

PHIL JOHNSTON AND STEVE SIKES

Advanced ActivityHD



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Disclaimer

A FEW THINGS FIRST

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**Phil
Johnston**

IMPLEMENTATION SPECIALIST



**Steve
Sikes**

SUPPORT SPECIALIST



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Agenda

HERE'S THE PLAN

- Advanced Filter and View Options
- Advanced Saved Answers
- Custom Data for Custom Fields
- Custom Reports using MS Word
- Notes with Banners



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Agenda

HERE'S THE PLAN

- **Advanced Filter and View Options**

- Advanced Saved Answers
- Custom Data for Custom Fields
- Custom Reports using MS Word
- Notes with Banners

Allows quick change between your favorite folder views



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Agenda

HERE'S THE PLAN

- Advanced Filter and View Options
- **Advanced Saved Answers**

- Custom Data for Custom Fields
- Custom Reports using MS Word
- Notes with Banners

Focus on date expressions



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Agenda

HERE'S THE PLAN

- Advanced Filter and View Options
- Advanced Saved Answers

- **Custom Data for Custom Fields**

- Custom Reports using MS Word
- Notes with Banners

Used to provide a
valid list of choices for custom fields



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Agenda

HERE'S THE PLAN

- Advanced Filter and View Options
- Advanced Saved Answers
- Custom Data for Custom Fields

- **Custom Reports using MS Word**

- Notes with Banners

Use **MS Word** for your own custom
report design



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Agenda

HERE'S THE PLAN

- Advanced Filter and View Options
- Advanced Saved Answers
- Custom Data for Custom Fields
- Custom Reports using MS Word
- **Notes with Banners**

A more visual way to **notify** others of special considerations



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Agenda

- **Advanced Filter and View Options**
- Advanced Saved Answers
- Custom Data for Custom Fields
- Custom Reports using MS Word
- Notes with Banners



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Advanced Filter and View Options

ActivityHD Explorer - AP Invoices for Demo Casa Blanca JPJ - nQa - Phil Johnston

AP Invoices for Demo Casa Blanca JPJ

Filters: ? Due By (4/19/2023), ? Has Project (Demolition)

| Batch - # | Status | Merge # | Vendor | Invoice # | Date | Dept | Approved |
|-----------|-------------|---------|--------|-----------|-----------|------|----------|
| AP - 221 | Outstanding | 336 | United | 122016 | 12/5/2016 | | |
| AP - 222 | Outstanding | 347 | United | 020816 | 2/8/2016 | | |

Total: 2 Selected: 1 Amount: 2,050.00 Balance: 2,050.00 Order: *Batch - #

Are you
**Repeatedly
changing**
Column settings
and/or
Filter settings?

You want
View Options



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Advanced Filter and View Options

ActivityHD Explorer - AP Invoices for Demo Casa Blanca JPJ - nQa - Phil Johnston

AP Invoices for Demo Casa Blanca JPJ

Options: Personal

Filters: Invoices Past Due as of Today

| Batch - # | Status | Merge # | Vendor | Invoice # | Date | PO # | Amount |
|-----------|--------|---------|-----------|-------------|------------|--------------|----------|
| AP - 1 | Paid | 68 | CARTRIDGE | 161114 | 10/31/2016 | | 264.10 |
| AP - 2 | Paid | 65 | Att | 101512 | 10/15/2016 | | 1,577.05 |
| AP - 3 | Paid | 66 | Quill | 6562915 | 10/16/2016 | vasquezlonna | 54.10 |
| AP - 4 | Paid | 61 | TechData | 8001722423 | 10/4/2016 | 9605 | 954.60 |
| AP - 5 | Paid | 63 | Bakeroff | 66897-0 | 10/10/2016 | | 182.12 |
| AP - 6 | Paid | 60 | BTAC | W92959 | 10/2/2016 | | 187.27 |
| AP - 7 | Paid | 56 | MalFin | N3556670 | 9/28/2016 | | 81.19 |
| AP - 8 | Paid | 51 | ECOWATER | 09/12-112 | 8/31/2016 | | 54.07 |
| AP - 10 | Paid | 38 | Stenocall | 063012 | 6/30/2016 | | 54.15 |
| AP - 11 | Paid | 31 | NTS | 053112 | 5/31/2016 | | 730.89 |
| AP - 12 | Paid | 32 | Quill | 3479676 | 5/31/2016 | vasquezlonna | 14.59 |
| AP - 13 | Paid | 28 | CARTRIDGE | 160298 | 5/16/2016 | | 69.27 |
| AP - 14 | Paid | 23 | FEDEX | 7-861-07192 | 4/19/2016 | | 78.76 |

Total: 402 Selected: 1 Amount: 264.10 Balance: 0.00 Order: *Batch - #

With **View
Options**
enabled, you can
quickly toggle
between named
Options

From **Personal**
(normal view)



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Advanced Filter and View Options

ActivityHD Explorer - AP Invoices for Demo Casa Blanca JPJ - nQa - Phil Johnston

Options: Demolition due today

| Batch - # | Status | Merge # | Vendor | Invoice # | Date | Due Date | Amount |
|-----------|-------------|---------|--------|-----------|-----------|------------|----------|
| AP - 221 | Outstanding | 336 | United | 122016 | 12/5/2016 | 12/15/2016 | 2,050.00 |
| AP - 222 | Outstanding | 347 | United | 020816 | 2/8/2016 | 2/18/2016 | 1,875.00 |

Total: 2 Selected: 1 Amount: 2,050.00 Balance: 2,050.00 Order: *Batch - #

With **View Options** enabled, you can quickly toggle between named **Options**

To **Demolition due today**



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Advanced Filter and View Options

ActivityHD Explorer - AP Invoices for Demo Casa Blanca JPJ - nQa - Phil Johnston

Options: Voided

| Batch - # | Status | Merge # | Description | Vendor | Invoice # | Date | Amount |
|-------------|--------|---------|-------------------|----------|-----------|-----------|---------|
| SS - 4 | Voided | 382 | | steve | 2019 | 1/6/2020 | 0.00 |
| SS - 5 | Voided | 383 | Void invoice #382 | steve | 2019 | 1/6/2020 | 0.00 |
| Webinar - 4 | Voided | 350 | tesd | CONQUEST | 7 | 2/20/2018 | 100.00 |
| Webinar - 6 | Voided | 352 | Void invoice #350 | CONQUEST | 7 | 2/20/2018 | -100.00 |
| Webinar - 8 | Voided | 367 | | CONQUEST | 8 | 5/17/2018 | 623.00 |
| Webinar - 9 | Voided | 368 | Void invoice #367 | CONQUEST | 8 | 5/17/2018 | -623.00 |

Total: 6 Selected: 1 Amount: 0.00 Order: *Batch - #

Here, Option **Voided**

has **different columns**

and **only** Voided Invoice records



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Advanced Filter and View Options

ActivityHD Explorer - AP Invoices for Demo Casa Blanca JPJ - nQa - Phil Johnston

AP Invoices for Demo Casa Blanca JPJ

Options: Personal

Filters: Invoices Past Due as of Today

| Batch - # | Status | Merge # | Vendor | Invoice # | Date | PO # | Amount |
|-----------|--------|---------|-----------|-------------|------------|--------------|----------|
| AP - 1 | Paid | 68 | CARTRIDGE | 161114 | 10/31/2016 | | 264.10 |
| AP - 2 | Paid | 65 | Att | 101512 | 10/15/2016 | | 1,577.05 |
| AP - 3 | Paid | 66 | Quill | 6562915 | 10/16/2016 | vasquezionna | 54.10 |
| AP - 4 | Paid | 61 | TechData | 8001722423 | 10/4/2016 | 9605 | 954.60 |
| AP - 5 | Paid | 63 | Bakeroff | 66897-0 | 10/10/2016 | | 182.12 |
| AP - 6 | Paid | 60 | BTAC | W92959 | 10/2/2016 | | 187.27 |
| AP - 7 | Paid | 56 | MalFin | N3556670 | 9/28/2016 | | 81.19 |
| AP - 8 | Paid | 51 | ECOWATER | 09/12-112 | 8/31/2016 | | 54.07 |
| AP - 10 | Paid | 38 | Stenocall | 063012 | 6/30/2016 | | 54.15 |
| AP - 11 | Paid | 31 | NTS | 053112 | 5/31/2016 | | 730.89 |
| AP - 12 | Paid | 32 | Quill | 3479676 | 5/31/2016 | vasquezionna | 14.59 |
| AP - 13 | Paid | 28 | CARTRIDGE | 160298 | 5/16/2016 | | 69.27 |
| AP - 14 | Paid | 23 | FEDEX | 7-861-07192 | 4/19/2016 | | 78.76 |

Total: 402 Selected: 1 Amount: 264.10 Balance: 0.00 Order: *Batch - #

The **Options** field only shows on your folder views when **View Options** is enabled



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Advanced Filter and View Options

ActivityHD Explorer - AP Invoices for Demo Casa Blanca JPJ - nQa - Phil Johnston

AP Invoices for Demo Casa Blanca JPJ

Options: Personal

Filters: Invoices Past Due as of Today

| Batch - # | Status | Merge # | Vendor | Invoice # | Date | PO # | Amount |
|-----------|--------|---------|-----------|-------------|------------|--------------|----------|
| AP - 1 | Paid | 68 | CARTRIDGE | 161114 | 10/31/2016 | | 264.10 |
| AP - 2 | Paid | 65 | Att | 101512 | 10/15/2016 | | 1,577.05 |
| AP - 3 | Paid | 66 | Quill | 6562915 | 10/16/2016 | vasquezionna | 54.10 |
| AP - 4 | Paid | 61 | TechData | 8001722423 | 10/4/2016 | 9605 | 954.60 |
| AP - 5 | Paid | 63 | Bakeroff | 66897-0 | 10/10/2016 | | 182.12 |
| AP - 6 | Paid | 60 | BTAC | W92959 | 10/2/2016 | | 187.27 |
| AP - 7 | Paid | 56 | MalFin | N3556670 | 9/28/2016 | | 81.19 |
| AP - 8 | Paid | 51 | ECOWATER | 09/12-112 | 8/31/2016 | | 54.07 |
| AP - 10 | Paid | 38 | Stenocall | 063012 | 6/30/2016 | | 54.15 |
| AP - 11 | Paid | 31 | NTS | 053112 | 5/31/2016 | | 730.89 |
| AP - 12 | Paid | 32 | Quill | 3479676 | 5/31/2016 | vasquezionna | 14.59 |
| AP - 13 | Paid | 28 | CARTRIDGE | 160298 | 5/16/2016 | | 69.27 |
| AP - 14 | Paid | 23 | FEDEX | 7-861-07192 | 4/19/2016 | | 78.76 |

Total: 402 Selected: 1 Amount: 264.10 Balance: 0.00 Order: *Batch - #

To create a new View Option, click the edit icon to the right of the Options box.



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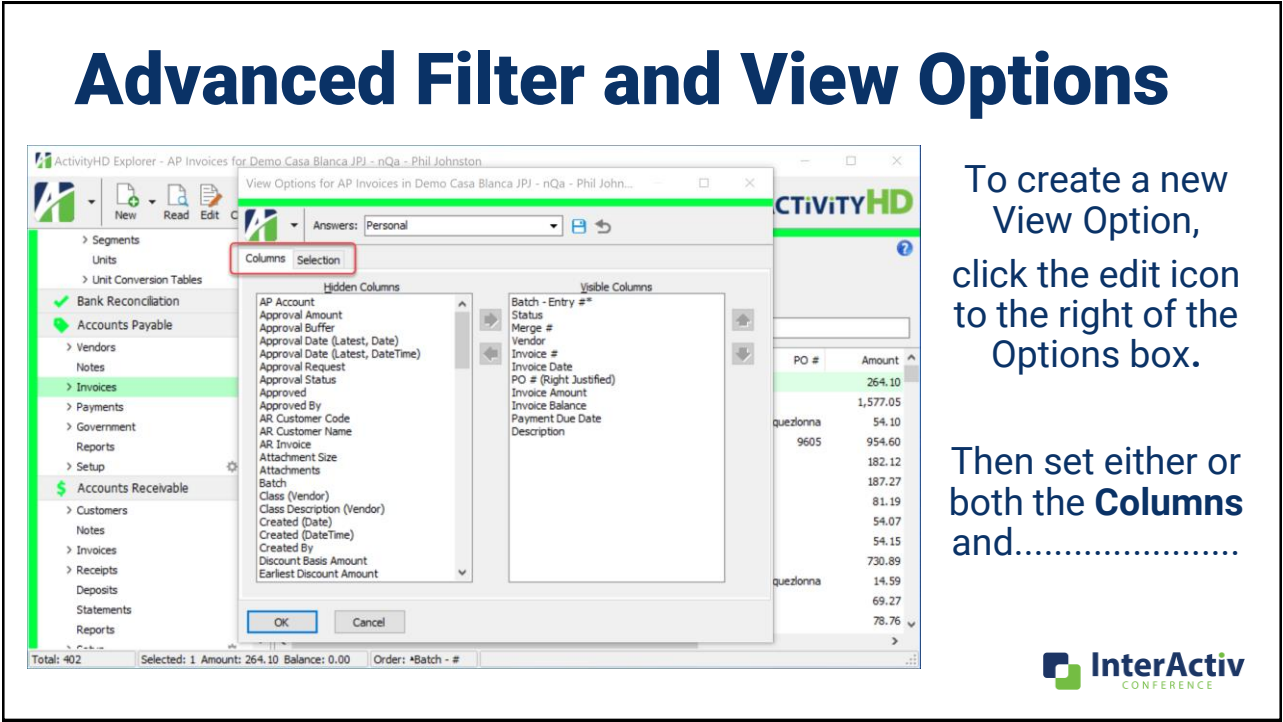
Advanced Filter and View Options

To create a new View Option, click the edit icon to the right of the Options box.

Then set either or both the **Columns** and.....



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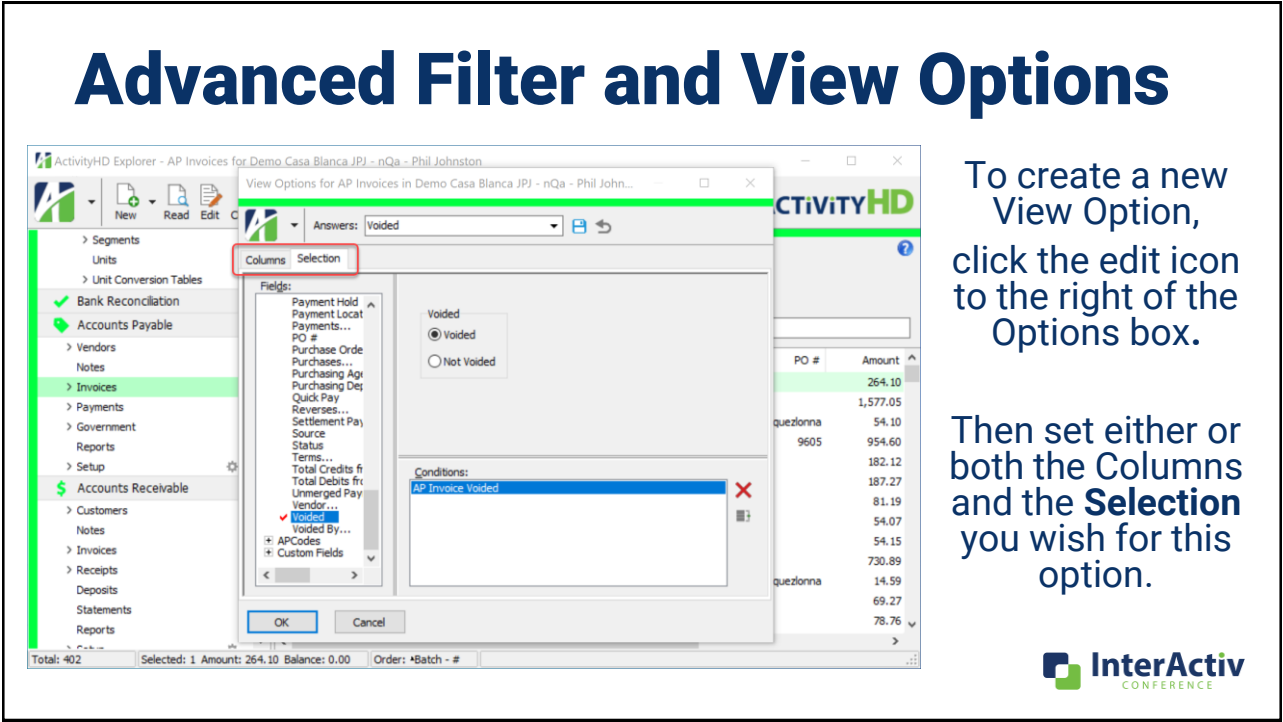
Advanced Filter and View Options

To create a new View Option, click the edit icon to the right of the Options box.

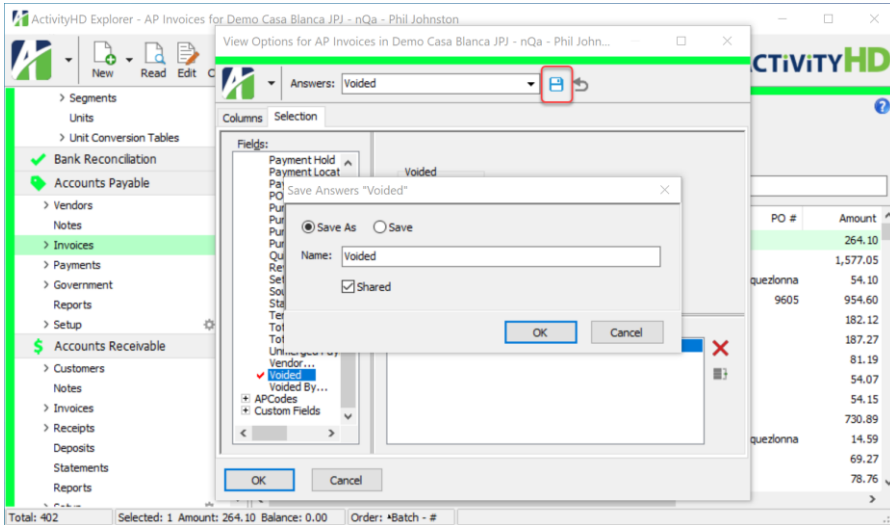
Then set either or both the **Columns** and the **Selection** you wish for this option.



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Advanced Filter and View Options



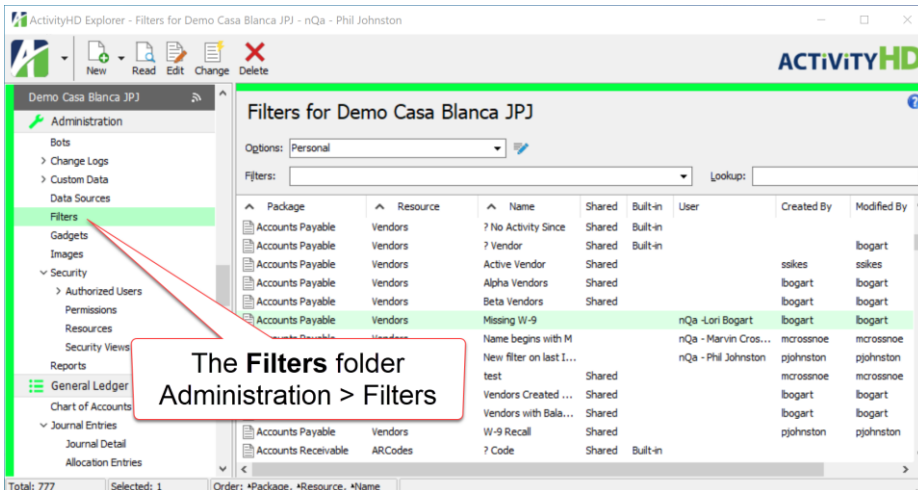
To create a new View Option, click the edit icon to the right of the Options box.

Save as the name you wish for this Option



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All Filters in one folder



Now personal filters can be accessed by administrators

Filters folder
All Filters
From all packages



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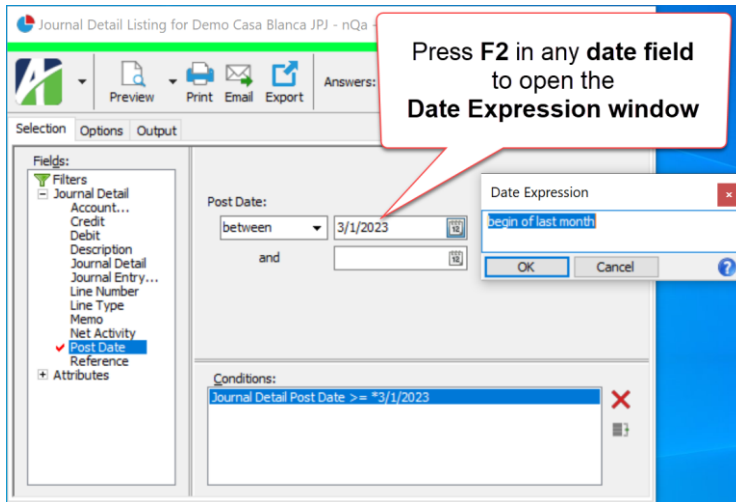
Advanced Filter and View Options



Agenda

- Advanced Filter and View Options
- **Advanced Saved Answers**
- Custom Data for Custom Fields
- Custom Reports using MS Word
- Notes with Banners

Advanced Saved Answers



When Saved Answers include a date you likely want a **Date Expression** to give a 'current' date.

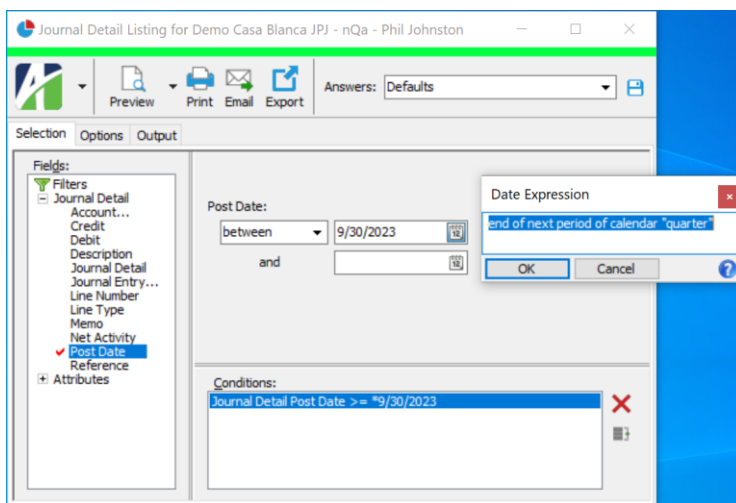
Simple expressions:

- "Today"
- "Begin of last month"



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Advanced Saved Answers



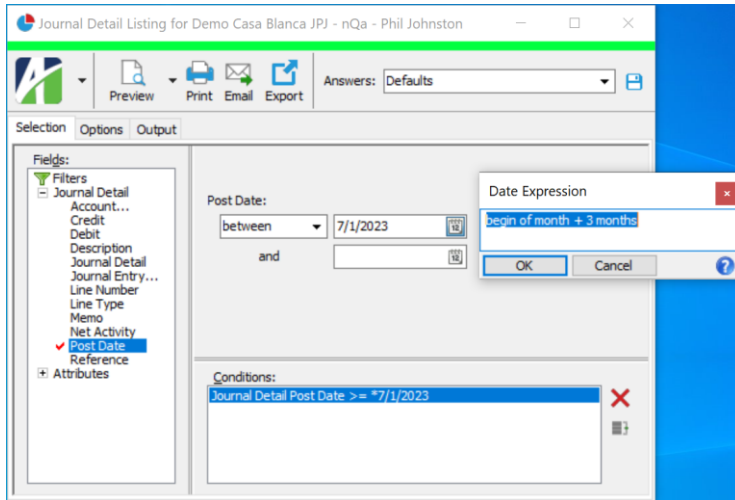
Date Expressions
May refer to period of other calendars.

end of next **period of calendar "quarter"**



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Advanced Saved Answers



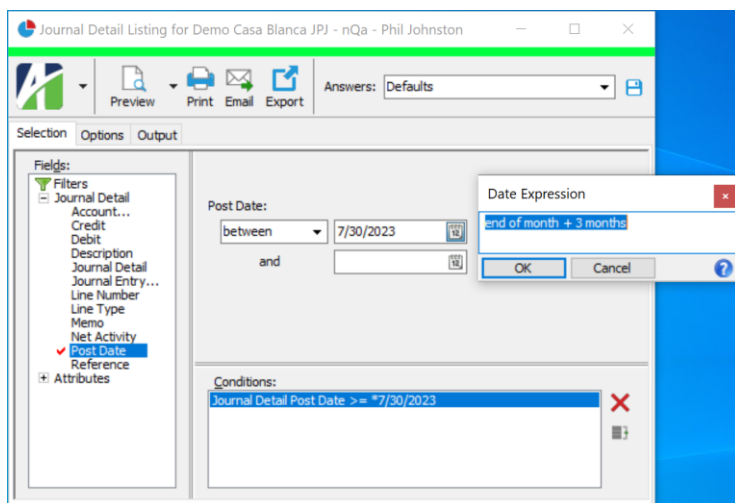
Date Expressions
May add or subtract a number of periods within the expression.

- Begin of month + 3 months



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Advanced Saved Answers



Date Expressions
flexible syntax, but **be careful**

- End of month + 3 months

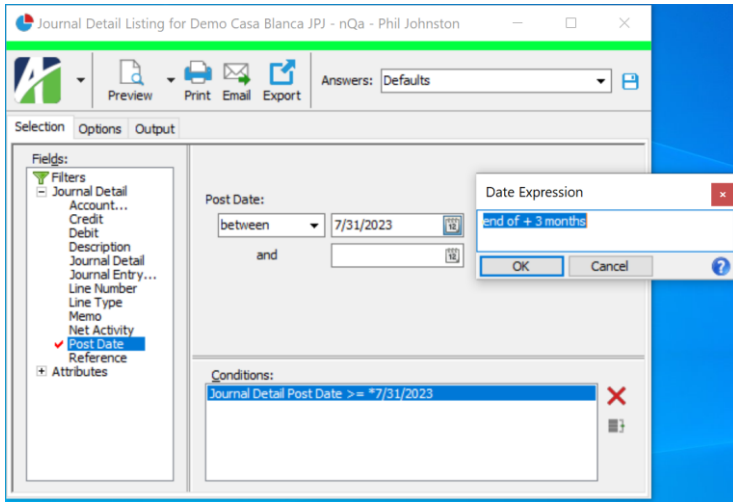
won't always give the last day of three months from now.

$$4/30 + 3 \text{ months} = 7/30$$



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Advanced Saved Answers



Date Expressions

If you want the last day of three months from now use...

End of + 3 months



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Advanced Saved Answers



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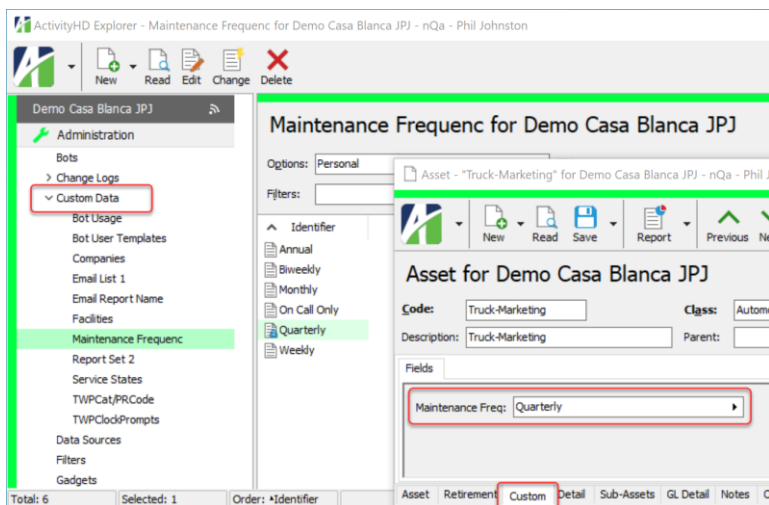
Agenda

- Advanced Filter and View Options
- Advanced Saved Answers
- **Custom Data for Custom Fields**
- Custom Reports using MS Word
- Notes with Banners



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Custom Data for Custom Fields



Allows your own list of **valid** choices for custom field values

Such as...
Names for Sales Regions
Shift codes for employees
Cubical location code



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Custom Data for Custom Fields

Example Scenario

Custom field
Sales Region
on AR Customers

Has **inconsistent**
spelling or **entries** for the
same Sales Region

We need **standard options**



AR Customers for Demo Casa Blanca JPJ - nQa - Phil Johnston

Options: Personal

Filters: Statement Delivery - Email

| Code | Name | Sales Region | Class | Payment Custo... | Pri... |
|---------|-----------------------------|--------------|--------------|------------------|--------|
| Abiding | Abiding Hope Lutheran Ch... | Northwest | Other | Abiding | |
| Acme | Acme Company | south | Other | Acme | TX |
| Atwater | Atwater Construction | SW | Construction | Atwater | TX |
| Avenue | Avenue Gallery | SW | Other | Avenue | TX |
| Baker | Baker Construction | S.W. | Construction | Baker | TX |
| Barnes | The Barnes Group, Inc. | North | Other | Barnes | CO |
| Boston | Boston Realtors, Inc. | N.W. | Realtor | Boston | CO |
| Bryant | Bryant Realty | Northwest | Realtor | Bryant | CO |

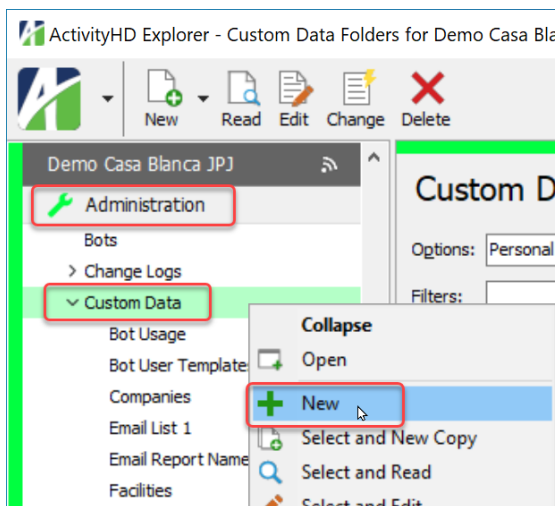
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Custom Data for Custom Fields

Create a new
Custom Data sub-folder
that we can populate with item
we wish for our valid options

Navigate to
Administration > Custom Data

Right-click New



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Custom Data for Custom Fields

New Custom Data Folder for Demo Casa B...

Custom Data Folder for Demo Casa B

Name: Sales Region

Plural Name: Sales Regions

Data Type: Text

Length: 20

Custom Data Folder Help Text Other

New

Create a new
Custom Data sub-folder

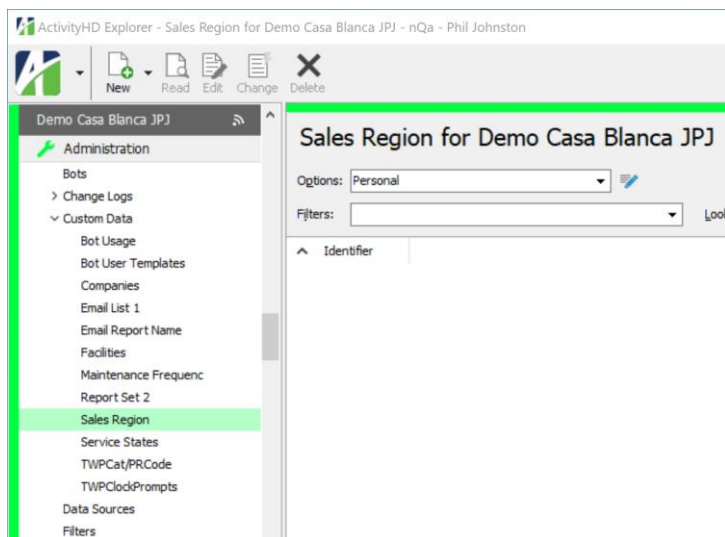
Name the sub-folder
Set the data type
Set length limit
for the items

Save



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Custom Data for Custom Fields



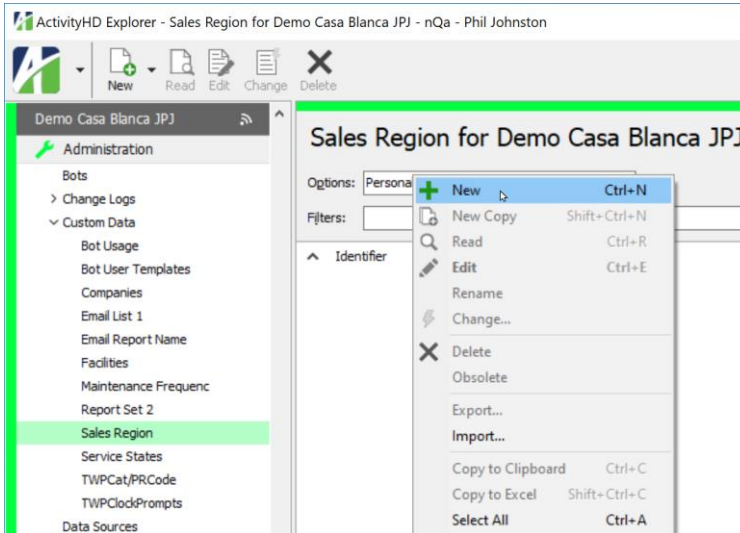
Now we have a new
Custom Data sub-
folder named, "**Sales
Region**"

But this new sub-
folder is empty



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Custom Data for Custom Fields



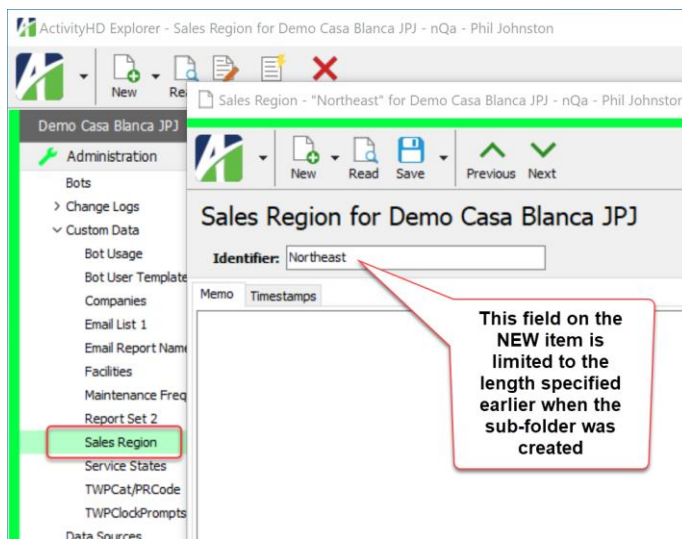
With focus on the new Custom Data sub-folder named, "Sales Region",

Right-click **New**



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Custom Data for Custom Fields



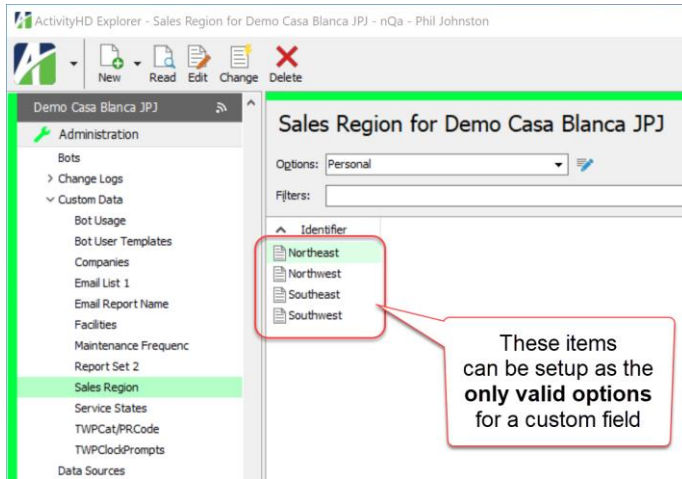
With focus on the new Custom Data sub-folder named, "Sales Region",

Enter a new **valid item** value in the **Identifier** field



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Custom Data for Custom Fields

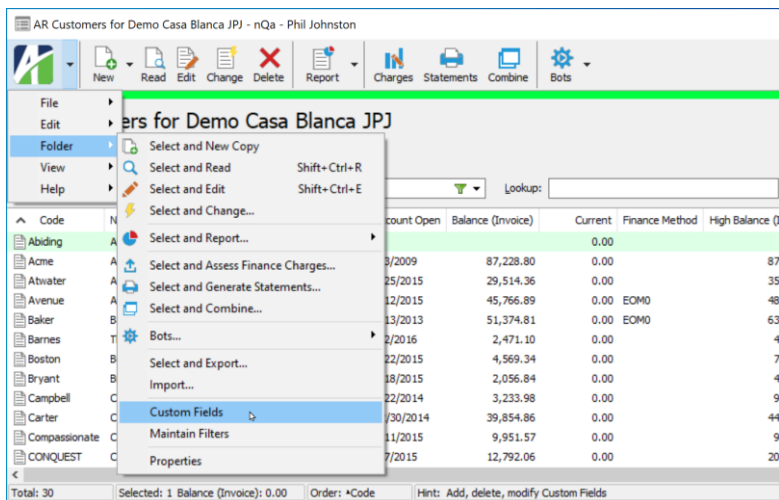


After a few more entries
“Sales Region”
 has four **valid** items



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Custom Data for Custom Fields

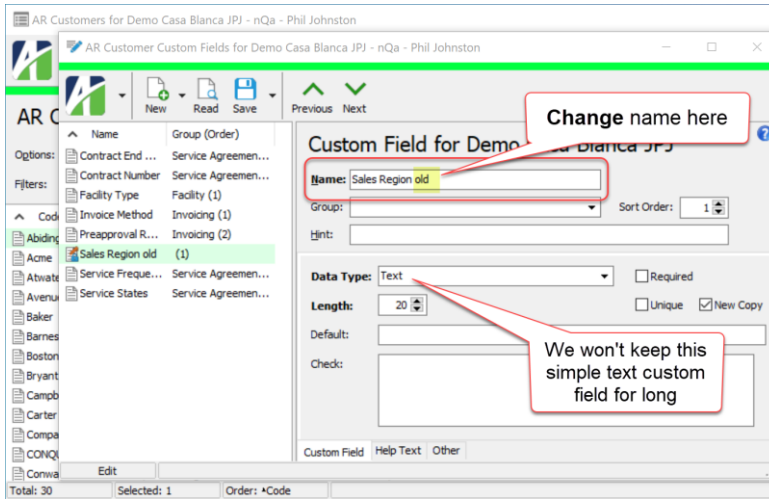


Now modify the
 custom fields
 definitions for
 AR Customers



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Custom Data for Custom Fields



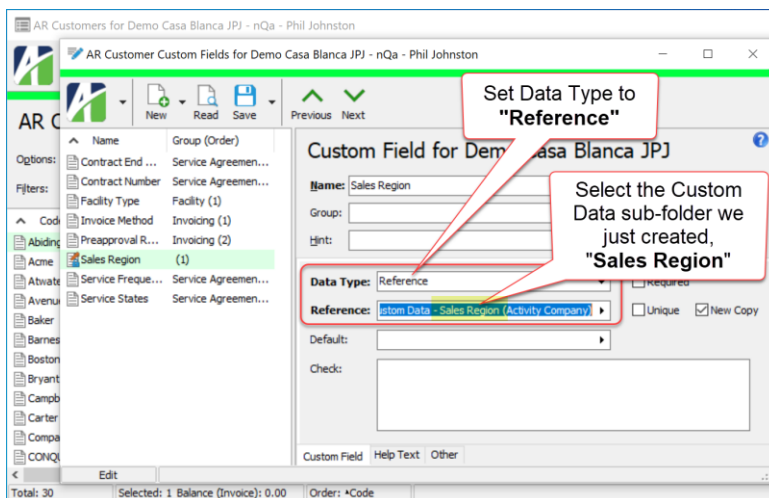
First, let's **rename** the **old** custom field **out of the way**

It was using a simple text field for the "Sales Region" custom field...



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Custom Data for Custom Fields



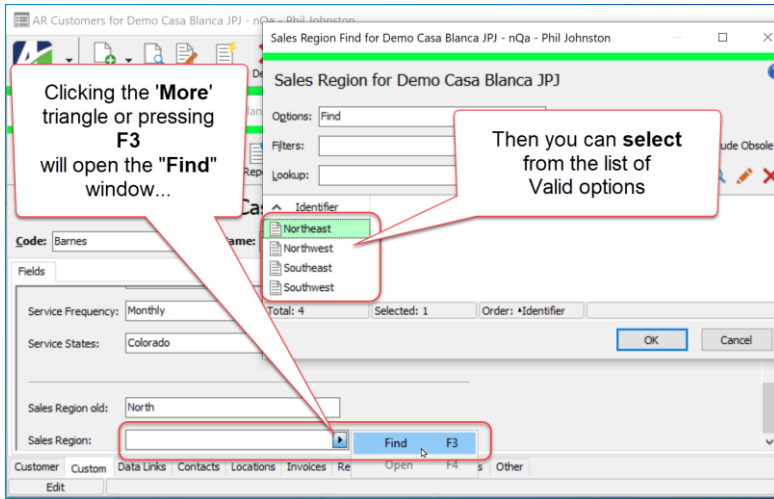
Next, create a **new** custom field with the familiar name, **"Sales Region"**

But use a **"Reference"** data type that points to the **Custom Data** sub-folder we just created, **Sales Region**



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Custom Data for Custom Fields



Now the new custom field offers a **Find** action (**F3**) where you may select from the valid options.

You may still type a value in the field, but it will be validated against the Custom Data sub-folder.



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Custom Data



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Agenda

- Advanced Filter and View Options
- Advanced Saved Answers
- Custom Data for Custom Fields
- **Custom Reports using MS Word**
- Notes with Banners



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Custom Reports using MS Word

Customer Credit Reference

In response to your request for credit reference on:

XYZ Company
123 Main Street
City, TX 12345

Primary Contact: [REDACTED]
Title: [REDACTED]

Our records show...

Date the account was opened: 1/1/2015

Terms: On Receipt

High Balance: \$2

Current Balance: \$1

Amount Past Due: \$0

Have you
ever wanted to
design
your own report?



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Custom Reports using MS Word

REPORT MOCKUP

Customer Credit Reference

In response to your request for credit reference on:

XYZ Company
123 Main Street
City, TX 12345

Primary Contact:
Title:

Our records show...

Date the account was opened: 1/1/2015

Terms: On Receipt

High Balance: \$2

Current Balance: \$1

Amount Past Due: \$0

Step 1

Create a Word doc as a sample report

Step 2

Insert Content Controls (Tags) for values you wish to report

Step 3

Load your Word doc as a report design in ActivityHD



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Add Content Controls to Word doc

Customer Credit Reference

In response to your request for credit reference on:

XYZ Company
123 Main Street
City, TX 12345

Primary Contact:
Title:

Our records show...

Date the account was opened: 1/1/2015

Terms: On Receipt

High Balance: \$2

Current Balance: \$1

Amount Past Due: \$0

Create a **Word doc**
with
placeholders
for values
from ActivityHD

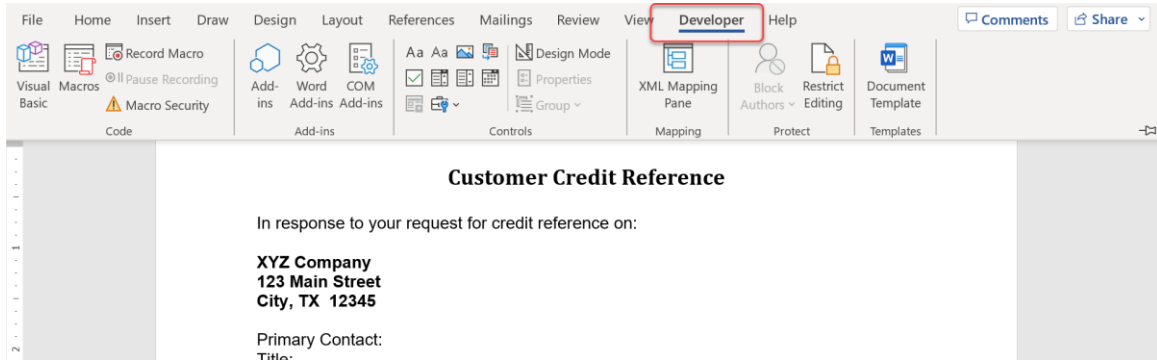


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Add Content Controls to Word doc

ENABLE THE DEVELOPER TOOLBAR

File > Options > Customize Ribbon Then check the box for "Developer"

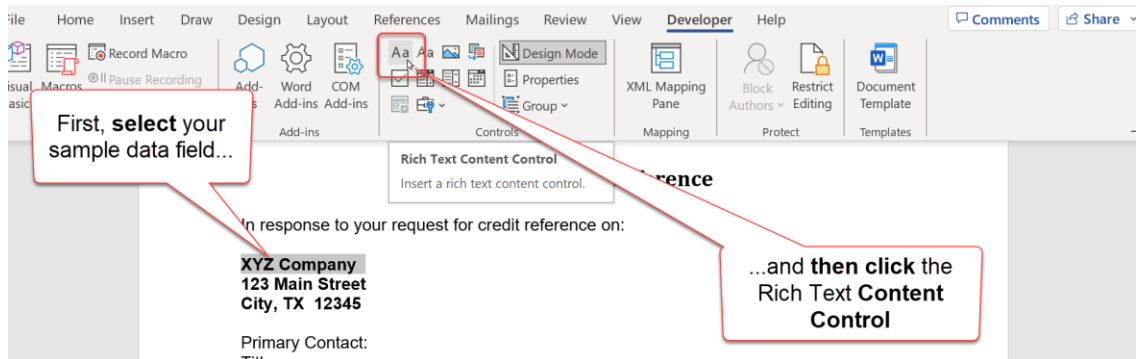


InterActiv
CONFERENCE

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Add content controls to word doc

PLACE CONTENT CONTROLS IN THE DOCUMENT



InterActiv
CONFERENCE

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Add Content Controls to Word doc

DESIGN MODE ENABLED

While in design mode...

... the **Content Controls** display this way

Customer Credit Reference

In response to your request for credit reference on:

XYZ Company
123 Main Street
City, TX 12345

Primary Contact:
Title:

InterActiv
CONFERENCE

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Add Content Controls to Word doc

DESIGN MODE DISABLED

When design mode is OFF...

...you **only see** your **sample values**.

But the Content Control is **still there**.

Customer Credit Reference

In response to your request for credit reference on:

XYZ Company
123 Main Street
City, TX 12345

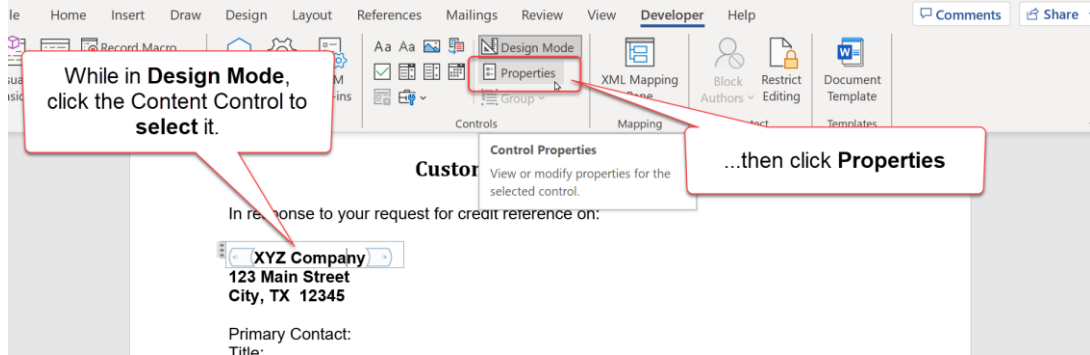
Primary Contact:
Title:

InterActiv
CONFERENCE

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Set Content Control Tag Property

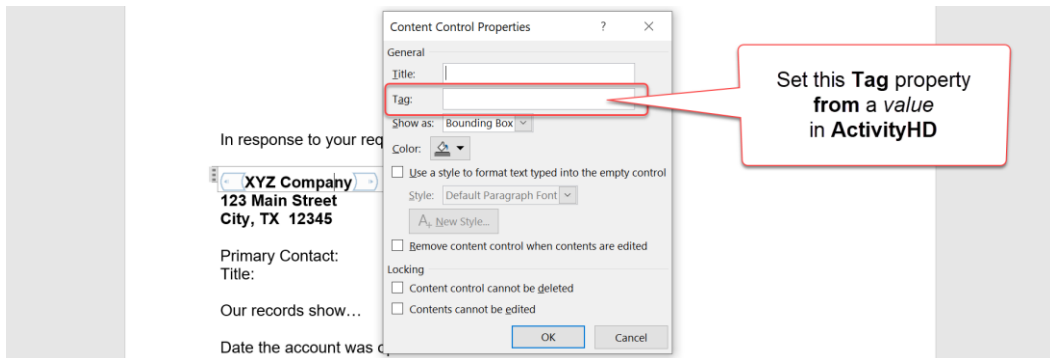
CONTENT CONTROL PROPERTIES



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Set Content Control Tag Property

CONTENT CONTROL PROPERTIES



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Customers Listing for Demo Casa Blanca JPJ - nQa - Phil Johnston

On the **Output** tab of your report dialog window...

Click the **Design** button

Assign a Tag value to Properties from the **ActivityHD report Design window**

InterActiv CONFERENCE

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Customers Listing Report Designs for Demo Casa Blanca JPJ - nQa - Phil Johnston

Name your new design...

...and select **Word** as the Type

Assign a Tag value to Properties from the **ActivityHD report Design window**

InterActiv CONFERENCE

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Word CC Tag

To list Report Field Names, go to **Documents Tables...**

Click the more button in the **Fields** column

Assign a Tag value to Properties from the **ActivityHD** report Design window

InterActiv CONFERENCE

55

Word CC Tag

But we **can't** use the **Field Names** as the Word Tag Property...

We must first **switch** to view the **"Word Content Control Tags"**

Assign a Tag value to Properties from the **ActivityHD** report Design window

InterActiv CONFERENCE

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Copy the desired report field...

...and paste it to the Tag property back in Word

Word CC Tag

Assign a Tag value to Properties from the ActivityHD report Design window

InterActiv CONFERENCE

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Set Content Control Tag Property

Word CC Tag

InterActiv CONFERENCE

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Load your new MS Word doc as the report design

A browse window will open to allow selection of your Word doc

Load Word file

ActivityHD Report Design window

InterActiv CONFERENCE

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Save the Design container with the newly loaded MS Word design

Save

ActivityHD Report Design window

InterActiv CONFERENCE

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Include all options needed for the fields you are reporting

- Include Activity Totals
- Include Primary Locations and Contacts
- Include Account Masks and Attributes
- Include All Contacts
- Include All Locations
- Include Timestamps
- Include Memos
- Include Custom Fields

Check Results

Run the new report

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Custom Reports using MS Word

ACTIVITYHD HELP

Contents > Common Features > Report designs

Delete a Crystal report design

Microsoft Word report designs

IMPORTANT!
Every time you update a report design in Word, you must reload the report design in ActivityHD.

- Add a Word report design
- Add a Word report design by dragging and dropping
- Add a content control to a Word design
- Add a table with content controls to a Word design

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Custom Reports using MS Word



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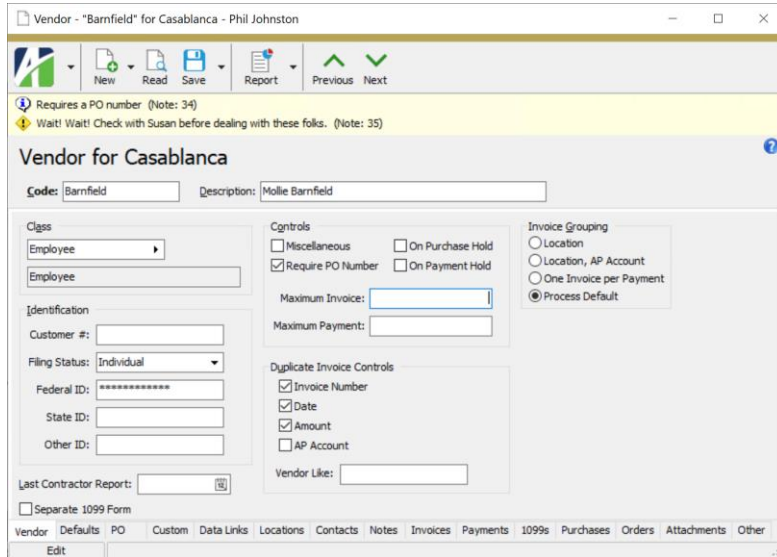
Agenda

- Advanced Filter and View Options
- Advanced Saved Answers
- Custom Data
- Custom Reports using MS Word
- **Notes with Banners**



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Notes with Banners



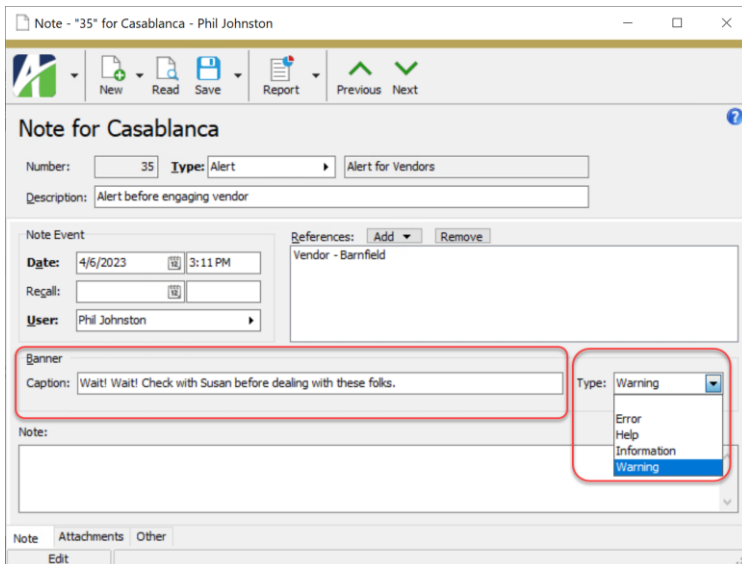
When you want a **more visible notification** for certain records...

Add a **Note** with a **Banner Caption**.



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Notes with Banners



Add a **Note** with a **Banner Caption**

Banner Caption and **Banner Type** are new features on Note records



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Notes with Banners

Vendor - "Barnfield" for Casablanca - Phil Johnston

Informational - Requires a PO number (Note: 34)
 Warning - Wait! Wait! Check with Susan before dealing with these folks. (Note: 35)
 Help - banner type example (Note: 36)
 Error - banner type example (Note: 37)

Vendor for Casablanca

Code: Barnfield Description: Mollie Barnfield

Notes

Filters: Lookup:

| Number | Note Date | Type | Description | Banner Type | Banner Caption |
|--------|------------------|-------|--------------------------------|-------------|--|
| 34 | 4/4/2023 4:26 PM | ReqPO | Informational - Requires a ... | Information | Informational - Requires a PO number |
| 35 | 4/6/2023 3:11 PM | Alert | Warning - Alert before en... | Warning | Warning - Wait! Wait! Check with Susan before... |
| 36 | 4/6/2023 3:44 PM | Alert | Blank banner type example | Help | Help - banner type example |
| 37 | 4/6/2023 3:46 PM | Alert | Error - banner type example | Error | Error - banner type example |

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

Edit Total: 4 Selected: 1 Order: *Number

Banner **Type** controls the **icon** shown in front of the banner caption.



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Notes with Banners

Note Banner Captions

only display on primary entities of a package:

- Vendors
- Customers
- Assets
- Employees

Clicking the banner will open that Note



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THANKS FOR JOINING!

Advanced ActivityHD

Phil Johnston & Steve Sikes

support@accountingware.com

<https://accountingware.com/help>

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