |
| <b>Grand Totals:</b>                                    |           |          |                                                 |             | 14       | 13,523.23 |

## Customer Sales Analysis

Customer Sales This Year  
1/1/2026 through 9/14/2026

Demo Aspire  
ACW - Stefanie Rosales

| Invoice Date | Invoice # | ARCode | Cu: |
|--------------|-----------|--------|-----|
|--------------|-----------|--------|-----|

### Report Options

Answers: Customer Sales This Year  
 AR Invoice Detail: (unlimited)  
 Report Title: Customer Sales Analysis  
 Begin Date: 1/1/2026  
 End Date: 9/14/2026  
 Limit Invoices By: Invoice Date  
 Report Invoices By: Invoice Customer  
 Include Detail: True  
 Include Unmerged Invoices not on Hold: True  
 Include Credits: True  
 Include Voids: False  
 Include Report Options: True  
 Sort Options:  
     Customer Code  
     Invoice Date  
 Page Break Level: (none)  
 Subtotal Level: Customer Code  
 Design: Sales Analysis (built-in)

Sales Analysis for Demo Aspire - ACW - Stefanie Rosales

Preview
Print
Email
Export

Answers: Customer Sales This Year

Selection
Options
Sorting
Output

**Report Title:** Customer Sales Analysis

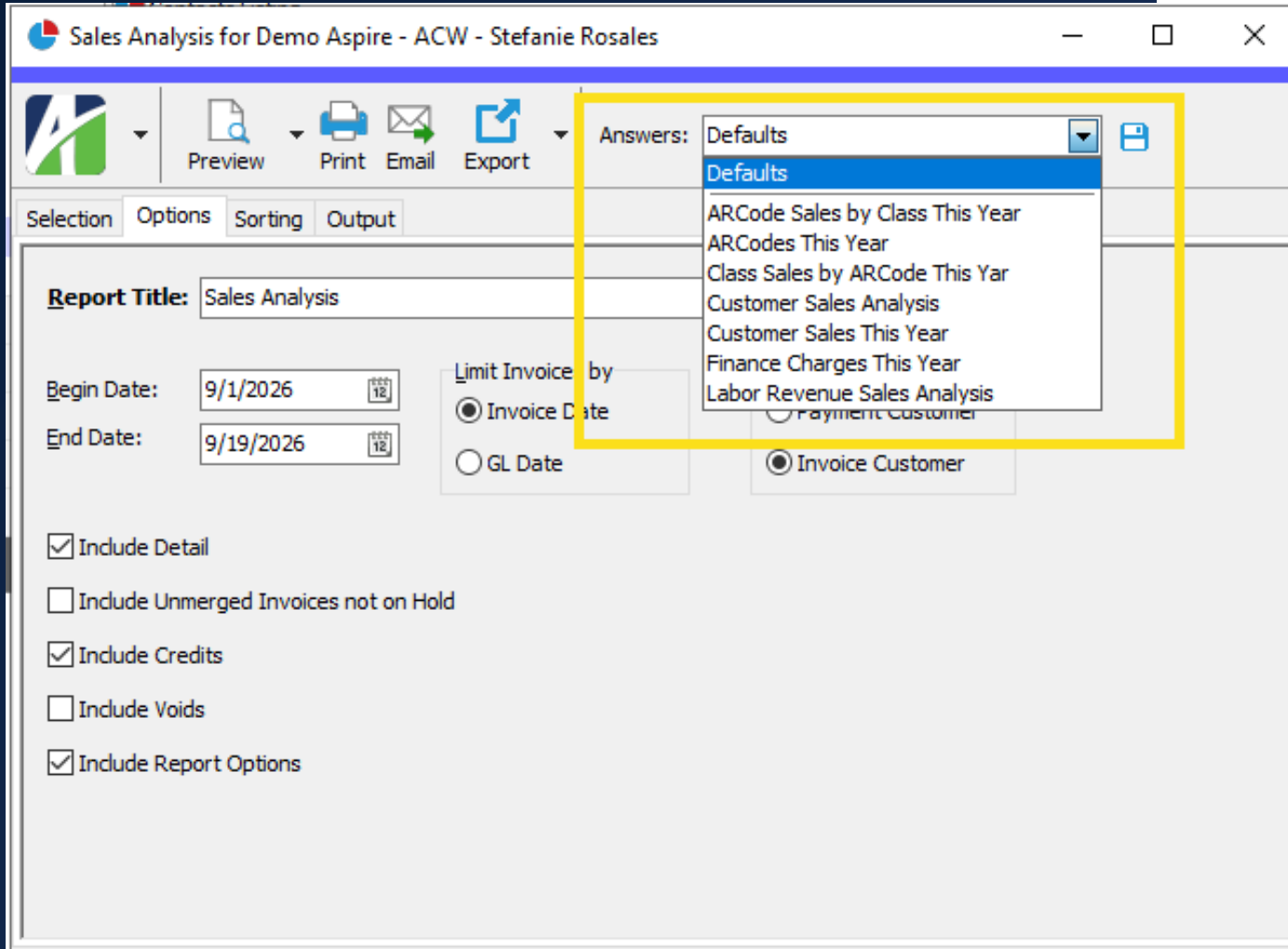
Begin Date: 1/1/2026
 End Date: 9/19/2026

Limit Invoices by
   
☒ Invoice Date
   
☐ GL Date

Report Invoices By
   
☐ Payment Customer
   
☒ Invoice Customer

☒ Include Detail
   
☒ Include Unmerged Invoices not on Hold
   
☒ Include Credits
   
☐ Include Voids
   
☒ Include Report Options

# Saved Answers



Sales Analysis for Demo Aspire - ACW - Stefanie Rosales

Preview Print Email Export

Answers: Defaults

- Defaults
- ARCode Sales by Class This Year
- ARCodes This Year
- Class Sales by ARCode This Year
- Customer Sales Analysis
- Customer Sales This Year
- Finance Charges This Year
- Labor Revenue Sales Analysis

Report Title: Sales Analysis

Begin Date: 9/1/2026

End Date: 9/19/2026

Limit Invoice by

- ☒ Invoice Date
- ☐ GL Date
- ☐ Payment Customer
- ☒ Invoice Customer

☒ Include Detail

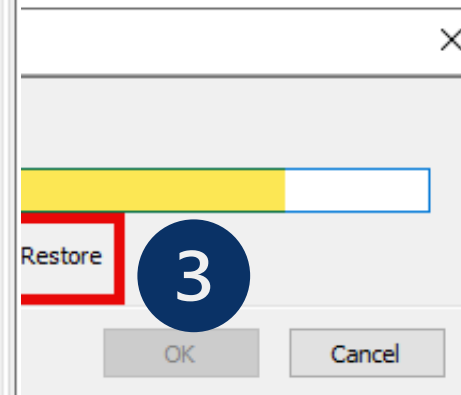
☐ Include Unmerged Invoices not on Hold

☒ Include Credits

☐ Include Voids

☒ Include Report Options

- Click the save icon
- Relevant Name
- Check Auto Restore if you want this to be your default answer
- Drop down list of Save Answers



Restore

3

OK Cancel

| Package             | Process                       |
|---------------------|-------------------------------|
| AP                  | Pay Invoices wizard           |
| Payroll             | Process Payroll Run           |
| GL                  | Process Allocation Entries    |
| AR                  | Generate Statements           |
| Purchasing          | Process Purchases (PO) wizard |
| Bank Reconciliation | Reconcile Transactions        |
| Fixed Assets        | Calculate Depreciation        |

| Package | Report                       |
|---------|------------------------------|
| AP      | 1099 Detail Report           |
| AP      | Aged Invoice Analysis Report |
| Payroll | Payroll Group Analysis       |
| GL      | GL Detail Report             |
| AR      | Aged Invoice Analysis Report |
| AR      | Sales Analysis               |



## KEY TAKEAWAY

Report options ensure the final report delivers what you need and saved answers save you time.

# Section 4: Reporting Best Practices

When would you want a document  
and when would you want a  
spreadsheet for a report?

Activity System (CustAct2)

Demo Aspire

Administration

General Ledger

Bank Reconciliation

Accounts Payable

Accounts Receivable

Contracts Processing

Fixed Assets

Payroll / Human Resources

Purchasing

Orders

Purchases

Agents

Reports

Setup

Sales and Service

Purchase Orders for Demo Asp

Options: Personal

Filters: My Orders

| Number | Modified              | Create |
|--------|-----------------------|--------|
| 00192  | 8/31/2026 2:33:51 ... | 8/14/2 |
| 00218  | 8/24/2026 11:11:4...  | 8/24/2 |
| 00217  | 7/10/2026 12:32:4...  | 7/10/2 |
| 00216  | 7/10/2026 12:27:3...  | 7/10/2 |
| 00211  | 7/10/2026 11:52:2...  | 5/28/2 |
| 00214  | 7/10/2026 11:48:4...  | 7/1/20 |
| 00210  | 7/10/2026 11:46:5...  | 5/26/2 |
| 00212  | 7/9/2026 3:25:24 PM   | 6/15/2 |
| 00200  | 7/9/2026 2:52:42 PM   | 12/3/2 |
| 00206  | 7/9/2026 2:52:41 PM   | 1/28/2 |
| 00187  | 7/9/2026 2:50:22 PM   | 3/3/20 |
| 00215  | 7/9/2026 2:39:44 PM   | 7/9/20 |
| 00213  | 7/2/2026 2:28:11 PM   | 7/1/20 |
| 00209  | 5/14/2026 12:06:2...  | 5/8/20 |
| 00207  | 5/14/2026 10:36:2...  | 2/4/20 |
| 00201  | 5/14/2026 8:17:03     |        |
| 00205  | 5/8/2026 2:57:31 PM   | 1/28/2 |
| 00208  | 2/4/2026 12:18:17 ... | 2/4/20 |
| 00204  | 1/27/2026 0:40:22     | 1/26/2 |

NewCtrl+N

New CopyCtrl+Shift+N

ReadCtrl+R

EditCtrl+E

Change...

Delete

Report...

Approve...Ctrl+K

Master...Ctrl+M

Print...Ctrl+P

Reprint...Ctrl+Shift+P

Process...Ctrl+I

Bots...

Export...

Import...

Copy to ClipboardCtrl+C

Copy to ExcelCtrl+Shift+C

Select AllCtrl+A

Zoom InCtrl+Num +

Zoom OutCtrl+Num -

Options...

RefreshF5

Developer Tool...Ctrl+F12

Activity System (CustAct2)

Demo Aspire

Administration

General Ledger

Bank Reconciliation

Accounts Payable

Accounts Receivable

Contracts Processing

Fixed Assets

Payroll / Human Resources

Purchasing

Orders

Purchases

Agents

Reports

Setup

Sales and Service

Purchase Orders for Demo Aspire

Options: Personal

Filters: My Orders

| Number | Modified              | Created           |
|--------|-----------------------|-------------------|
| 00192  | 8/31/2026 2:33:51 ... | 8/14/2025 10:30:1 |
| 00218  | 8/24/2026 11:11:4...  | 8/24/2026 11:05:3 |
| 00217  | 7/10/2026 12:32:4...  | 7/10/2026 12:29:1 |
| 00216  | 7/10/2026 12:27:3...  | 7/10/2026 12:20:3 |
| 00211  | 7/10/2026 11:52:2...  | 5/28/2026 1:24:10 |
| 00214  | 7/10/2026 11:48:4...  | 7/1/2026 4:40:38  |
| 00210  | 7/10/2026 11:46:5...  | 5/26/2026 4:23:32 |
| 00212  | 7/9/2026 3:25:24 PM   | 6/15/2026 9:31:31 |
| 00200  | 7/9/2026 2:52:42 PM   | 12/3/2025 12:25:4 |
| 00206  | 7/9/2026 2:52:41 PM   | 1/28/2026 12:32:2 |
| 00187  | 7/9/2026 2:50:22 PM   | 3/3/2023 11:32:45 |
| 00215  | 7/9/2026 2:39:44 PM   | 7/9/2026 2:27:1   |
| 00213  | 7/2/2026 2:28:11 PM   | 7/2/2026 2:25:32  |
| 00209  | 5/14/2026 10:36:2...  | 5/8/2026 3:06:23  |
| 00201  | 5/14/2026 8:17:03 ... | 12/3/2025 4:55:27 |
| 00205  | 5/8/2026 2:57:31 PM   | 1/28/2026 12:23:5 |

Total: 197

Selected: 197 Amount: 5,454,670.36 Balance: 5,182,910.58

Order: Modified

Hint: Copy the selected

NewCtrl+N

New CopyCtrl+Shift+N

ReadCtrl+R

EditCtrl+E

Change...

Delete

Report...

Approve...Ctrl+K

Master...Ctrl+M

Print...Ctrl+P

Reprint...Ctrl+Shift+P

Process...Ctrl+I

Bots...

Export...

Import...

Copy to ClipboardCtrl+C

Copy to ExcelCtrl+Shift+C

Select AllCtrl+A

Zoom InCtrl+Num +

Zoom OutCtrl+Num -

Options...

RefreshF5

Developer Tool...Ctrl+F12

|    | A      | B               | C               | D                | E                | F          | G         | H      | I                              |
|----|--------|-----------------|-----------------|------------------|------------------|------------|-----------|--------|--------------------------------|
| 1  | Number | Modified        | Created         | Created By       | Vendor           | Dept       | Date      | Status | Description                    |
| 2  | 00192  | 8/31/2026 14:33 | 8/14/2025 10:30 | ssikes           | CoNetrix         | Prod       | 8/1/2025  | Master | Laptops                        |
| 3  | 00218  | 8/24/2026 11:11 | 8/24/2026 11:05 | srosales         | Petal            | Mktg       | 8/24/2026 | Master | Flowers for Hacopian           |
| 4  | 00217  | 7/10/2026 12:32 | 7/10/2026 12:29 | zmontandon       | CoNetrix         | Prod       | 7/10/2026 | Closed | Laptops                        |
| 5  | 00216  | 7/10/2026 12:27 | 7/10/2026 12:20 | zmontandon       | CoNetrix         | Prod       | 7/10/2026 | Closed | Laptops                        |
| 6  | 00211  | 7/10/2026 11:52 | 5/28/2026 13:24 | zmontandon       | Petal            | Mktg       | 5/28/2026 | Closed | Flowers for Hacopian           |
| 7  | 00214  | 7/10/2026 11:48 | 7/1/2026 16:40  | zmontandon       | Advertising Inc. | Mktg       | 7/1/2026  | Closed | Television Commercial          |
| 8  | 00210  | 7/10/2026 11:46 | 5/26/2026 16:23 | zmontandon       | Amzn             | NoApproval | 5/26/2026 | Master | Pens                           |
| 9  | 00212  | 7/9/2026 15:25  | 6/15/2026 9:31  | zmontandon       | Petal            | Mktg       | 6/15/2026 | Closed | Flowers for Hacopian           |
| 10 | 00200  | 7/9/2026 14:52  | 12/3/2025 12:25 | zmontandon       | Petal            | Mktg       | 12/3/2025 | Ready  | Flowers for Hacopian           |
| 11 | 00206  | 7/9/2026 14:52  | 1/28/2026 12:32 | srosales         | Ally             | Admin      | 1/28/2026 | Master |                                |
| 12 | 00187  | 7/9/2026 14:50  | 3/3/2023 11:32  | admin_sledbetter | Paper            | Admin      | 3/3/2023  | Master | Invitations for Event          |
| 13 | 00215  | 7/9/2026 14:39  | 7/9/2026 14:27  | zmontandon       | BakerOff         | NoApproval | 7/9/2026  | Ready  | Chairs for Round Table Podcast |
| 14 | 00213  | 7/2/2026 14:28  | 7/1/2026 16:25  | zmontandon       | Advertising Inc. | Mktg       | 7/1/2026  | Closed | Billboard Advertising          |
| 15 | 00209  | 5/14/2026 12:06 | 5/8/2026 15:06  | srosales         | Paper            | Admin      | 5/8/2026  | Closed | Invitations for Event          |
| 16 | 00207  | 5/14/2026 10:36 | 2/4/2026 12:03  | zmontandon       | Altex            | IT         | 2/4/2026  | Closed | Internet Assessment            |
| 17 | 00201  | 5/14/2026 8:17  | 12/3/2025 16:55 | zmontandon       | Petal            | Mktg       | 12/3/2025 | Closed | Flowers for Narnia             |
| 18 | 00205  | 5/8/2026 14:57  | 1/28/2026 12:23 | gstroble         | BakerOff         | Admin      | 1/28/2026 | Hold   | Wild Science stuff             |





**1099 Detail Report**

1099 Detail for Previous Year (1/1/2025 - 12/31/2025)

Demo Aspire  
ACW - Zach Montandon9/21/2026 11:06:10AM  
Page 1

| Payment                                                            |             |         | Invoice                 |              |         | Invoice Payment        |           |        |
|--------------------------------------------------------------------|-------------|---------|-------------------------|--------------|---------|------------------------|-----------|--------|
| Date                                                               | Reference   | Merge # | Date                    | Invoice #    | Merge # | APCode                 | Gross Pay | Amount |
| Ally                                                               |             |         | Ally Payment Processing |              |         | Federal ID: 23-1545778 |           |        |
| Ally Payment Processing<br>PO Box 52365<br>Dallas, TX 75229<br>USA |             |         |                         |              |         |                        |           |        |
| 1099-NEC Box 1 - Nonemployee compensation                          |             |         |                         |              |         |                        |           |        |
| 10/28/2025                                                         | Paid online | 838     | 10/21/2025              | 12345 Test   | 970     | NonEmployee            | 500.00    | 500.00 |
| 11/19/2025                                                         | 507         | 840     | 10/21/2025              | 8675309 Test | 975     | NonEmployee            | 500.00    | 500.00 |
| 12/5/2025                                                          | eft06072022 | 841     | 12/5/2025               | Ally97896    | 978     | NonEmployee            | 447.87    | 200.00 |
| 12/5/2025                                                          | eft06072022 | 841     | 12/24/2025              | Ally97896    | 979     | NonEmployee            | 500.00    | 500.00 |

1099-NEC Box 1 - Nonemployee compensation Total: 1,700.00

**CORNER BAKERY**

Catering and Equipment Services

Federal ID: 22-5551234

Catering  
12345 Main Street  
Lubbock, TX 79402

1099-NEC Box 1 - Nonemployee compensation

|           |        |     |           |   |     |             |           |           |
|-----------|--------|-----|-----------|---|-----|-------------|-----------|-----------|
| 11/7/2025 | fghdgh | 839 | 8/11/2025 | 1 | 974 | NonEmployee | 12,500.00 | 12,500.00 |
|-----------|--------|-----|-----------|---|-----|-------------|-----------|-----------|

1099-NEC Box 1 - Nonemployee compensation Total: 12,500.00

**HomeDecor**

Home Decorators Collection

Federal ID: 25-8471241

Home Decorators Collection  
55525 Indiana St  
Newton, KS 66213  
USA

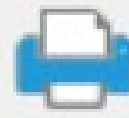
# Accounts Payable Reports for Demo Aspire

- 1099 Detail Report
- 1099 Transmissions List
- APCodes Listing
- Aged Invoice Analysis
- Cash Requirements Report
- Check Register Report
- Classes Listing
- Contact Labels
- Contacts Listing
- Distribution Templates
- Invoice APCodes Listing
- Invoice Extra GL Listing
- Invoice GL Detail Listing

1099 Detail Report for Demo Aspire - ACW - Zach Montandon



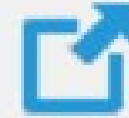
Preview



Print



Email



Export

Answers: 109

Selection

Detail

Options

Output

☐

Apply Minimum Amount Limits

☐

Totals Only

☐

Only Show Vendors with Validation Errors



# Custom Reports



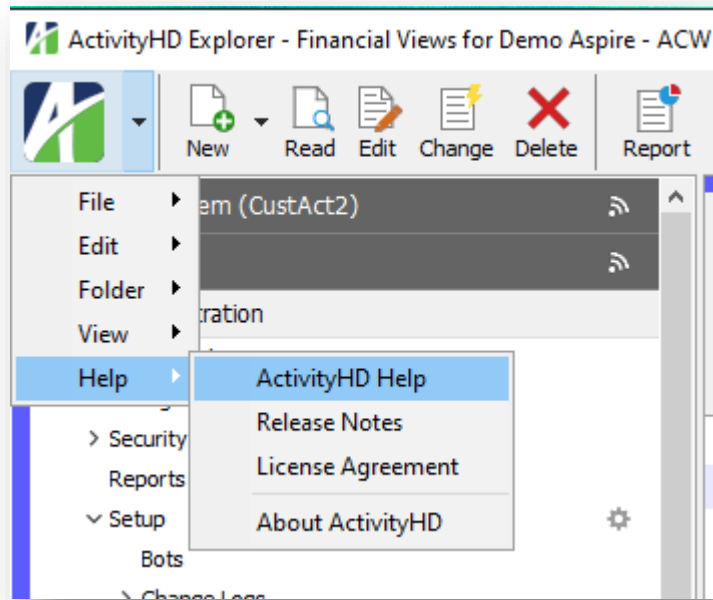
## KEY TAKEAWAY

There is always a way to report from ActivityHD. The data is at your fingertips. Never fret!

# Section 5: Resources

## ACTIVITYHD HELP TEXT

- Activity Icon > Help > ActivityHD Help
- Press F1 anywhere in AHD to pull up context-sensitive help for that exact screen
- Click the clue Question Mark found throughout AHD



# [learn.accountingware.com](https://learn.accountingware.com)

The screenshot shows a web browser window with the URL <https://learn.accountingware.com>. The page features the ActivityHD logo in the top left and a search bar in the top right with the placeholder text "What can I help you find?". A left-hand navigation menu lists various topics, including "ActivityHD Online Help", "What sets ActivityHD apart", "Release Notes", "Package options", "ActivityHD System", "Administration", "Common Features", "General Ledger", "Bank Reconciliation", and "Accounts Payable". The main content area has a large banner with the text "ActivityHD Online Help" and two featured sections: "Getting started with ActivityHD" and "How to use this Help system".

**ActivityHD<sup>®</sup>**

What can I help you find?

ActivityHD Online Help

**ActivityHD Online Help**

- What sets ActivityHD apart
- Release Notes
- Package options
- ActivityHD System
- Administration
- Common Features
- General Ledger
- Bank Reconciliation
- Accounts Payable

**Getting started with ActivityHD**

If you're new to ActivityHD, you'll find these links helpful for learning how to get around the system:

- [What sets ActivityHD apart](#)
- [ActivityHD Explorer](#)
- [ActivityHD webinars](#)
- [Training Email Signup](#)

**How to use this Help system**

**Search it.** Enter a word or phrase in the **Search** field above this pane and click the magnifying glass to find help articles which contain your search term. Fine tune your search by selecting the software package you want results for from the drop-down list next to the **Search** field.

**Browse it.** Go to the table of contents, expand a section, and select articles of interest.

# HOW TO VIDEOS & PAST WEBINARS

Recorded webinars and short how-to videos in our Help Text  
and on the [AccountingWare – YouTube](#) channel

The screenshot displays the AccountingWare YouTube channel page. The left sidebar includes navigation links for Home, Shorts, Subscriptions, History, Playlists, Watch later, Liked videos, Your videos, and Downloads. The main content area features the AccountingWare logo and a description: "ERP and Enterprise Accounting Software for Your Unique Business". Below this, the channel name "AccountingWare" is shown with 82 subscribers and 54 videos. A "Subscribe" button is present. The video list is filtered by "Latest" and includes three items:

- How to Spend Less Time Reconciling Ticket Sales**: A webinar scheduled for Thursday, August 13 at 1:00 PM CT, with a "Register for Webinar" button. The video thumbnail shows the AccountingWare logo and a duration of 1:10:39.
- ActivityHD Mass Changer Video**: A video with 1 view, posted 2 months ago, with a duration of 5:56.
- From Box Office to Income Statement in One Click**: A webinar scheduled for Wednesday, June 24 at 1:00 PM CT, with 24 views and posted 2 months ago. The video thumbnail shows the AccountingWare logo and a duration of 59:19.

At the bottom right, the "InterActiv CONFERENCE" logo is visible.

- Monthly newsletter with practical information like tips & tricks and new resources when available
- Includes announcements and updates like our recent mid-year check in that talked about preparing for year end.
- Scan the QR code below or in your IA booklet



TRACK  
1

NEXT SESSION:

## General Ledger: Controller Workshop

with Lori Bogart

TRACK  
2

NEXT SESSION:

## Ask Me Anything: Automation

with Cole Long, Peter Lambert, Chris Oden

# Thank You!

CONNECT WITH OUR SPEAKERS AT [ACCOUNTINGWARE.COM/AGENDA](https://accountingware.com/agenda)