

SARAH BREWSTER

Getting Started with ActivReporter



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Disclaimer

A FEW THINGS FIRST

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Evaluate risks before acting based on ideas from this presentation.

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Sarah Brewster

Implementation Specialist



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Have you used ActivReporter longer than...

Four months?

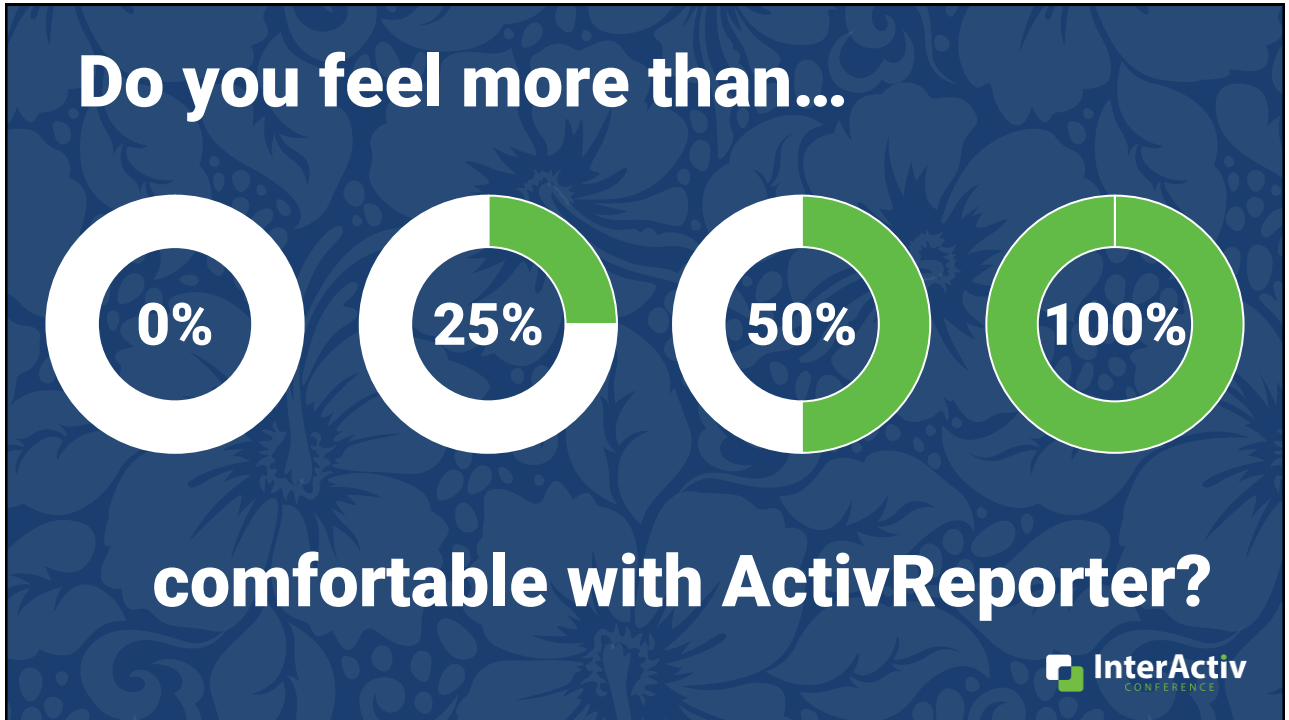
Six months?

A year?

2 years?




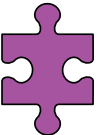

4



5

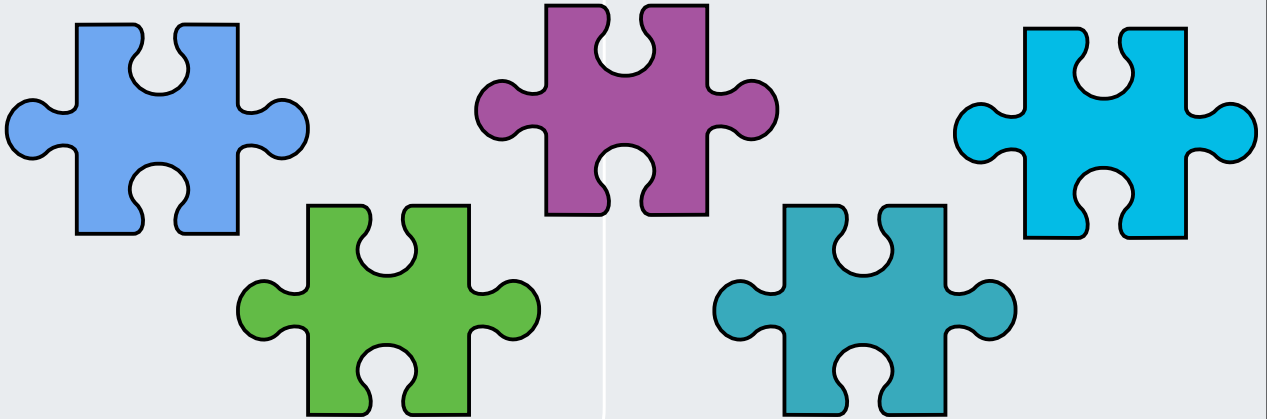
Our Goal

LEARN:

-  The pieces of a financial statement
-  How to create the pieces
-  How to use the pieces

InterActiv
CONFERENCE

6



Introducing: The Pieces

7

Fabrikam			
Income Statement Comparative			
Year to Date April 30, 2027			
Service/Installation			
	Actual	Budget	Variance
Revenue			
Sales	\$439,665	\$16,000	\$423,665
Sales Returns and Discounts	-	(3,600)	3,600
Total Revenue	439,665	12,400	427,265
Cost of Goods Sold	244,109	10,000	234,109
Gross Profit	195,556	2,400	193,156
Operating and Administrative Expense			
Administrative Expense	15	38,800	38,785
Salaries Expense	164,045	15,200	(148,845)
Other Employee Expenses	5,726	7,200	1,474
Tax Expense	11,127	8,800	(2,327)
Depreciation Expense	-	1,600	1,600
Amortization of Intangible Assets	-	400	400
Total Operating and Administrative Expense	180,912	72,000	(108,912)
Net Income Before Taxes and Other Items	14,644	(69,600)	84,244
Other Expenses	-	7,600	7,600
Other Income	-	13,200	(13,200)
Net Income	\$14,644	(\$64,000)	\$63,444

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Rows

Fabrikam
Income Statement Comparative
Year to Date April 30, 2027
Service/Installation

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Columns

Fabrikam
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Formatting



11

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12

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Reporting Unit

 InterActiv
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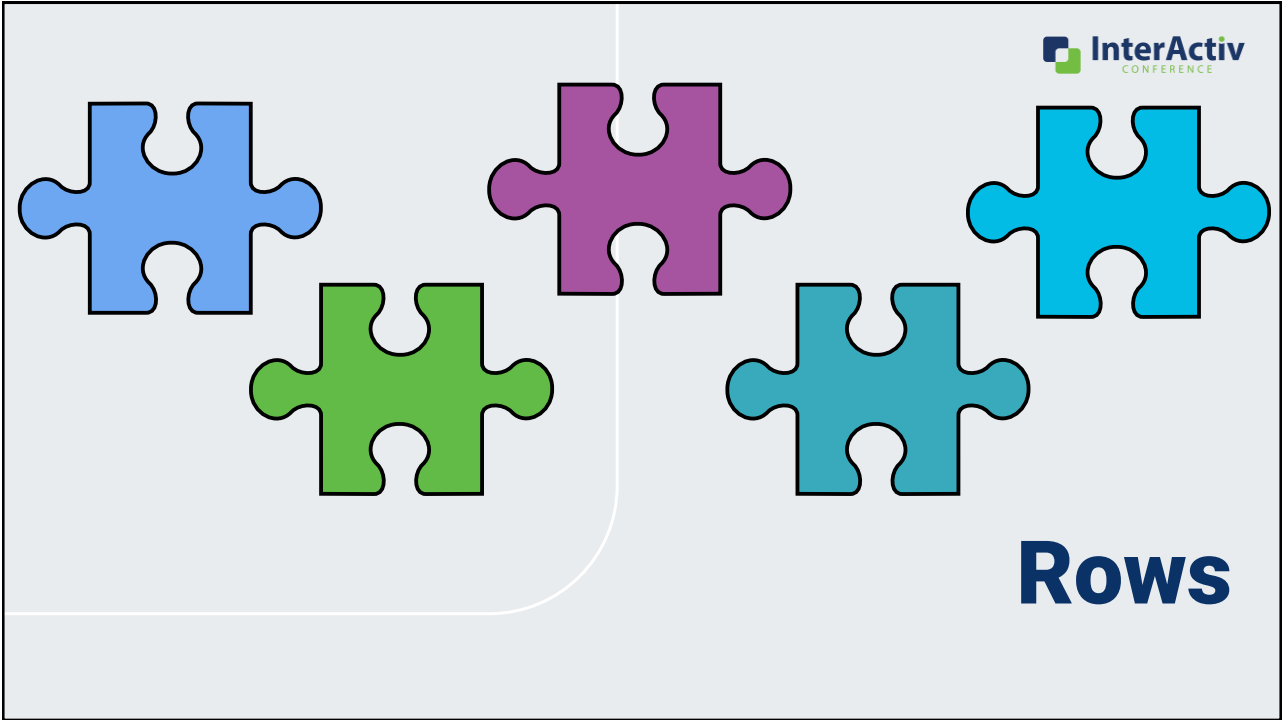
13

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Rows Columns Formatting Date Reporting Unit

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Fabrikam
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Revenue

Sales

Sales Returns and Discounts

Total Revenue

Cost of Goods Sold

Gross Profit

Operating and Administrative Expenses

Administrative Expenses

Salaries Expense

Other Employee Expenses

Tax Expense

Depreciation Expense

Amortization of Intangible Assets

Total Operating and Administrative Expenses

Net Income Before Taxes and Other Items

Other Expenses

Other Income

Net Income

Accounts for Sabrikam

Options: Personal

Filters: Column Filters

Account	Description
000-4100-00-A	Sales--F&B
000-4100-01-A	Sales--Merch
000-4100-02-A	Sales--G&E
000-4100-03-A	Sales-Liquor
000-4100-04-A	Sales-Tobacco
000-4110-01-A	US Sales - Retail/Parts-Merch
000-4110-02-A	US Sales - Finished Goods-G&E
000-4111-01-A	Canadian Sales - Retail/Parts-Merch
000-4111-02-A	Canadian Sales - Finished Goods-G&E
000-4112-01-A	AustralAsian Sales - Retail/Parts-Merch
000-4112-02-A	AustralAsian Sales - Finished Goods-G&E
000-4114-01-A	Germany Sales - Retail/Parts-Merch
000-4114-02-A	Germany Sales - Finished Goods-G&E
000-4115-01-A	United Kingdom Sales - Retail/Parts-Merch
000-4115-02-A	United Kingdom Sales - Finished Goods-G&E
000-4116-01-A	South Africa - Retail/Parts-Merch
000-4116-02-A	South Africa Sales - Finished Goods-G&E
000-4117-01-A	Singapore Sales - Retail/Parts-Merch
000-4117-02-A	Singapore Sales - Finished Goods-G&E
000-4120-00-A	US Sales - Service Plans-F&B

ROWS

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Fabrikam

Income Statement Comparative

Year to Date April 30, 2027

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ROWS

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Revenue

Sales

Sales Returns and Discounts

Total Revenue

Cost of Goods Sold

Gross Profit

Operating and Administrative Expense

Administrative Expense

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000-4116-01-A	South Africa - Retail/Parts-Merch
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ROWS

InterActiv
CONFERENCE

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Fabrikam

Income Statement Comparative

Year to Date April 30, 2027

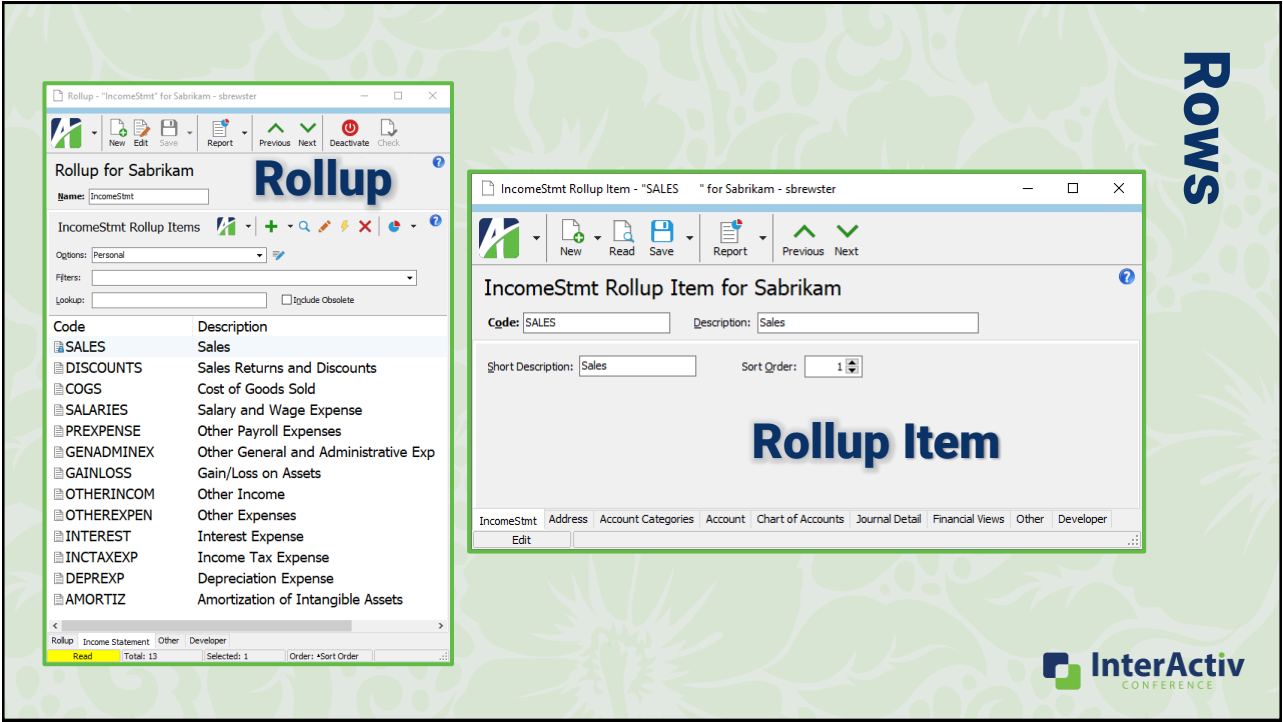
Service/Installation

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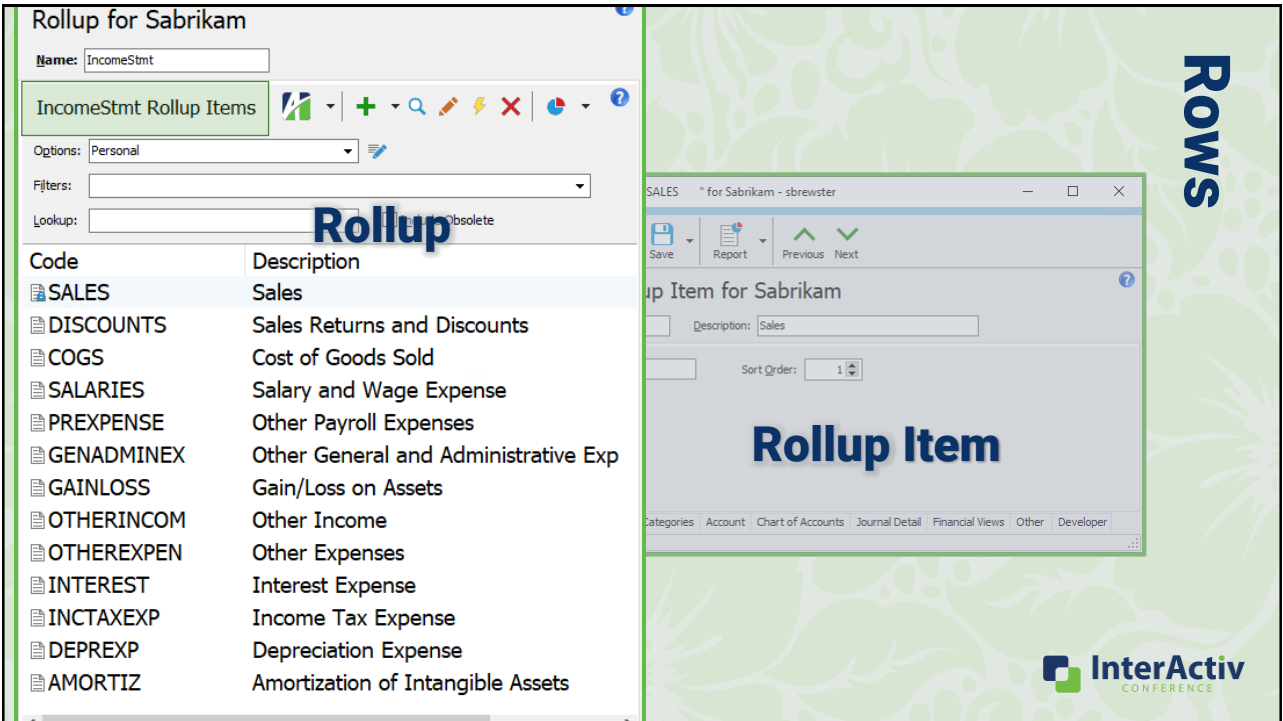
ROWS

InterActiv
CONFERENCE

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Fabrikam
Income Statement Comparative
Year to Date April 30, 2027
Service/Installation

	Actual
Revenue	
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Other Expenses	-
Other Income	-
Net Income	\$14,644

Income Stmt Rollup Items

Options: Personal


Filters:

Lookup: Include Obsolete

Code	Description
SALES	Sales
DISCOUNTS	Sales Returns and Discounts
COGS	Cost of Goods Sold
SALARIES	Salary and Wage Expense
PREXPENSE	Other Payroll Expenses
GENADMINEX	Other General and Administrative Exp
GAINLOSS	Gain/Loss on Assets
OTHERINCOM	Other Income
OTHEREXPEN	Other Expenses
INTEREST	Interest Expense
INCTAXEXP	Income Tax Expense
DEPREXP	Depreciation Expense
AMORTIZ	Amortization of Intangible Assets

Rollup: Income Statement Other Developer

Read Total: 13 Selected: 1 Order: *Sort Order



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	Actual
Revenue	
Sales	
Sales Returns and Discounts	
Total Revenue	
Cost of Goods Sold	
Gross Profit	
Operating and Administrative Expense	
Administrative Expense	
Salaries Expense	
Other Employee Expenses	
Tax Expense	
Depreciation Expense	
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Options: Personal

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ROWS

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How to create rollups

ROWS

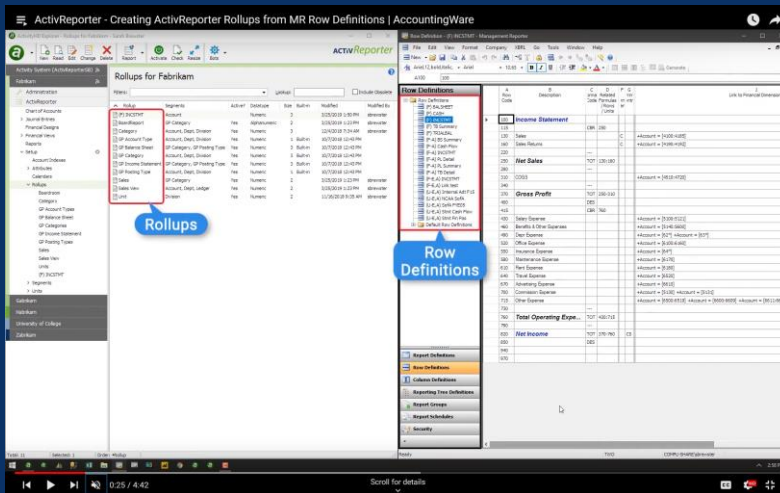
1. Import from Management Reporter
2. Use built-in rollups from GP's Categories
3. Create from scratch



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Rollups from Management Reporter Row Definitions

ROWS



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Built-in Rollups from GP's Categories

ROWS

Name	Active?	Datatype	Size	Financial Type	Assignment
AcctType	Yes	Alphanumeric	12		Direct on GP Category
GP Account Type	Yes	Numeric	1		Rules for Account, Department, Division
GP Balance Sheet	Yes	Numeric	3	Balance Sheet	Rules for GP Category, GP Posting Type
GP Category	Yes	Numeric	3		Rules for Account, Department, Division
GP Income Statement	Yes	Numeric	3	Income Statement	Rules for GP Category, GP Posting Type
GP Posting Type	Yes	Numeric	1		Rules for Account, Department, Division



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Built-in Rollups from GP's Categories

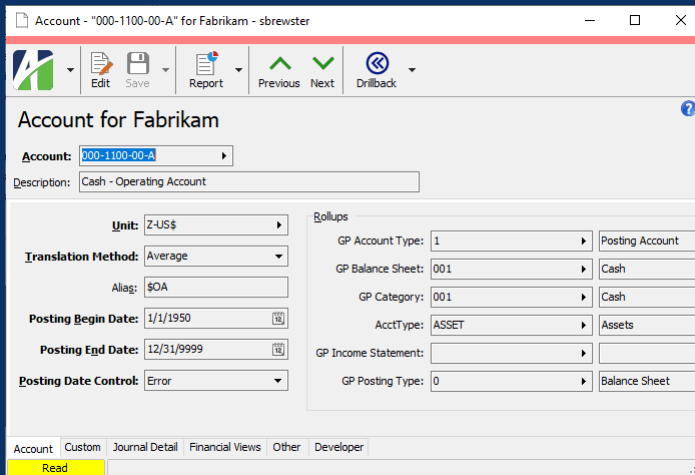
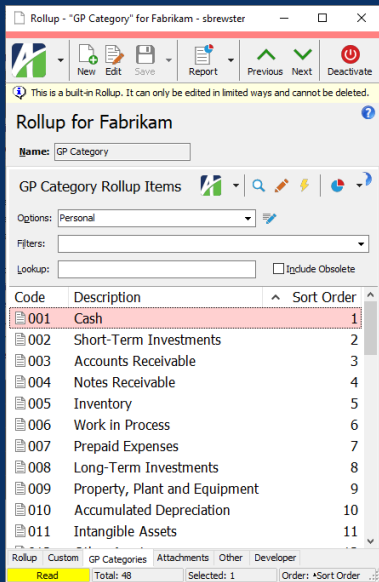
ROWS



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Built-in Rollups from GP's Categories

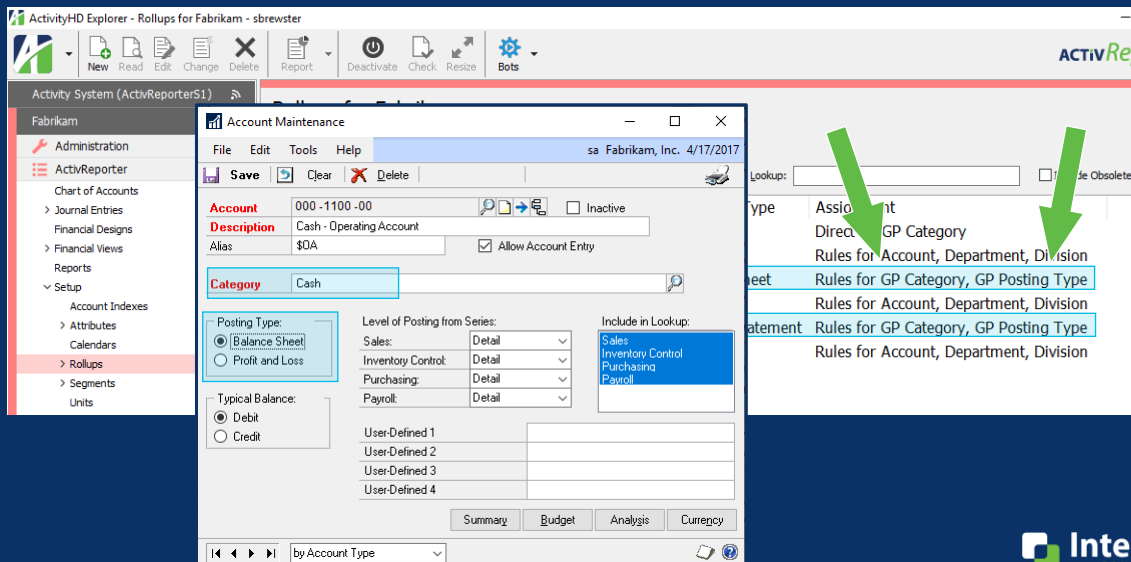
ROWS



29

Built-in Rollups from GP's Categories

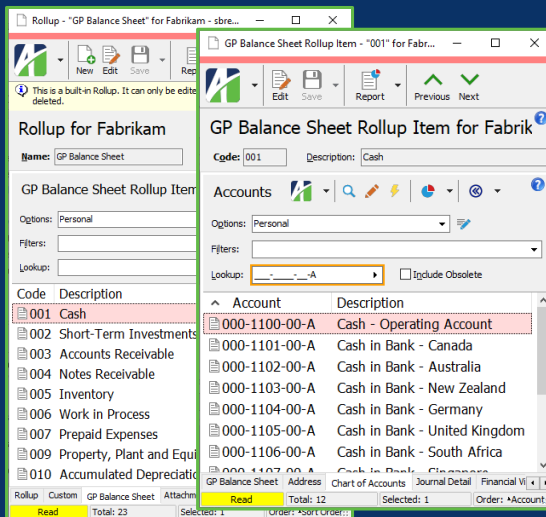
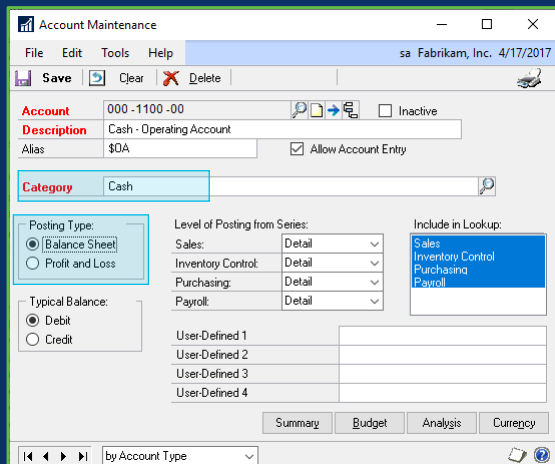
ROWS



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Built-in Rollups from GP's Categories

ROWS



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Built-in Rollups from GP's Categories

ROWS

Accounts for Fabrikam

Options: Personal

Filters: Missing AcctType

Lookup: --01-A

Account	Description	GP Category Description	GP Posting Type...	GP Balance Sheet Desc...	GP Income Statement...
000-2101-01-A	Accounts Payable - Canada	Accounts Payable	Balance Sheet	Accounts Payable	
000-2950-01-A	PPV - Unrealized	Accounts Payable	Balance Sheet	Accounts Payable	
000-1220-01-A	Credit Card Receivable-AmericaCharge	Accounts Receivable	Balance Sheet	Accounts Receivable	
000-1300-01-A	Inventory - Retail/Parts	Inventory	Balance Sheet	Inventory	
000-1310-01-A	Inventory Warehouse - Retail/Parts	Inventory	Balance Sheet	Inventory	
000-1320-01-A	Non-inventoried item	Inventory	Balance Sheet	Inventory	
000-1330-01-A	Inventory Returns - Retail/Parts	Inventory	Balance Sheet	Inventory	
000-2014-01-A	Contra Accounts for Costs	Other Current Liabilities	Balance Sheet	Other Current Liabilities	
000-1340-01-A	Work in Progress	Work in Process	Balance Sheet	Work in Process	
000-1360-01-A	WIP - Material	Work in Process	Balance Sheet	Work in Process	
000-1370-01-A	Applied - Material Fixed OH	Work in Process	Balance Sheet	Work in Process	
000-4110-01-A	US Sales - Retail/Parts	Sales	Profit and Loss	Year to Date Profit (Loss)	Sales
000-4111-01-A	Canadian Sales - Retail/Parts	Sales	Profit and Loss	Year to Date Profit (Loss)	Sales
000-4112-01-A	AustralAsian Sales - Retail/Parts	Sales	Profit and Loss	Year to Date Profit (Loss)	Sales



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Build Rollups in ActivReporter

ROWS

Rules (Indirect) Assignment

Direct Assignment



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Build Rollups in ActivReporter

ROWS

Rules (Indirect) Assignment

Account	Description	GP Income Statement...	GP Category
000-4100-00-A	Sales	Sales	Sales
000-4110-01-A	US Sales - Retail/Parts	Sales	Sales
000-4110-02-A	US Sales - Finished Goods	Sales	Sales
000-4111-01-A	Canadian Sales - Retail/Parts	Sales	Sales
000-4111-02-A	Canadian Sales - Finished Goods	Sales	Sales
000-4112-01-A	AustralAsian Sales - Retail/Parts	Sales	Sales
000-4112-02-A	AustralAsian Sales - Finished Goods	Sales	Sales
000-4114-01-A	Germany Sales - Retail/Parts	Sales	Sales
000-4114-02-A	Germany Sales - Finished Goods	Sales	Sales
000-4115-01-A	United Kingdom Sales - Retail/Parts	Sales	Sales
000-4115-02-A	United Kingdom Sales - Finished Goods	Sales	Sales
000-4116-01-A	South Africa - Retail/Parts	Sales	Sales
000-4116-02-A	South Africa Sales - Finished Goods	Sales	Sales



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Build Rollups in ActivReporter

ROWS

Rules (Indirect) Assignment

Line	Rule	Item	Mask	Account	Begin	End
1	Include	4100				
2	Include	4100			4140	4185
3	Exclude	4176				
4	Include	4100	42??			



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Build Rollups in ActivReporter

ROWS

Rules (Indirect) Assignment

Account	Description
000-4100-00-A	Sales
000-4110-01-A	US Sales - Retail/Parts
000-4110-02-A	US Sales - Finished Goods
000-4111-01-A	Canadian Sales - Retail/Parts
000-4111-02-A	Canadian Sales - Finished Goods
000-4112-01-A	AustralAsian Sales - Retail/Parts
000-4112-02-A	AustralAsian Sales - Finished Goods
000-4114-01-A	Germany Sales - Retail/Parts
000-4114-02-A	Germany Sales - Finished Goods
000-4115-01-A	United Kingdom Sales - Retail/Parts



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Build Rollups in ActivReporter

ROWS

Direct Assignment

The screenshot displays the 'Account Segment Items' window with a list of items. Item 4100, 'Sales', is selected. A secondary window titled 'Account Segment Item for Sabrikam' provides details for this item, including its code, description, and translation method.

Code	Description
4100	Sales
4110	US Sales - Finished G
4111	Canadian Sales - Fini
4112	AustralAsian Sales -
4114	Germany Sales - Fini
4115	United Kingdom Sale
4116	South Africa - Retail/
4117	Singapore Sales - Fin
4120	US Sales - Service Pl
4121	Canadian Sales - Ser
4122	AustralAsian Sales - Service Pl SALES
4124	Germany Sales - Service Plans SALES
4125	United Kingdom Sales - Service SALES



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Build Rollups in ActivR

ROWS

Direct Assignment

The screenshot shows the 'Account Segment Items' window with item 4100 selected. A dialog box titled 'AcctCategory Rollup Item Find for Sabrikam - sbrewster' is open, displaying a list of rollup items for 'Sales'.

Code	Description	Sort Order
SALES	Sales	30
DISCOUNTS	Sales Returns and Discounts	31
COGS	Cost of Goods Sold	32
SALARIES	Salary and Wage Expense	33
PREXPENSE	Other Payroll Expenses	34
GENADMIN...	Other General and Administrati...	35
GAIN/LOSS	Gain/Loss on Assets	36
Total: 43		Selected: 1



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Build Rollups in ActivReporter

ROWS

Direct Assignment

The screenshot displays the 'Account Segment Items' list on the left and a detailed view for item '4100 Sales' on the right. The detailed view includes fields for Code, Description, Short Description, Sort Order, and Translation Method. Below these are 'Rollups' for AcctCategory, AcctType, BalSheet, and IncomeStmt, each with a dropdown menu.

Code	Description
4100	Sales
4110	US Sales - Finished C
4111	Canadian Sales - Fini
4112	AustralAsian Sales -
4114	Germany Sales - Fini
4115	United Kingdom Sale
4116	South Africa - Retail/
4117	Singapore Sales - Fin
4120	US Sales - Service Pl
4121	Canadian Sales - Ser
4122	AustralAsian Sales - Service Pl SALES
4124	Germany Sales - Service Plans SALES
4125	United Kingdom Sales - Service SALES



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Build Rollups in ActivReporter

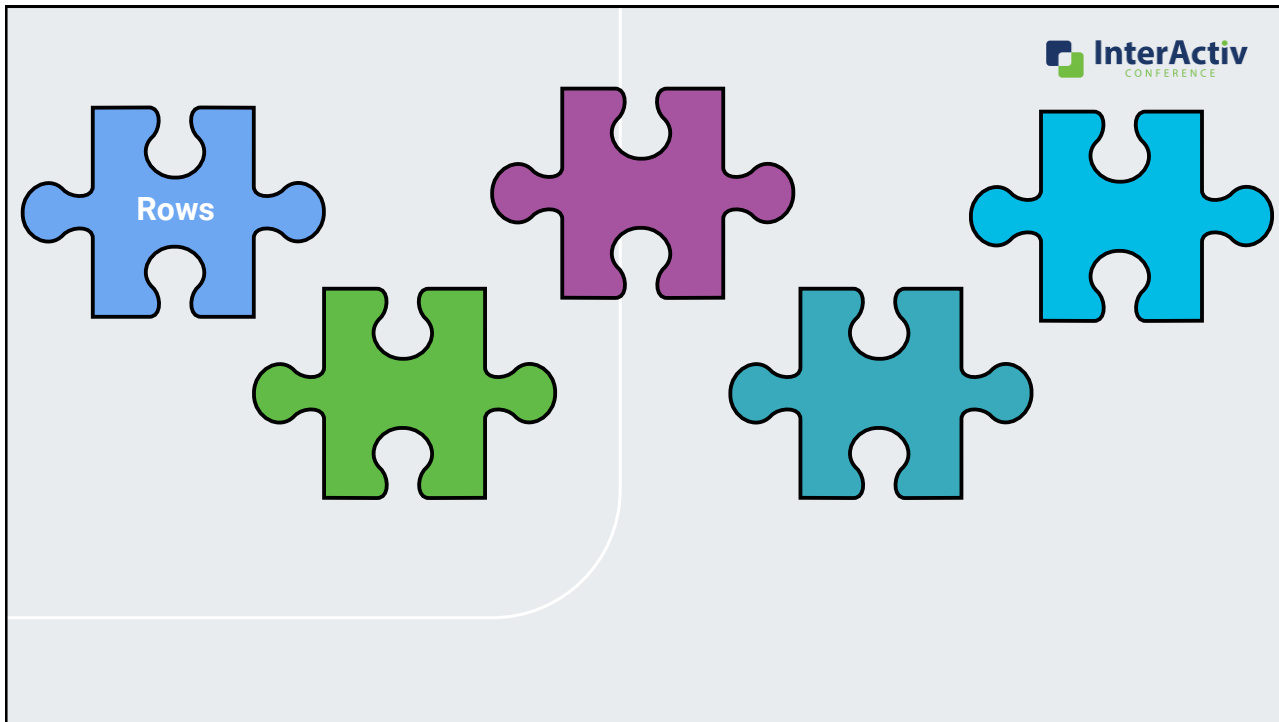
ROWS

Direct Assignment

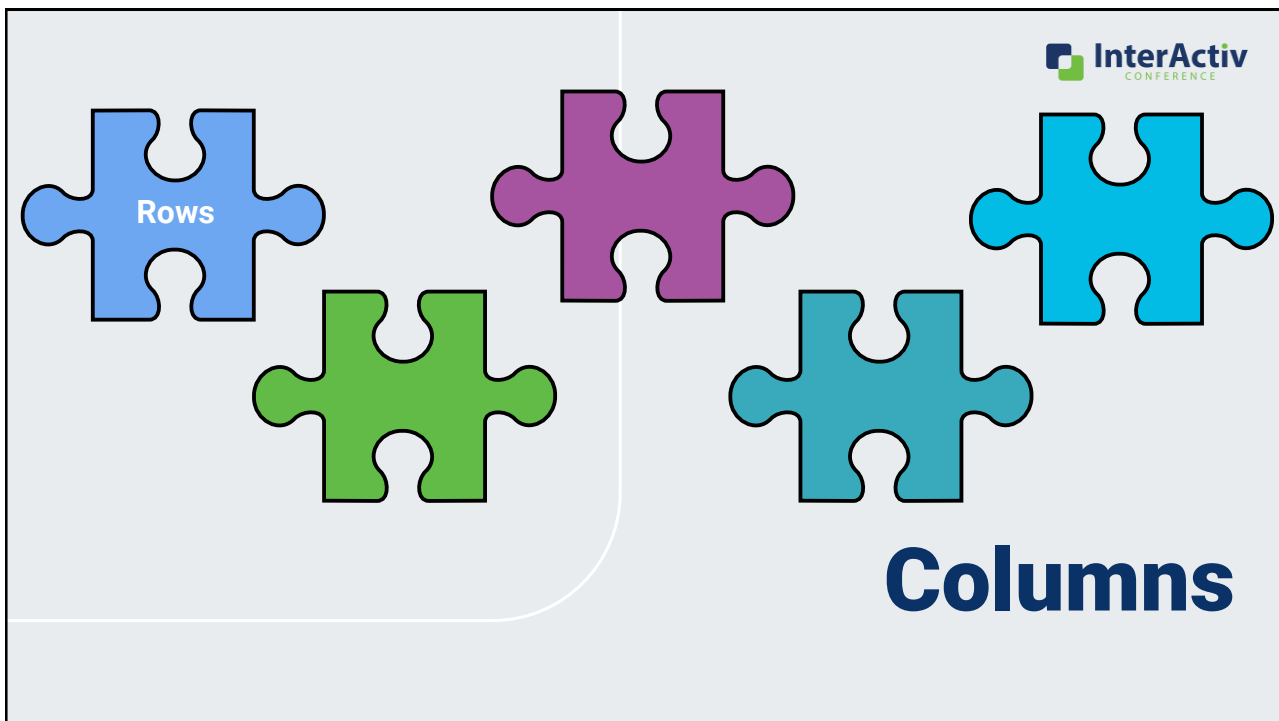
This screenshot is identical to the one above, but with a blue highlight box around the 'Rollups' section in the detailed view, specifically encompassing the AcctCategory, AcctType, BalSheet, and IncomeStmt dropdowns.



40



41



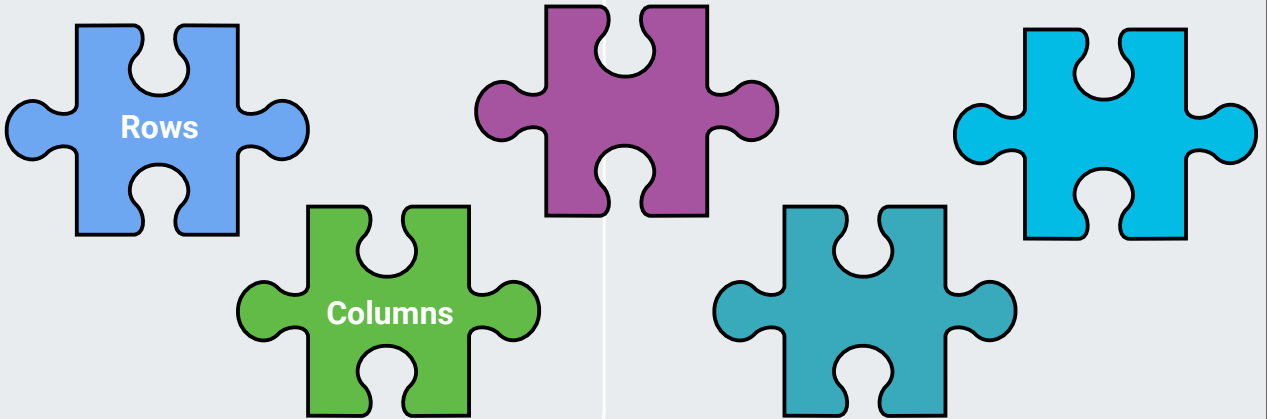
42

Fabrikam
Income Statement Comparative
Year to Date April 30, 2027
Service/Installation


	Actual	Budget	Variance
Revenue			
Sales	\$439,665	\$16,000	\$423,665
Sales Returns and Discounts	-	(3,600)	3,600
Total Revenue	439,665	12,400	427,265
Cost of Goods Sold	244,109	10,000	234,109
Gross Profit	195,556	2,400	193,156
Operating and Administrative Expense			
Administrative Expense	15	38,800	38,785
Salaries Expense	164,045	15,200	(148,845)
Other Employee Expenses	5,726	7,200	1,474
Tax Expense	11,127	8,800	(2,327)
Depreciation Expense	-	1,600	1,600
Amortization of Intangible Assets	-	400	400
Total Operating and Administrative Expense	180,912	72,000	(108,912)
Net Income Before Taxes and Other Items	14,644	(69,600)	84,244
Other Expenses	-	7,600	7,600
Other Income	-	13,200	(13,200)
Net Income	\$14,644	(\$64,000)	\$63,444



43



44



Rows


Columns

Formatting

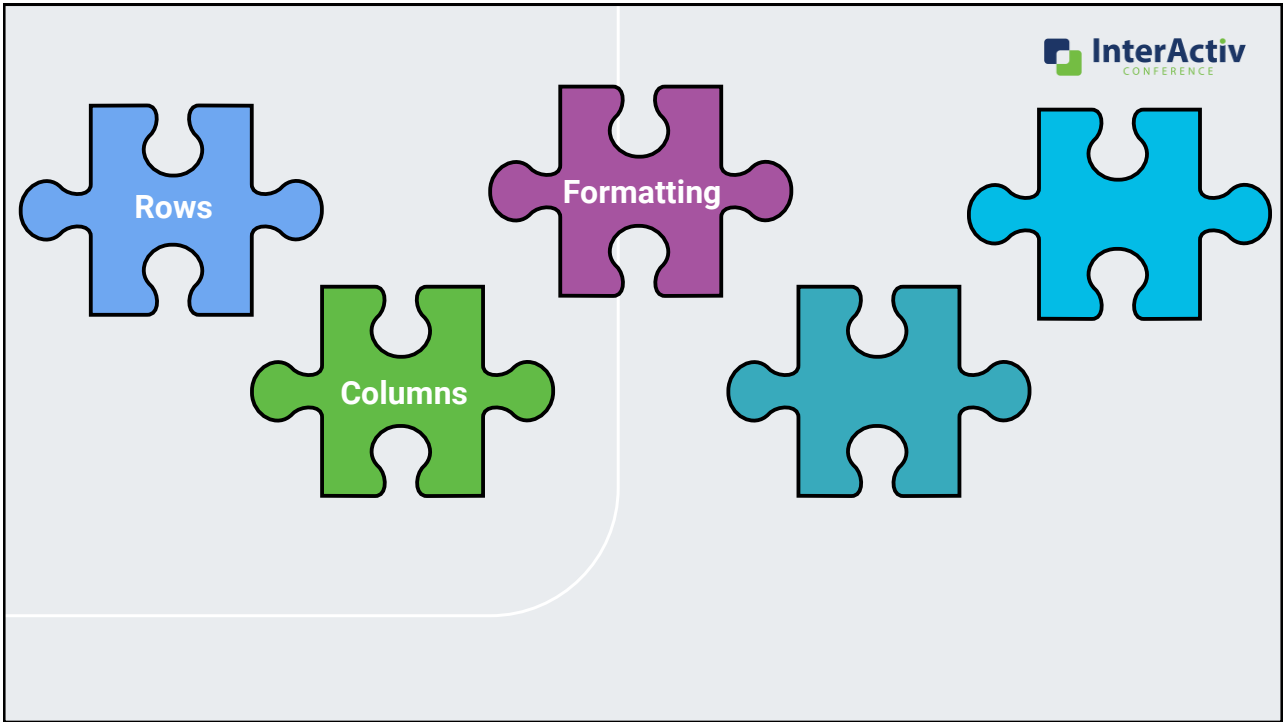
45

Fabrikam Income Statement Comparative Year to Date April 30, 2027 Service/Installation			
	Actual	Budget	Variance
Revenue			
Sales	\$439,665	\$16,000	\$423,665
Sales Returns and Discounts	-	(3,600)	3,600
Total Revenue	439,665	12,400	427,265
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Other Income	-	13,200	(13,200)
Net Income	\$14,644	(\$64,000)	\$63,444

Formatting



46



47



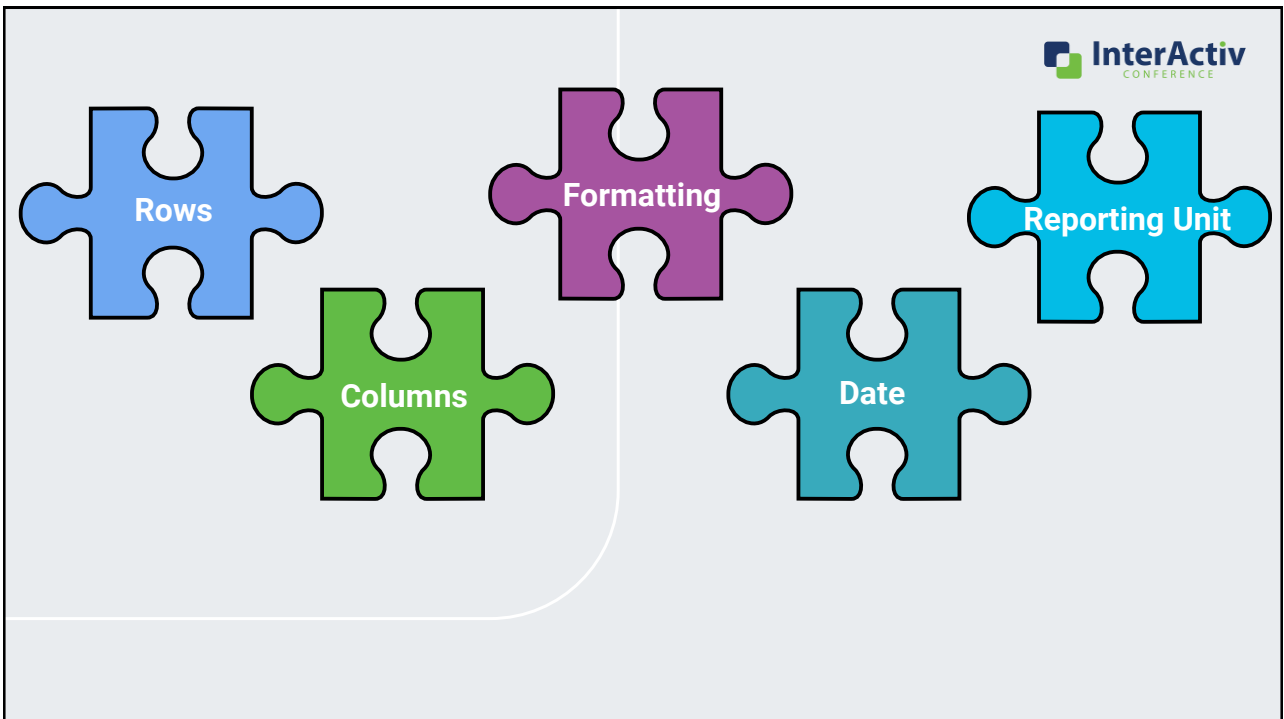
48

Fabrikam			
Income Statement Comparative			
Year to Date April 30, 2027			
Service/Installation			
	Actual	Budget	Variance
Revenue			
Sales	\$439,665	\$16,000	\$423,665
Sales Returns and Discounts	-	(3,600)	3,600
Total Revenue	439,665	12,400	427,265
Cost of Goods Sold	244,109	10,000	234,109
Gross Profit	195,556	2,400	193,156
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Administrative Expense	15	38,800	38,785
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Other Expenses	-	7,600	7,600
Other Income	-	13,200	(13,200)
Net Income	\$14,644	(\$64,000)	\$63,444

Date
Reporting
Unit



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THANKS FOR JOINING!

Getting Started with ActivReporter

Sarah Brewster

support@accountingware.com

<https://accountingware.com/help>