

SARAH BREWSTER

# Skip the Forest for the Financial Trees in ActivReporter



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## Disclaimer

A FEW THINGS FIRST

**This presentation is for information only.**

Evaluate risks before acting based on ideas from this presentation.

**This presentation contains opinions of the presenters.**

Opinions may not reflect the opinions of AccountingWare.

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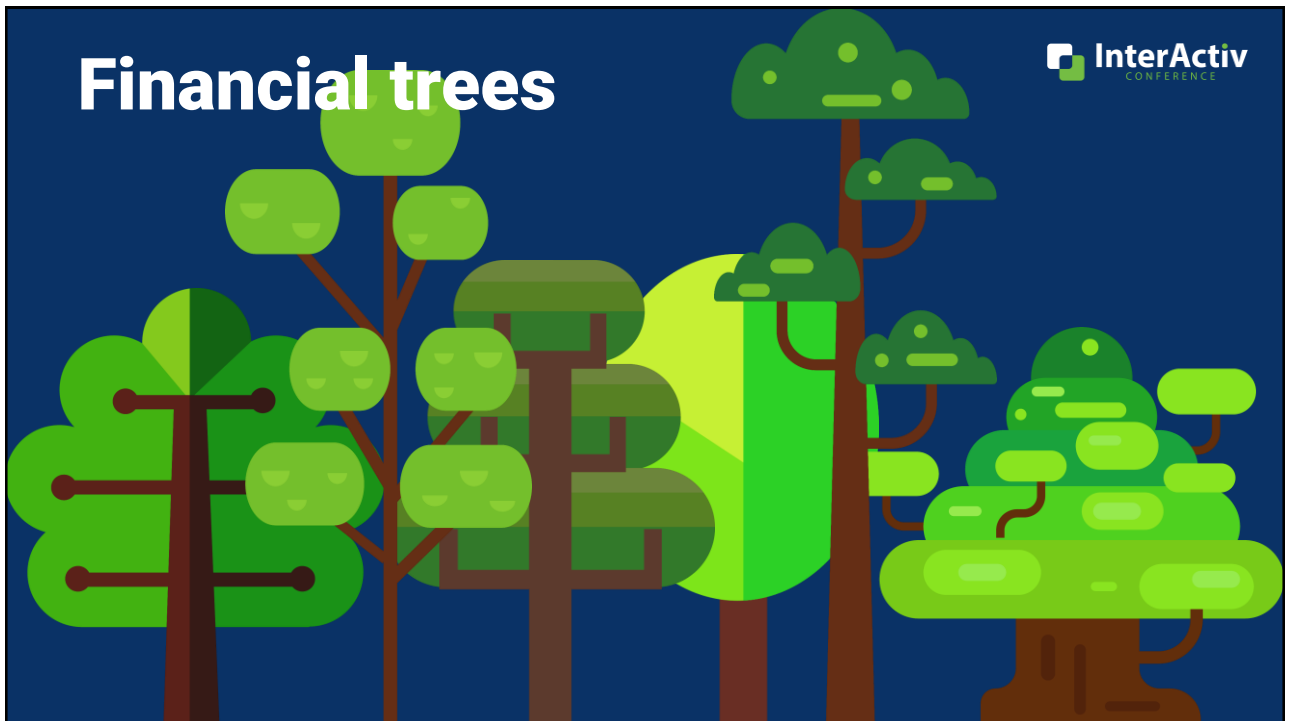


# Sarah Brewster

Implementation Specialist



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# Agenda

ANSWER THESE QUESTIONS:

Who cares about financial trees?

1

2

What are financial trees?

Why do I want financial trees?

3

4

How do I build and use financial trees?



5

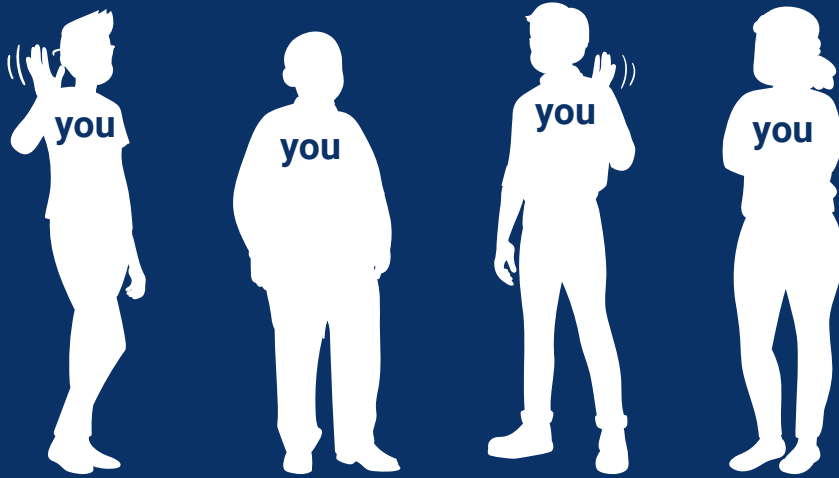


**Who cares about financial trees?**

YOU DO!

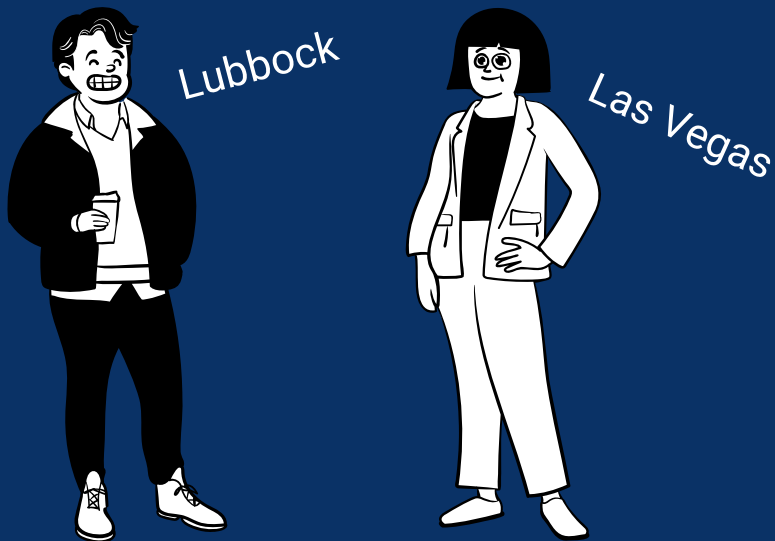
6

# Who cares about financial trees?



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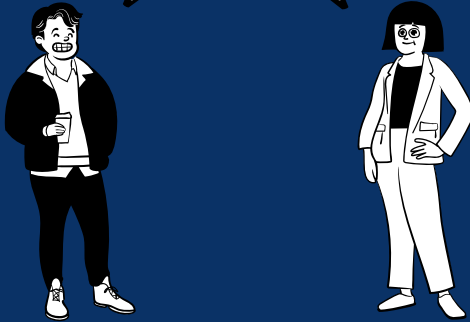
# Who cares about financial trees?



8

# Who cares about financial trees?

Couldn't we get our numbers faster?



## Current Month End Process

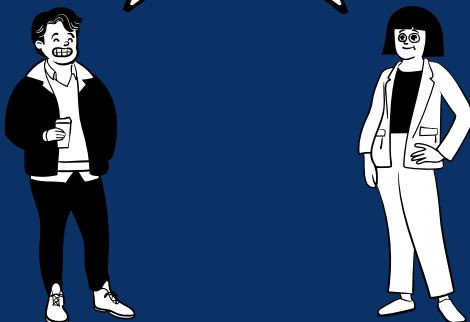
- 5 working days to close
- +2 additional days to report and distribute



9

# Who cares about financial trees?

Could we get more relevant reports?



## Current Month End Process

- 3 high level financial statements
- Branch managers are not ActivReporter users



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# Who cares about financial trees?

You do! Because you want your managers, department heads, and others to get financial reports that are:

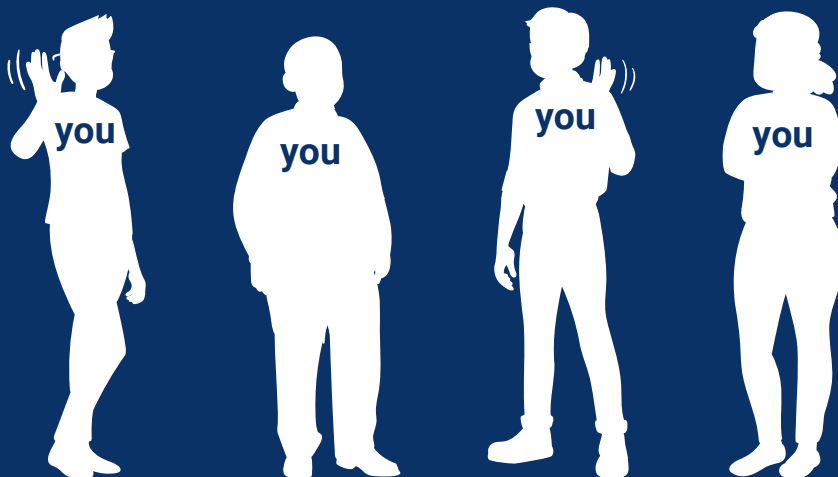
- Timely
- Relevant

to make good decisions.



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# Who cares about financial trees?



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## Current Challenges

- Time
- Complexity
- Others?



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## Who cares about financial trees?

You do! Because you want financial reports that are:

- Repeatable
- Flexible
- Low maintenance

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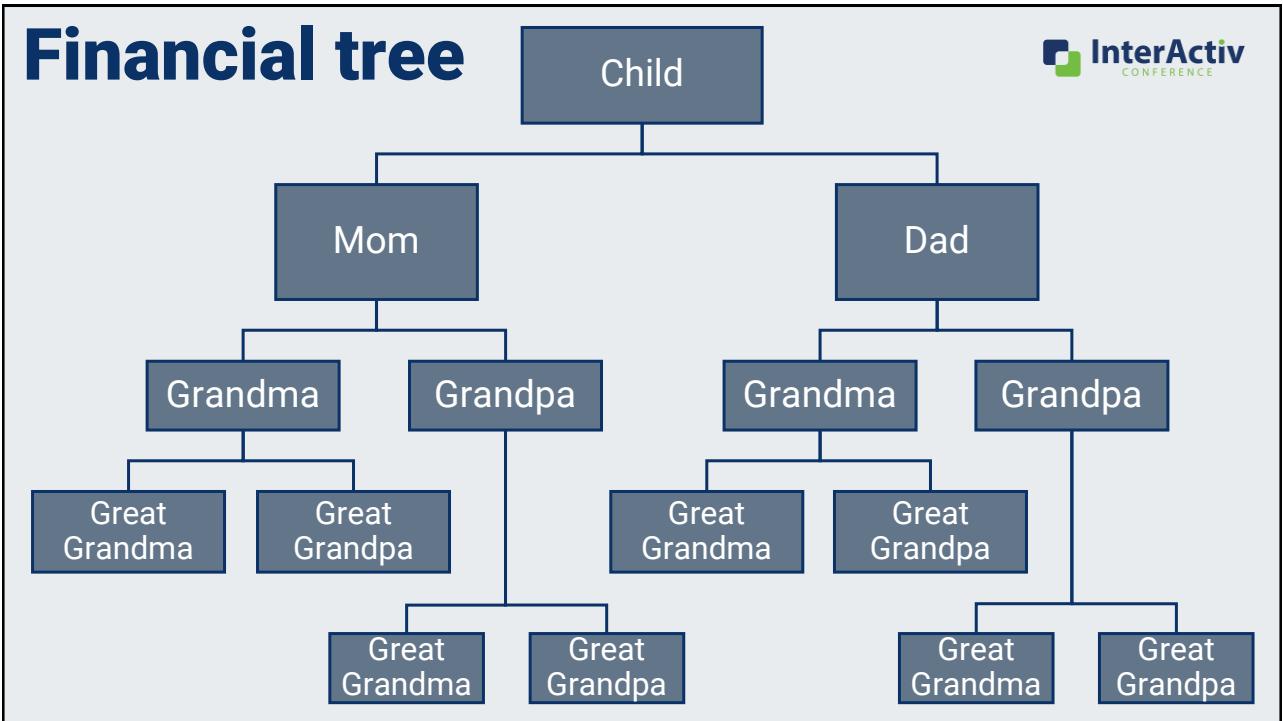


**InterActiv**  
CONFERENCE

# What are financial trees?

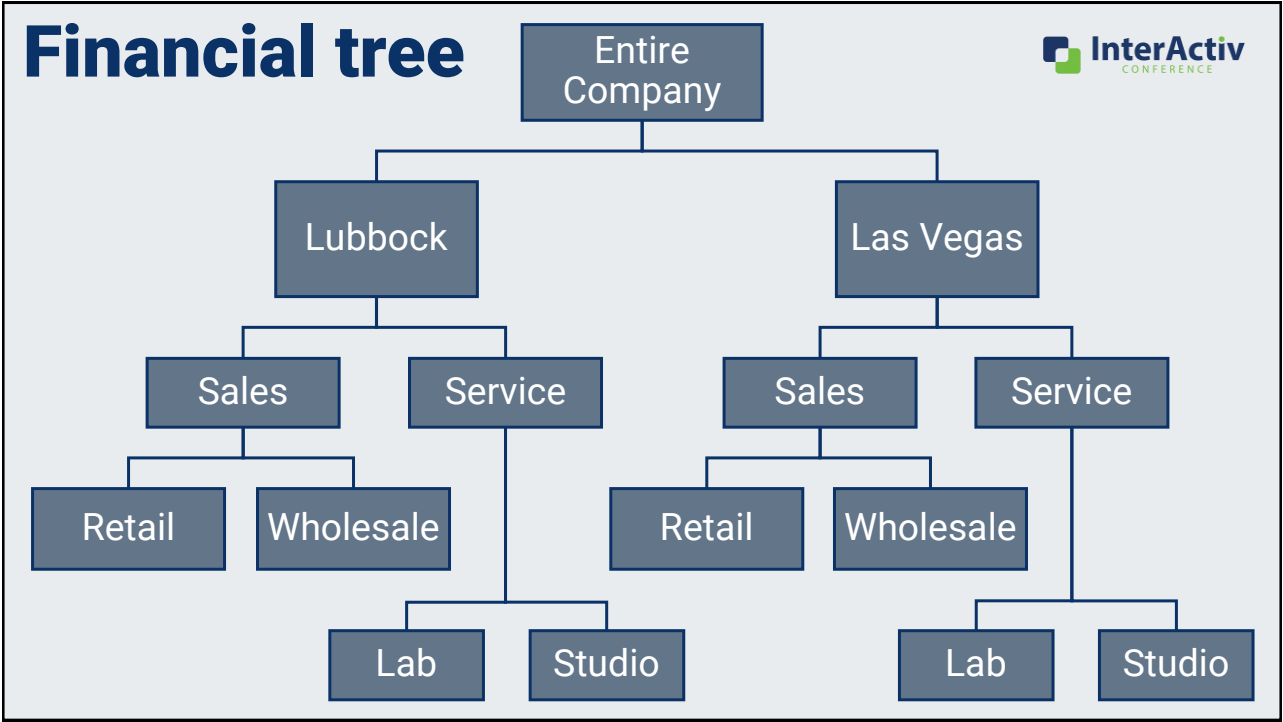
Defined structures for financial reporting

15

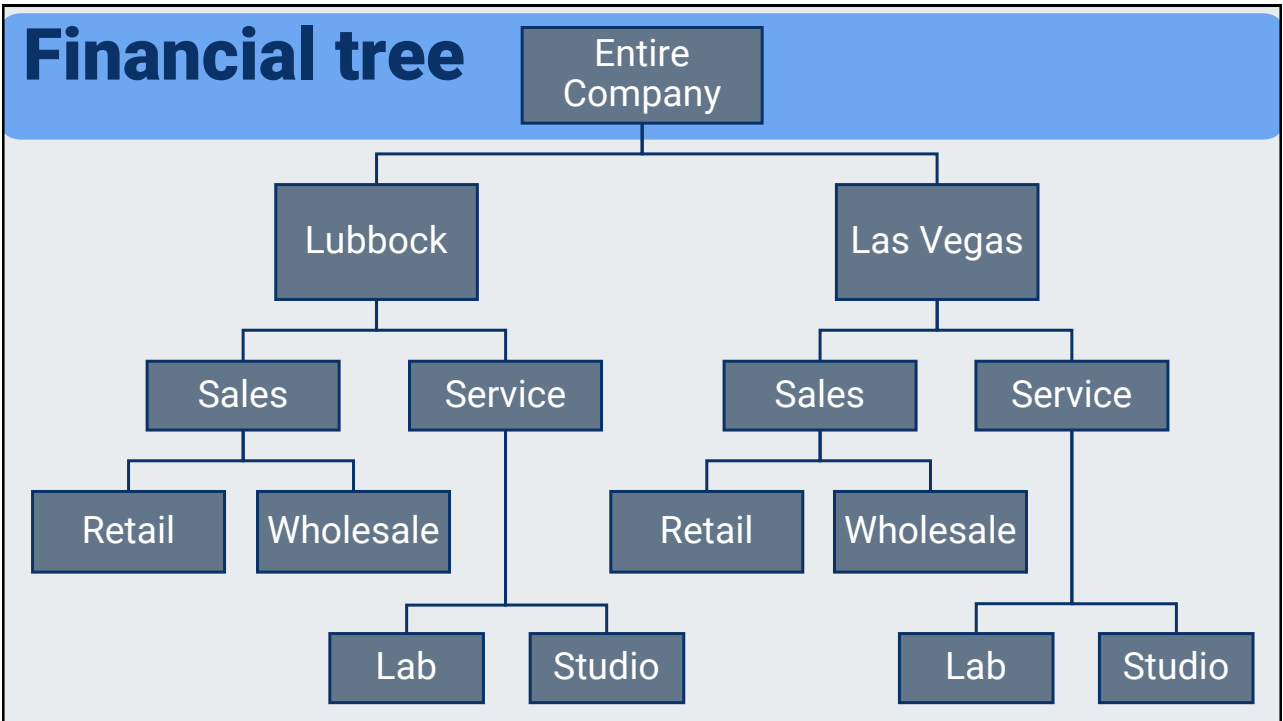


16

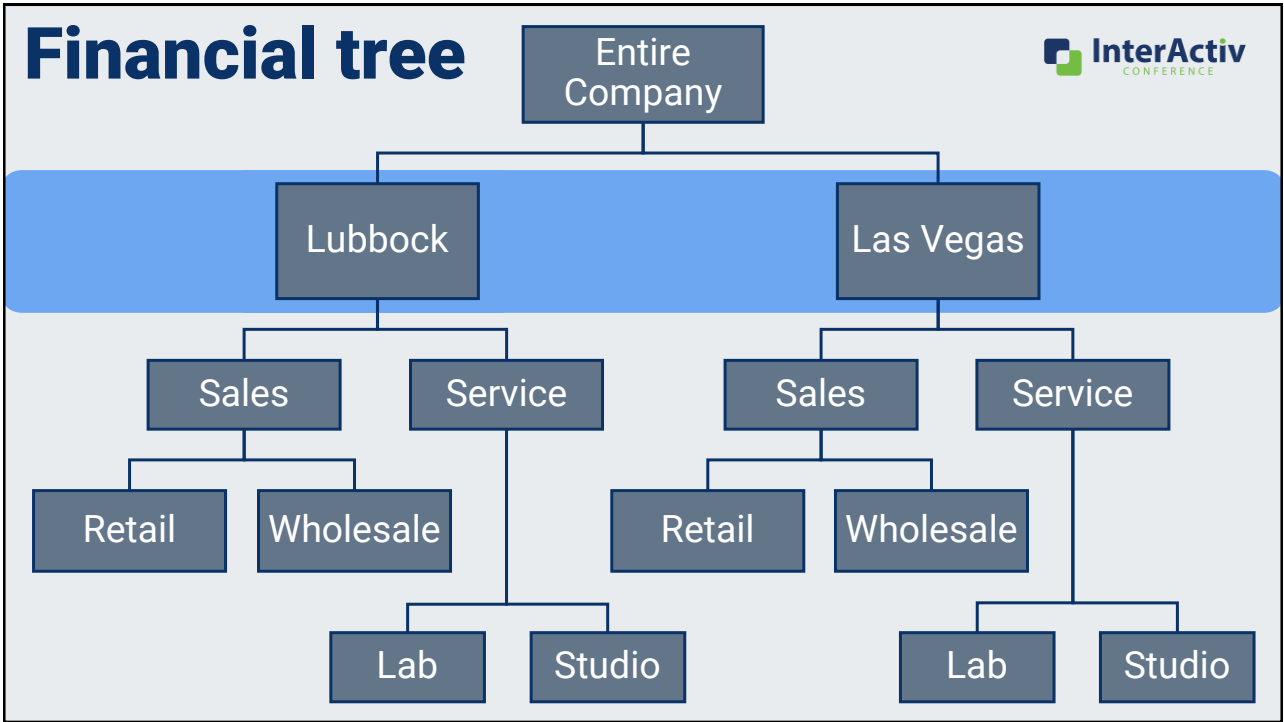




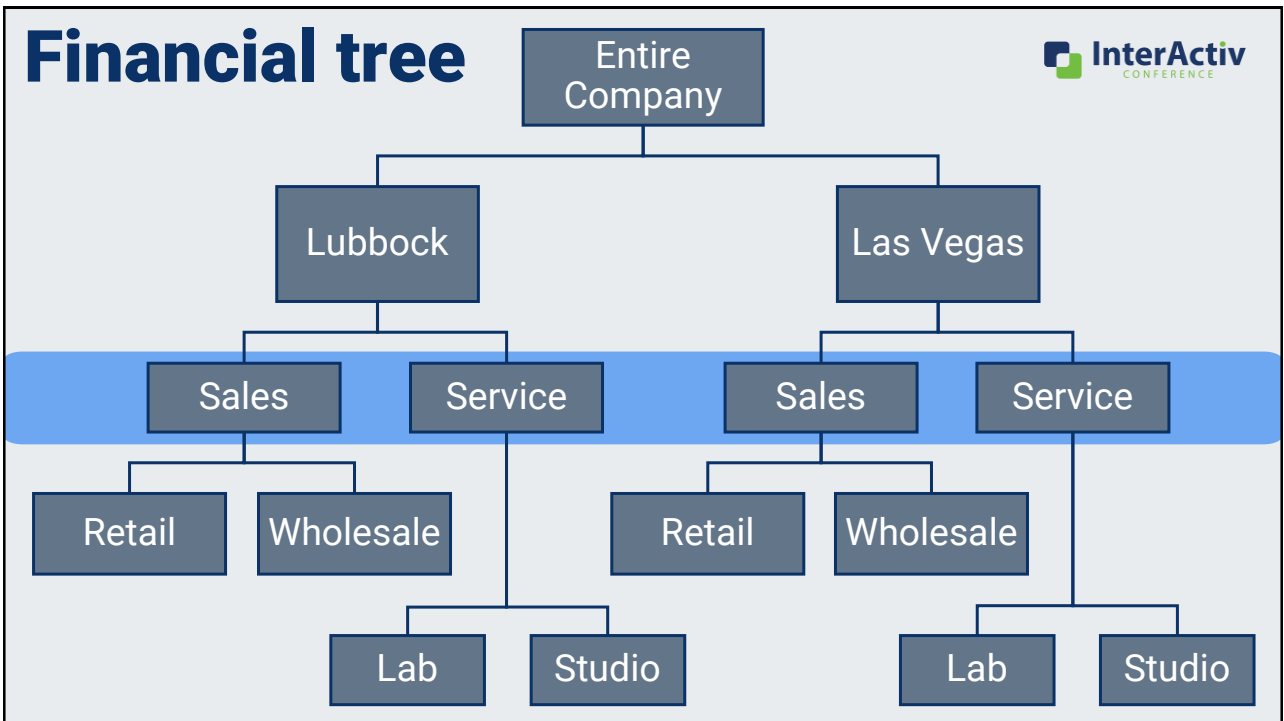
17



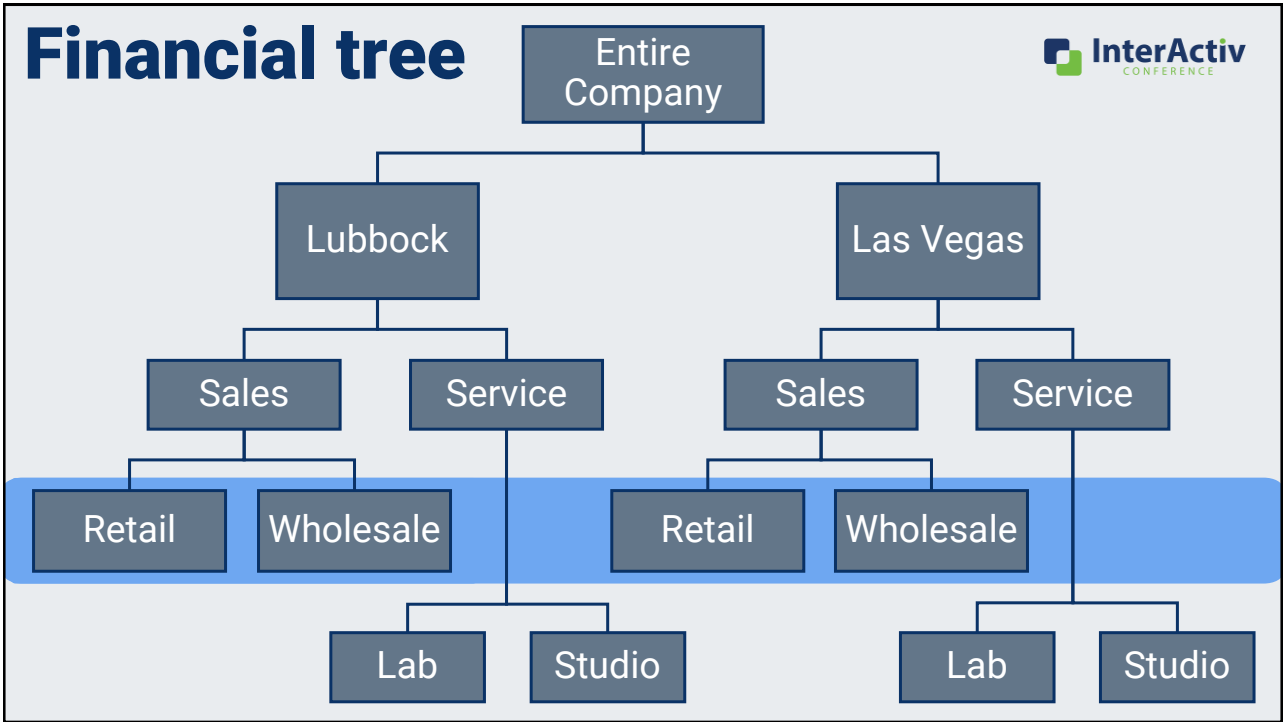
18



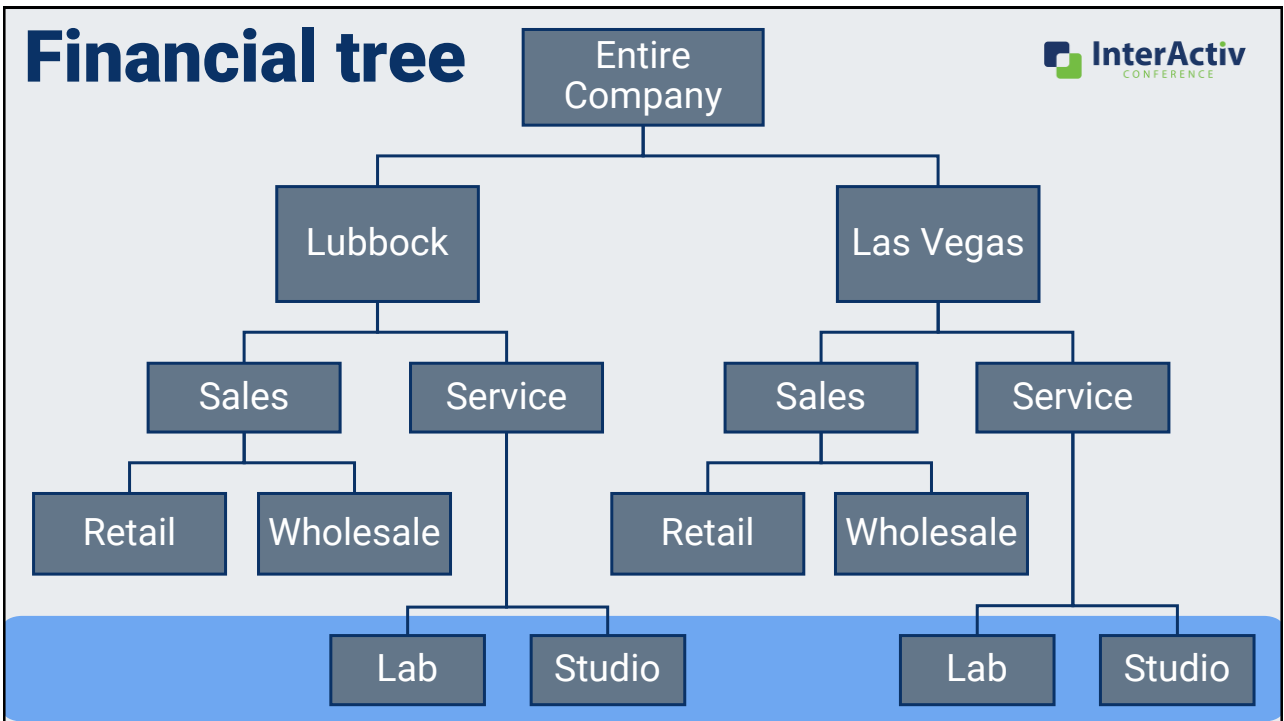
19



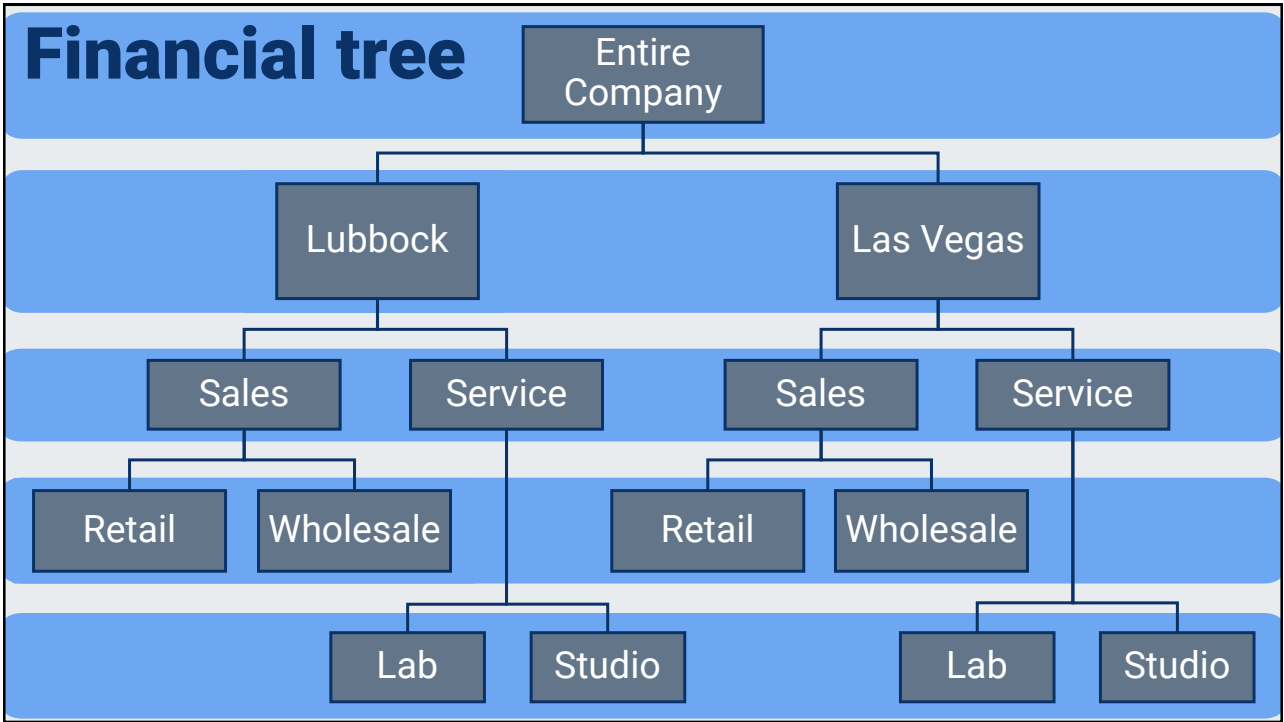
20



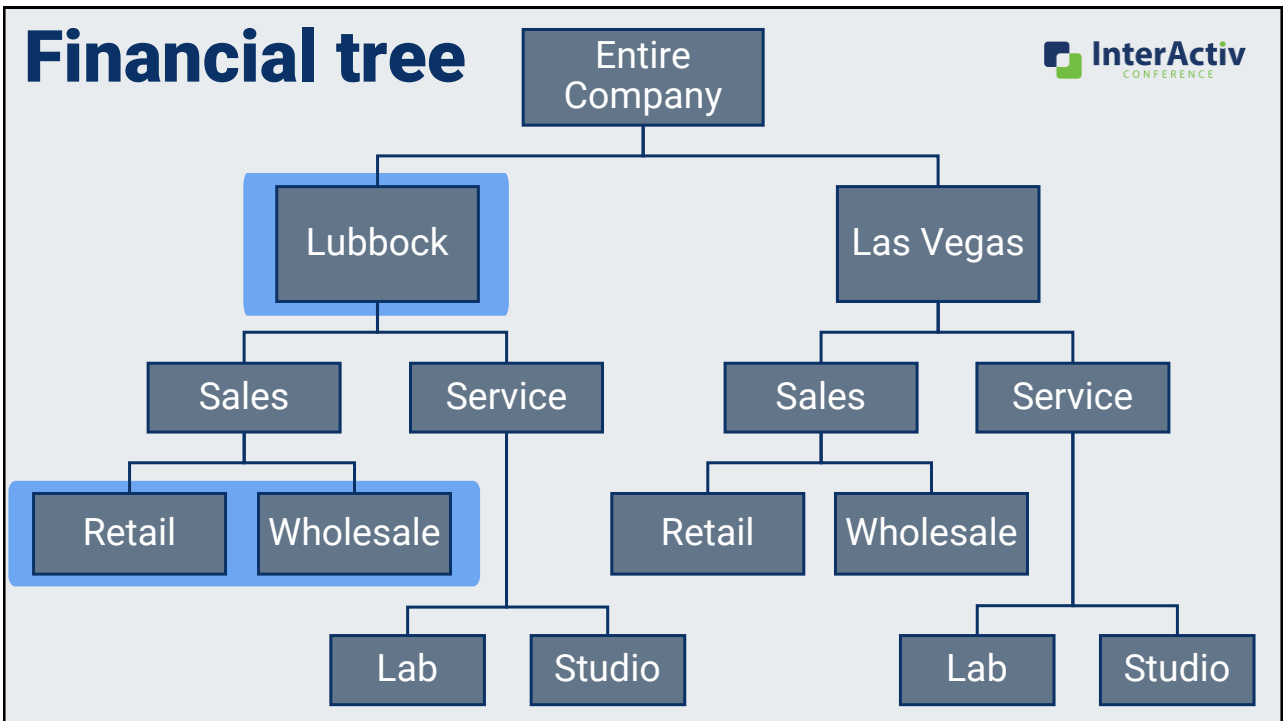
21



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23



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## What is a financial tree?



**Description of an organization's hierarchy of various profit centers, locations, or other pieces**

## What is a financial tree?



**Description of an organization's hierarchy of various profit centers, locations, or other pieces**



**Defined in ActivReporter using segments and rollups**

# Financial Tree

XXX – XXXX – XX – X

Division – Main – Department – Ledger

**100 – 6610 – 02 – A**

Lubbock Office – Advertising – Wholesale – Actual



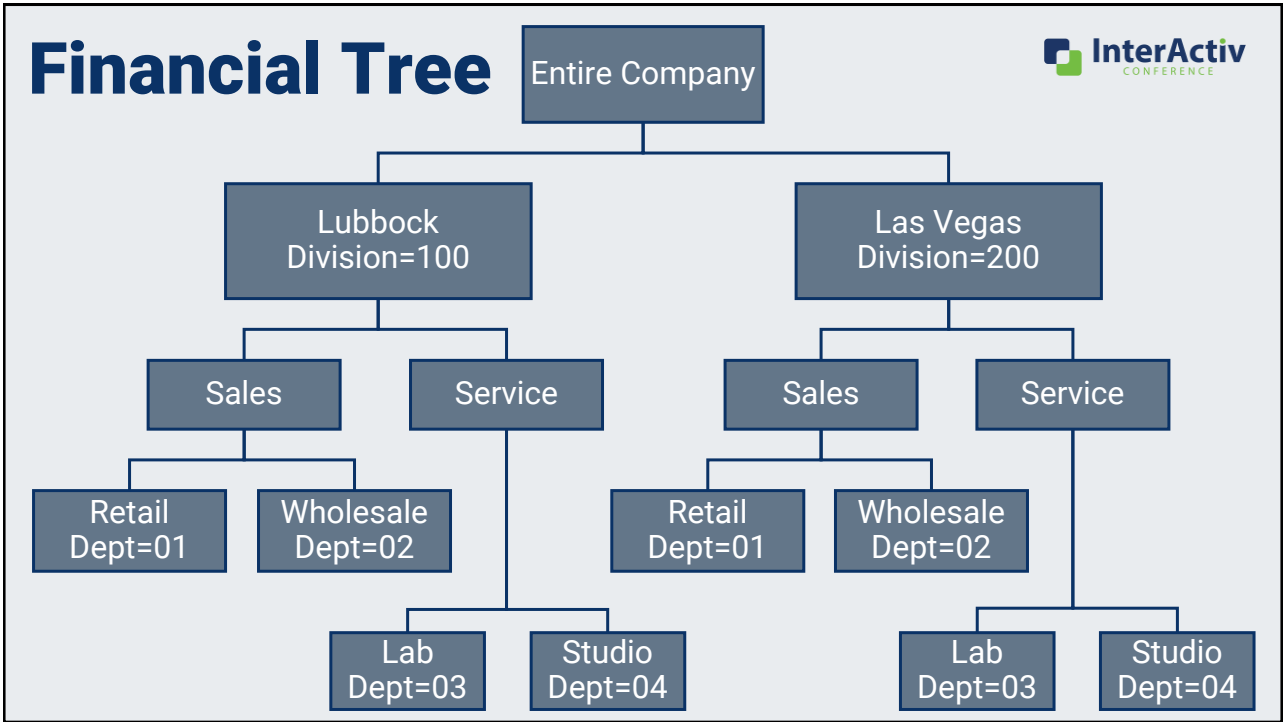
27

## Financial Trees in MR

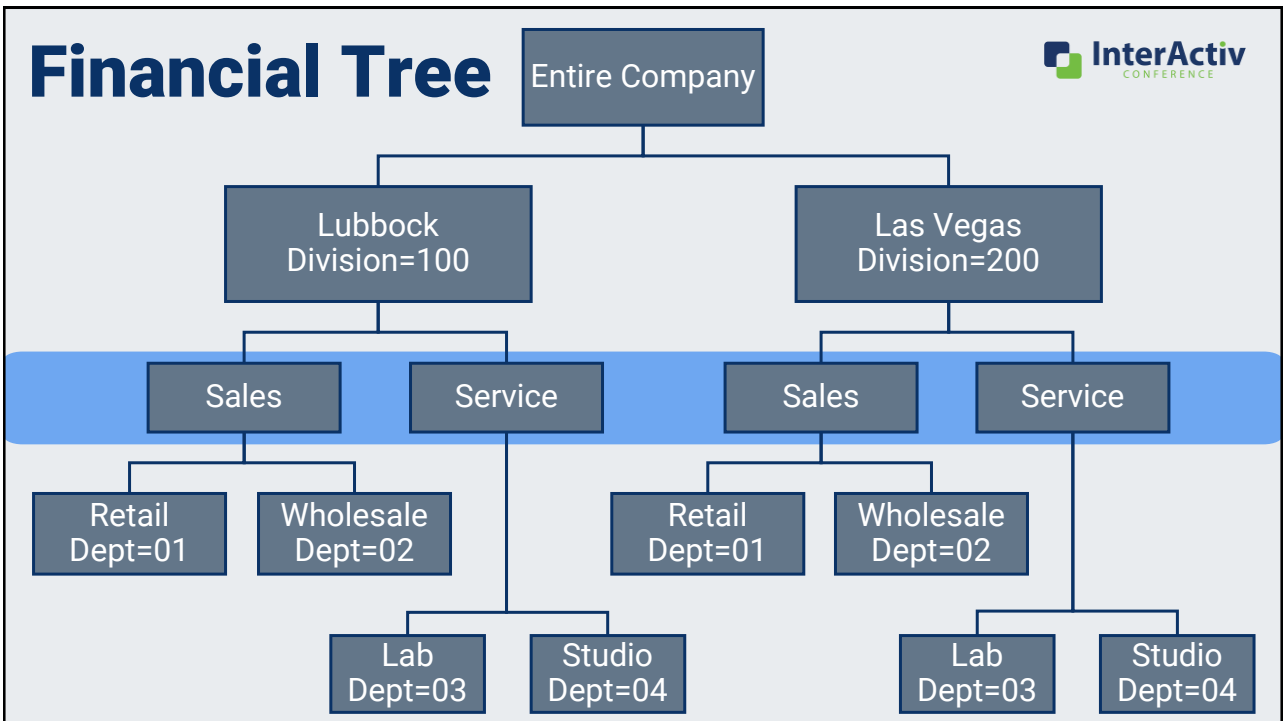
Reporting Tree Definition		A Company	B Unit Name	C Unit Description	D Dimensions
Consolidated		TWO	Consolidated	Consolidated	
Lubbock Office		TWO	Lubbock	Lubbock Office	
Sales		TWO	Sales	Sales	
Retail		TWO	Retail	Retail	+Division = [100], Department = [01]
Wholesale		TWO	Wholesale	Wholesale	+Division = [100], Department = [02]
Service		TWO	Service	Service	
Lab		TWO	Lab	Lab	+Division = [100], Department = [03]
Studio		TWO	Studio	Studio	+Division = [100], Department = [04]
Las Vegas Office		TWO	Las Vegas	Las Vegas Office	
Sales		TWO	Sales	Sales	
Retail		TWO	Retail	Retail	+Division = [200], Department = [01]
Wholesale		TWO	Wholesale	Wholesale	+Division = [200], Department = [02]
Service		TWO	Service	Service	
Lab		TWO	Lab	Lab	+Division = [200], Department = [03]
Studio		TWO	Studio	Studio	+Division = [200], Department = [04]



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# Why do I want financial trees?

Better, faster, more flexible financial reporting

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# Why do I want financial trees?



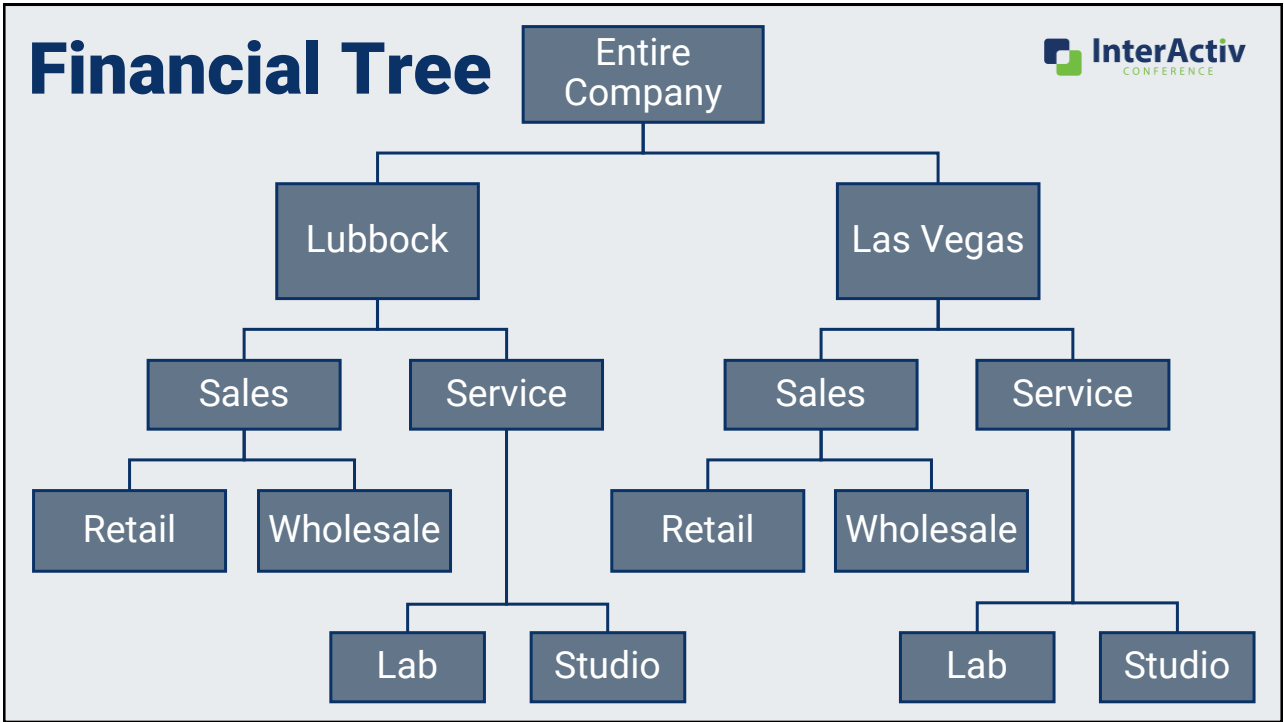
Lubbock

Las Vegas



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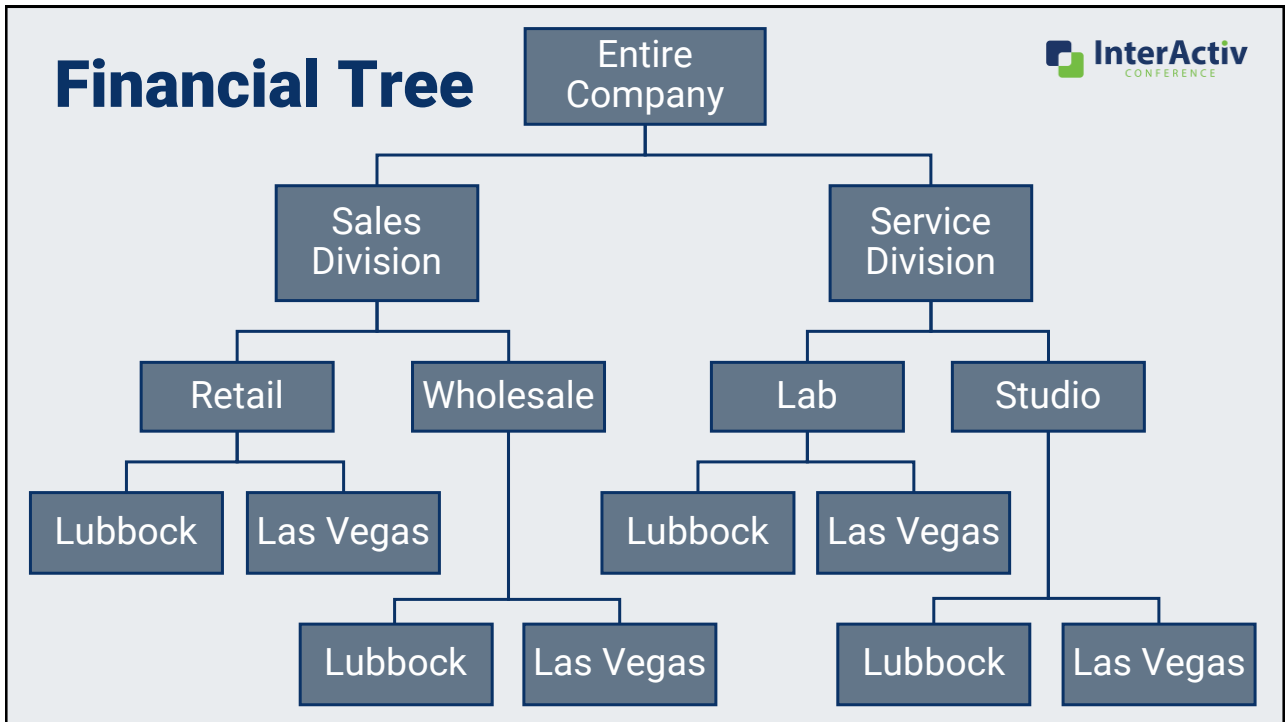




33

# Why do I want financial trees?

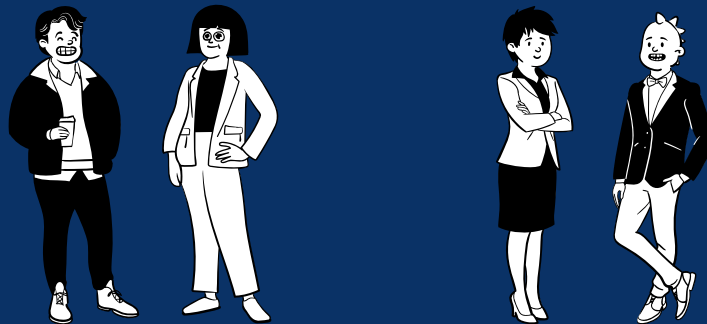
34



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## Why do I want financial trees?

1. Provide relevant reporting to target audiences like:
  - Branch/department/product managers
  - Boards, executives



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**Publish Financial Statements for Sabrikam - sbrewster**

Steps: Specify Options, Publish

Answers: Defaults

Options Accounts Attributes

Current Period

Calendar: Fiscal Fiscal Calendar

Expression: Current

Year: 2023 2023 Fiscal Year

Period: 4 Period 4

As of:

Iteration: Limits: Options: Include Consolidated "Consolidated"

Combine iterations into multisheet workbook

Currency Unit:


Include Unmerged Entries not on Hold Row Level: Column Level:

Output To:  Printer  File

File Format: Excel Workbook (\*.xlsx)

Directory: C:\Users\sbrewster.conetrix\Documents

<< Back Next >> Finish Cancel



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**Publish Financial Statements for Sabrikam - sbrewster**

Steps: Specify Options, Publish

Answers: Lubbock Consolidated

Options Accounts Attributes

Current Period

Calendar: Fiscal Fiscal Calendar

Expression:

Year: 2017 2017 Fiscal Year

Period: 4 Apr

As of:

Iteration: Branch, Department Limits: Division=100 AND Department IN(0,1,02,03,04)

Options: Include Consolidated "LBK Cons": "Lubbock Branch Consolidated"

Combine iterations into multisheet workbook

Currency Unit:


Include Unmerged Entries not on Hold Row Level: 0 Column Level: 0

Output To:  Printer  File

File Format: Excel Workbook (\*.xlsx)

Directory: C:\Users\sbrewster.conetrix\Documents\JA2023

<< Back Next >> Finish Cancel



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Fabrikam, Inc.			
Income Statement Comparative			
Year to Date April 30, 2017			
Lubbock Branch Consolidated			
	Actual	Budget	Variance
<b>Revenue</b>			
Sales	\$ 506,030	\$ 212,696	\$ 293,334
Sales Returns and Discounts	(5,425)	(1,067)	(4,358)
<b>Total Revenue</b>	<b>500,605</b>	<b>211,629</b>	<b>288,977</b>
Cost of Goods Sold	128,237	206,214	(77,977)
<b>Gross Profit</b>	<b>372,368</b>	<b>5,415</b>	<b>366,954</b>
<b>Operating and Administrative Expense</b>			
Salary and Wage Expense	59,724	35,316	(24,408)
Other Payroll Expenses	19,188	11,425	(7,764)
Other General and Administrative Exp	63,430	8,688	(54,742)
Depreciation Expense	3,160	491	(2,669)
<b>Operating Expense</b>	<b>145,502</b>	<b>55,920</b>	<b>(89,583)</b>
Other Items	226,866	(50,505)	277,371
	7,788	(489)	8,276
	<b>\$ 234,654</b>	<b>\$ (50,994)</b>	<b>\$ 285,647</b>

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**Publish Financial Statements for Sabrikam - sbrewster**

Steps: Specify Options, Publish

Answers: Profit Centers Consolidated

Options Accounts Attributes

Current Period

Calendar: Fiscal Fiscal Calendar

Expression: [?]

Year: 2017 2017 Fiscal Year

Period: 4 Apr

As of: [ ]

Iteration: Profit Center, Department

Limits: Department IN(01,02,03,04)

Options: Include Consolidated "Cons": "Consolidated"

Combine iterations into multisheet workbook


Currency Unit: [ ]

Include Unmerged Entries not on Hold Row Level: 0 Column Level: 0

Output To: File Format: Excel Workbook (\*.xlsx)

File Directory: C:\Users\sbrewster.conetrix\Documents\JA2023

<< Back Next >> Finish Cancel



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Fabrikam, Inc.			
Income Statement Comparative			
Year to Date April 30, 2017			
Sales, Retail			
	Actual	Budget	Variance
<b>Revenue</b>			
Sales	\$ 396,861	\$ 276,131	\$ 120,730
Sales Returns and Discounts	(1,055)	(759)	(296)
<b>Total Revenue</b>	<b>395,806</b>	<b>275,373</b>	<b>120,433</b>
Cost of Goods Sold	86,113	264,709	(178,596)
<b>Gross Profit</b>	<b>309,694</b>	<b>10,664</b>	<b>299,029</b>
<b>Operating and Administrative Expense</b>			
Salary and Wage Expense	66,891	41,849	(25,041)
Other Payroll Expenses	20,278	14,870	(5,408)
Other General and Administrative Exp	37,925	9,727	(28,198)
Depreciation Expense	610	335	(275)
<b>Operating Expense</b>	<b>125,704</b>	<b>66,782</b>	<b>(58,922)</b>
Other Items	183,990	(56,118)	240,108
	1,975	(434)	2,409
	<b>\$ 185,965</b>	<b>\$ (56,551)</b>	<b>\$ 242,516</b>

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# Why do I want financial trees?

1. Provide relevant reporting to target audiences like:
  - Branch/department/product managers
  - Boards, executives
2. Quickly repeat these relevant reports with saved answers using new features in the Publish process

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# How do I build and use financial trees?

Segments and rollups, rollups, rollups

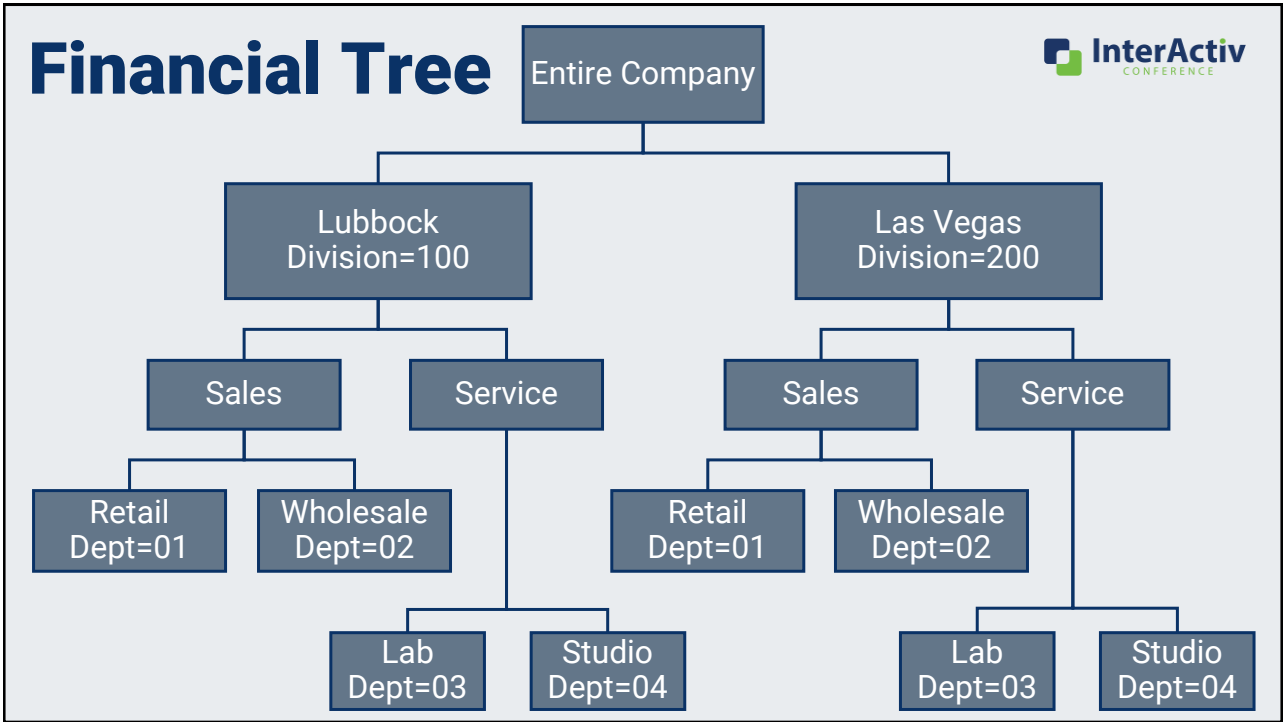
43

# How do I build and use a financial tree?

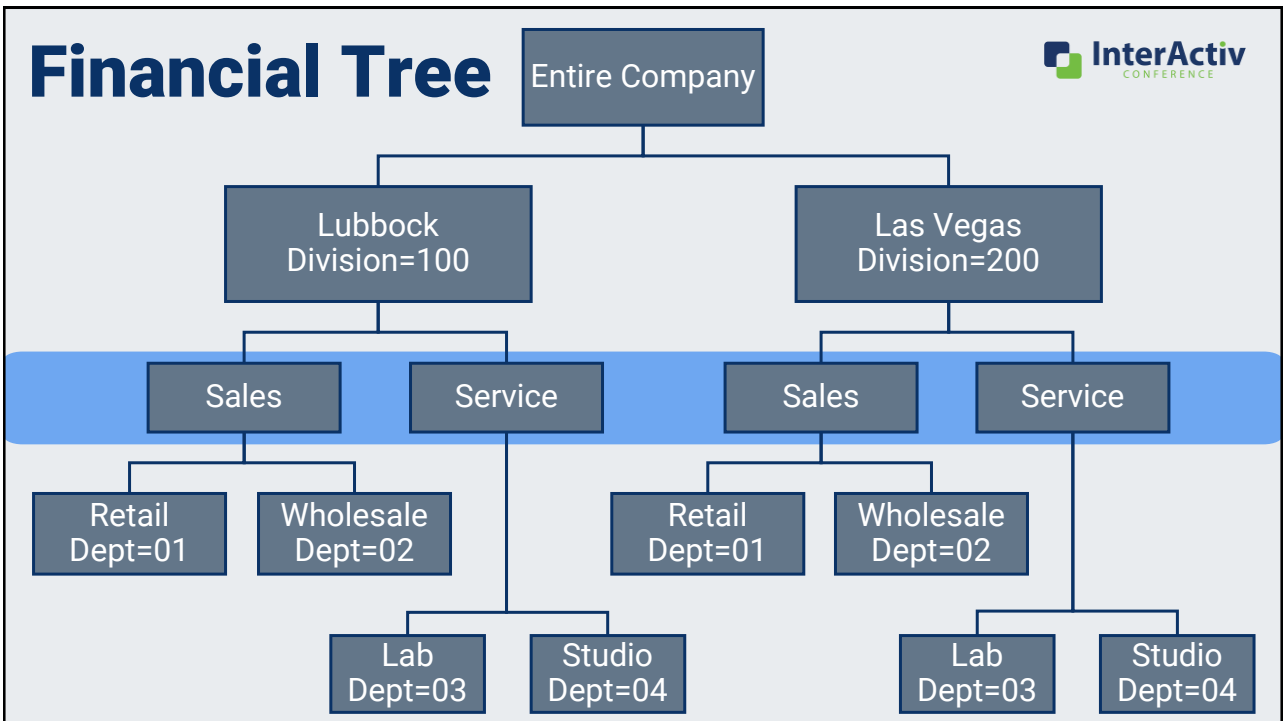
1. Create your map



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# Financial Trees in MR

Reporting Tree Definition		A	B	C	D
		Company	Unit Name	Unit Description	Dimensions
▶	1	TWO	Consolidated	Consolidated	
	2	TWO	Lubbock	Lubbock Office	
	3	TWO	Sales	Sales	
	4	TWO	Retail	Retail	+Division = [100], Department = [01]
	5	TWO	Wholesale	Wholesale	+Division = [100], Department = [02]
	6	TWO	Service	Service	
	7	TWO	Lab	Lab	+Division = [100], Department = [03]
	8	TWO	Studio	Studio	+Division = [100], Department = [04]
	9	TWO	Las Vegas	Las Vegas Office	
	10	TWO	Sales	Sales	
	11	TWO	Retail	Retail	+Division = [200], Department = [01]
	12	TWO	Wholesale	Wholesale	+Division = [200], Department = [02]
	13	TWO	Service	Service	
	14	TWO	Lab	Lab	+Division = [200], Department = [03]
	15	TWO	Studio	Studio	+Division = [200], Department = [04]

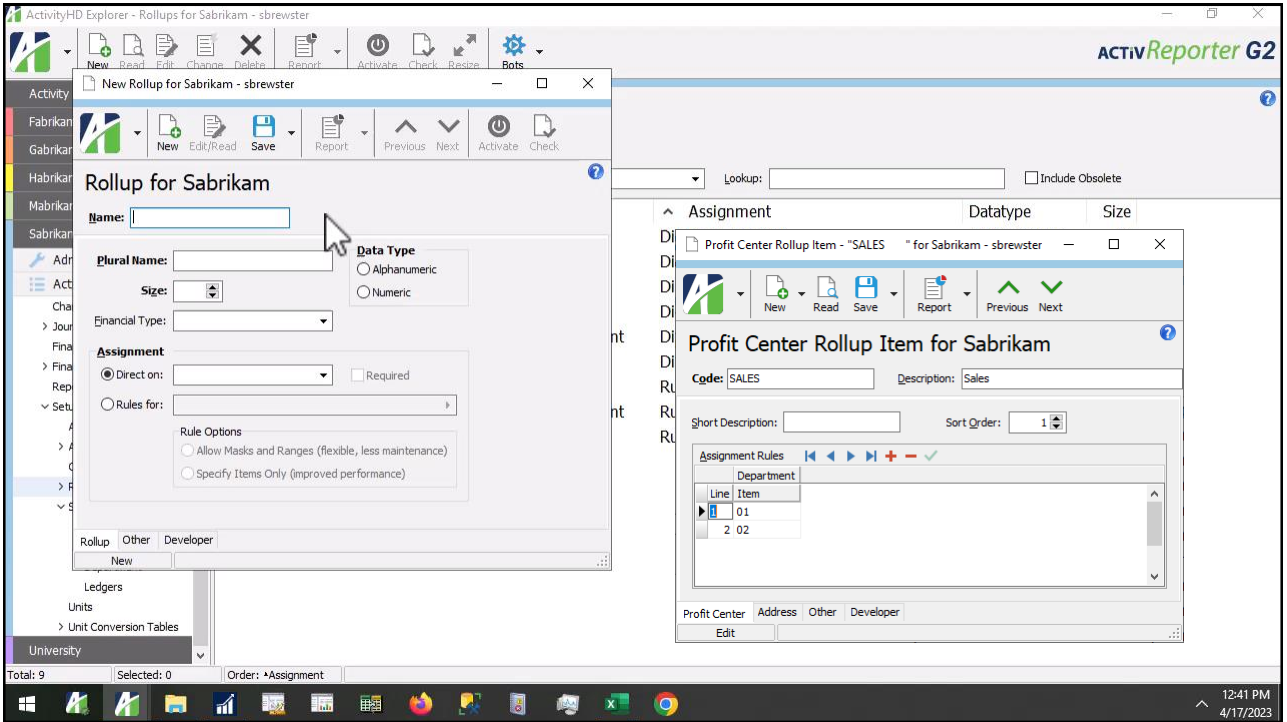
47

## How do I build and use a financial tree?

1. Create your map
2. Build your structure with rollups

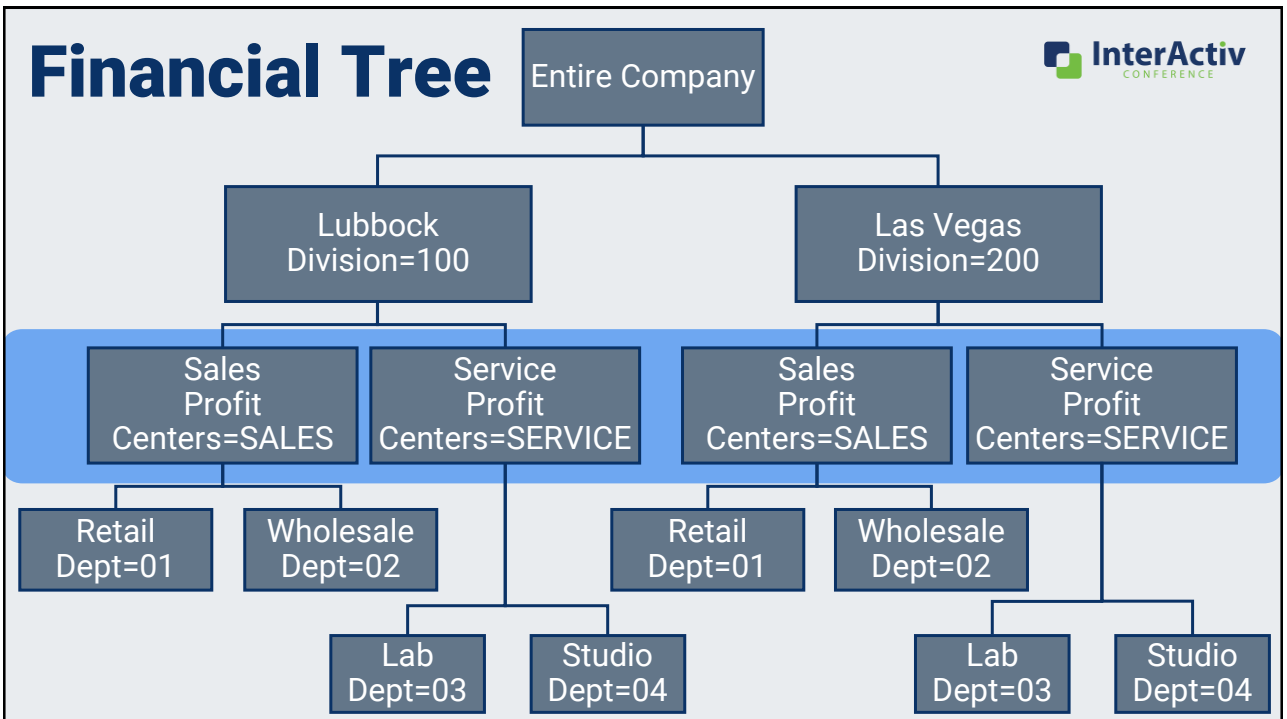
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Build Rollups [mp4]



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# How do I build and use a financial tree?

1. Create your map
2. Build your structure with rollups
3. Set up saved answers in Publish



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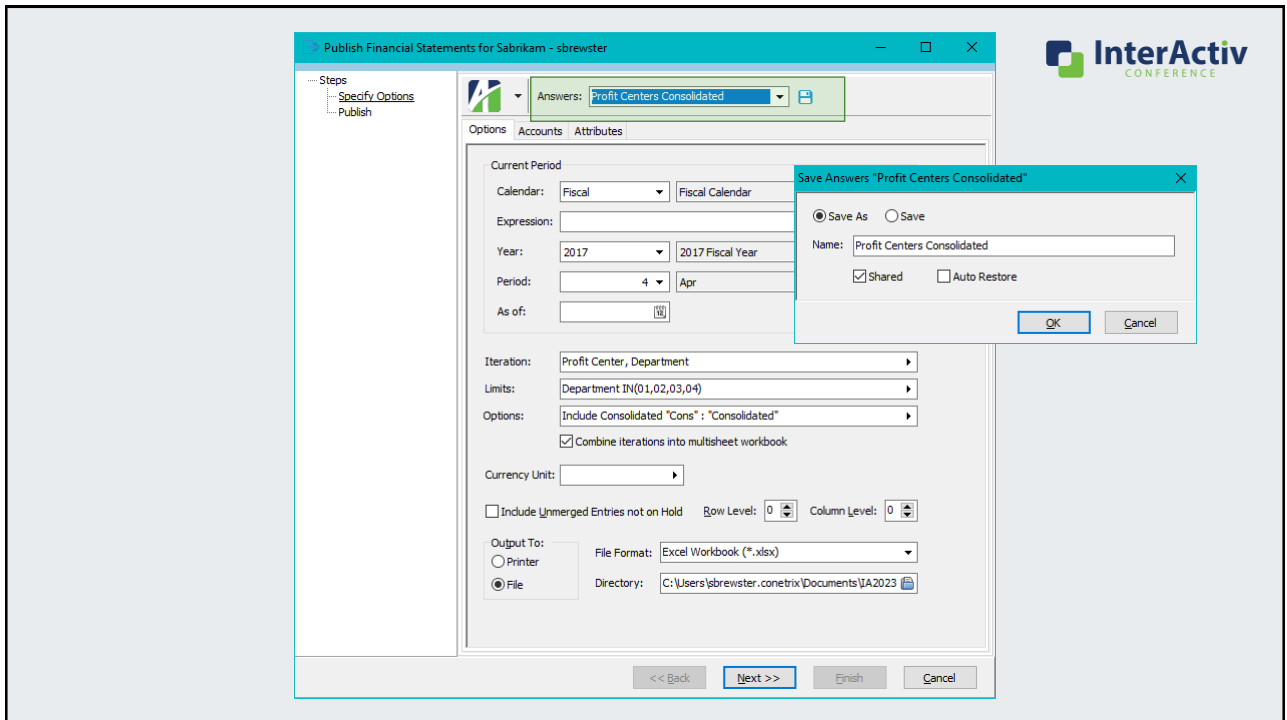
The screenshot displays the 'Publish Financial Statements for Sabrikam - sbrewster' application. The main window is titled 'Publish' and shows a 'Save Answers' dialog box. The dialog box has the following settings:

- Save As (selected) / Save
- Name: Lubbock Consolidated
- Shared (checked) / Auto Restore (unchecked)

The main window settings include:

- Current Period: Calendar: Fiscal, Fiscal Calendar, Expression: , Year: 2017, 2017 Fiscal Year, Period: 4, Apr, As of:
- Iteration: Branch, Department
- Limits: Division=100 AND Department IN(0,1,02,03,04)
- Options: Include Consolidated 'LBK Cons' - 'Lubbock Branch Consolidated'
- Combine iterations into multisheet workbook (checked)
- Currency Unit:
- Include Unmerged Entries not on Hold (unchecked), Row Level: 0, Column Level: 0
- Output To: File (selected), File Format: Excel Workbook (\*.xlsx), Directory: C:\Users\sbrewster.conetrix\Documents\JA2023

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# How do I build and use a financial tree?

1. Create your map
2. Build your structure with rollups
3. Set up saved answers in Publish
4. Publish

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# How do I build and use a financial tree?

1. Create your map
2. Build your structure with rollups
3. Set up saved answers in Publish
4. Publish
- 5. Maintain**




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# How do I build and use a financial tree?

1. Create your map
2. Build your structure with rollups
3. Set up saved answers in Publish
4. Publish
5. Maintain
- 6. Repeat!**



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# Bonus: What's the financial tree reporting bot?

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## Introducing: Financial Tree Reporting Bot!

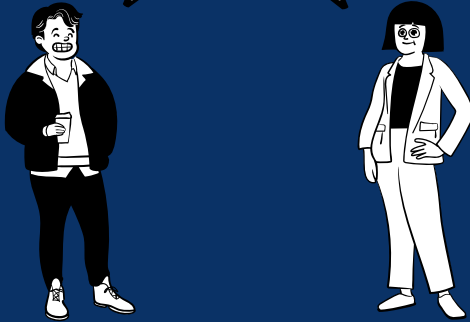
Publish financial reporting with:

- Multiple financial trees
- Multiple financial designs
- Multiple recipients
- Multiple file locations

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## Why do I want the financial tree reporting bot?

Can we get  
our numbers even  
*faster?*



### Current Month End Process

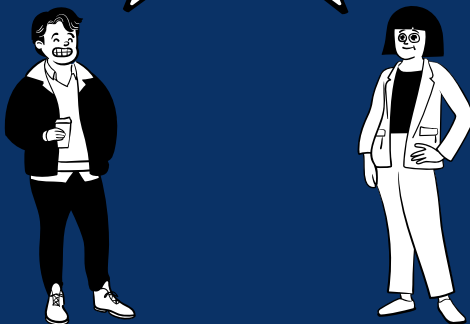
- 5 working days to close
- Down to 1 additional day to report and distribute



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## Why do I want the financial tree reporting bot?

Do we have to  
get everyone's  
reports?



### Current Month End Process

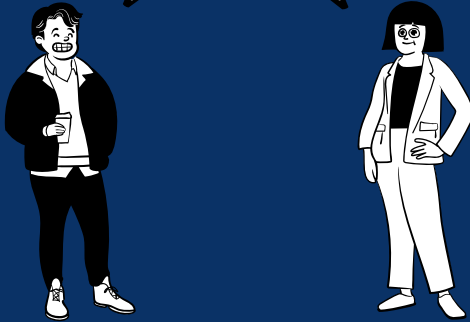
- 6 reports sent to everyone
- 2 reports relevant to branch managers



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# Why do I want the financial tree reporting bot?

Can't you email us our reports?

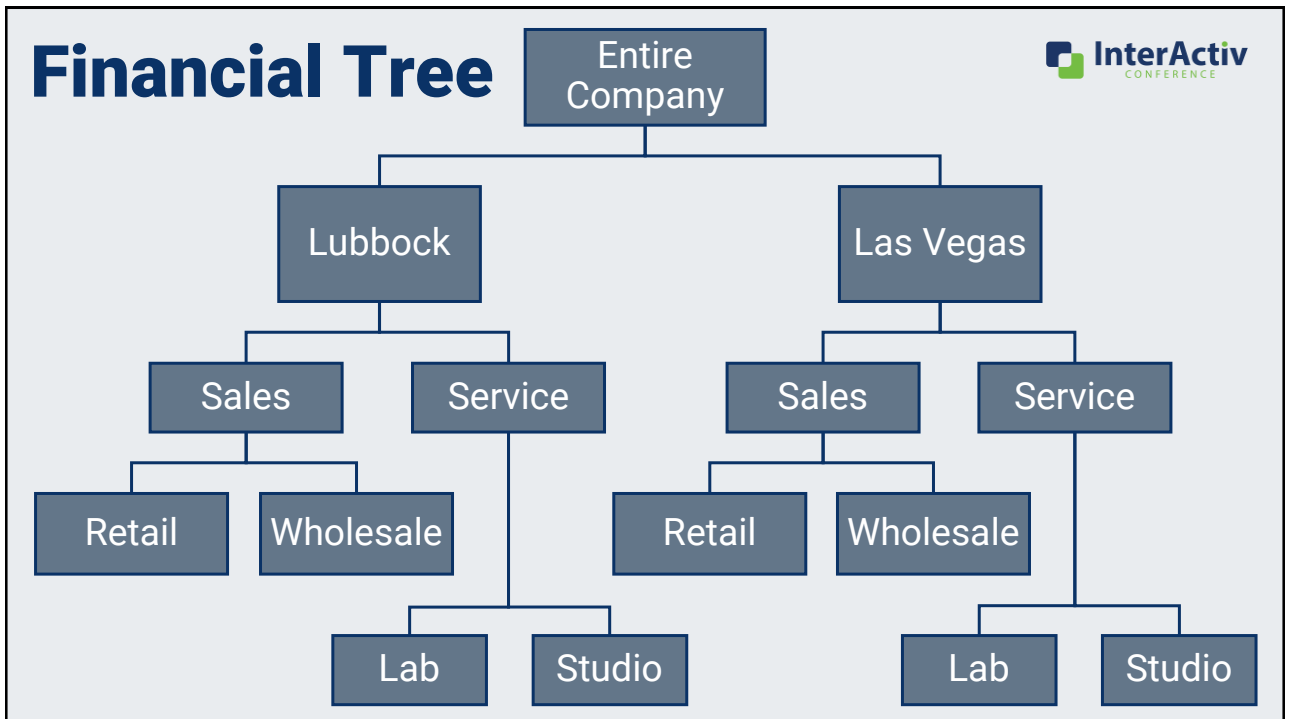


## Current Month End Process

- Reports saved in shared file area
- Branch managers don't have reliable access to shared file area



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AutoSave [Off] C:\Users\sbrewster.conetrix\De... Consolidated (5).xlsx Sarah Brewster

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

Clipboard Font Alignment Number Styles Cells Editing Analysis Sensitivity

A2

Fabrikam, Inc.				
Income Statement Comparative				
Year to Date April 30, 2017				
Consolidated				
	Actual	Budget	Variance	
<b>Revenue</b>				
Sales	\$ 5,450,588	\$ 3,757,688	\$ 1,692,900	
Sales Returns and Discounts	(24,695)	(8,978)	(15,717)	
<b>Total Revenue</b>	<b>5,425,893</b>	<b>3,748,710</b>	<b>1,677,183</b>	
Cost of Goods Sold	1,179,154	2,599,524	(1,420,370)	
<b>Gross Profit</b>	<b>4,246,739</b>	<b>1,149,186</b>	<b>3,097,554</b>	
<b>Operating and Administrative Expense</b>				
Salary and Wage Expense	745,153	450,897	(294,255)	
Other Payroll Expenses	243,477	126,355	(117,123)	

Consolidated Corporate Lubbock Office Lubbock Sales Lubbock Retail Sales Lubbock Wholesale Sales

Ready Filter Mode Calculate Accessibility: Good to go 4:35 PM 4/16/2023

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Financial Tree Reporting Bot [mp4]

Consolidated.pdf - Adobe Acrobat Reader (64-bit)

File Edit View Sign Window Help

Home Tools Consolidated.pdf x Sign In

1 / 16 70%

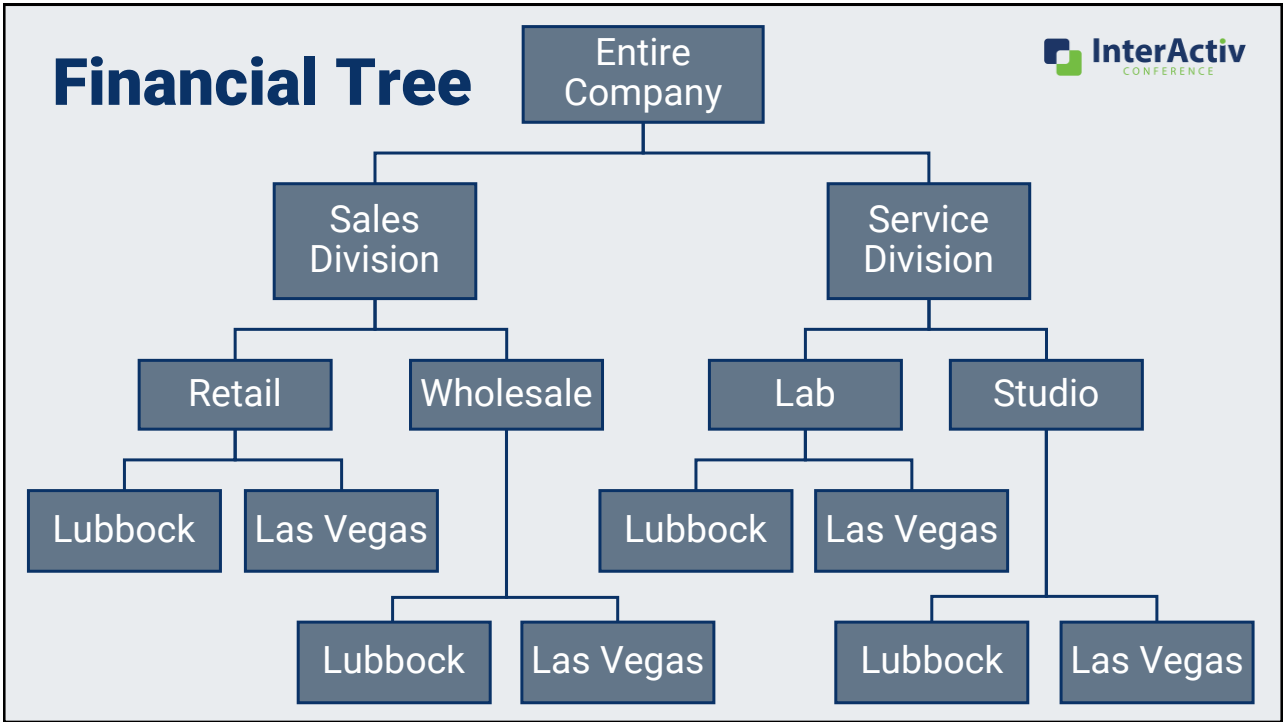
Fabrikam, Inc.				
Income Statement Comparative				
Year to Date April 30, 2017				
Consolidated				
	Actual	Budget	Variance	
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Cost of Goods Sold	1,179,154	2,599,524	(1,420,370)	
<b>Gross Profit</b>	<b>4,246,739</b>	<b>1,149,186</b>	<b>3,097,554</b>	
<b>Operating and Administrative Expense</b>				
Salary and Wage Expense	745,153	450,897	(294,255)	
Other Payroll Expenses	243,477	126,355	(117,123)	
Other General and Administrative Exp	428,330	190,412	(237,918)	
Depreciation Expense	13,536	5,777	(7,759)	
Gain/Loss on Assets	(1,000)	-	1,000	
<b>Total Operating and Administrative Expense</b>	<b>1,429,496</b>	<b>773,441</b>	<b>(656,055)</b>	
<b>Net Income Before Taxes and Other Items</b>	<b>2,817,243</b>	<b>375,745</b>	<b>2,441,498</b>	
Other Expenses	-	(62,274)	(62,274)	
Other Income	56,833	(7,584)	64,416	
<b>Net Income</b>	<b>\$ 2,874,076</b>	<b>\$ 430,436</b>	<b>\$ 2,568,188</b>	

5:58 PM 4/16/2023

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Financial Tree Reporting PDF [mp4]



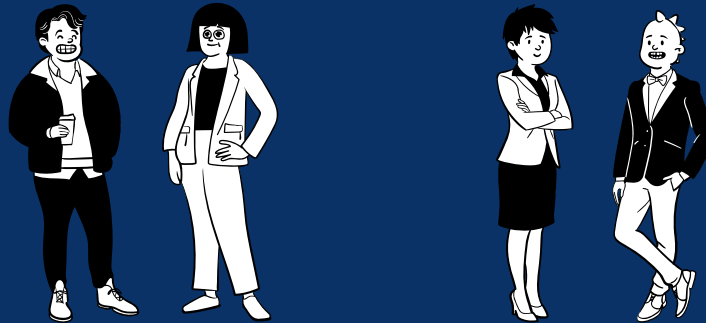


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With the Financial Tree Reporting Bot:  
Publish once!



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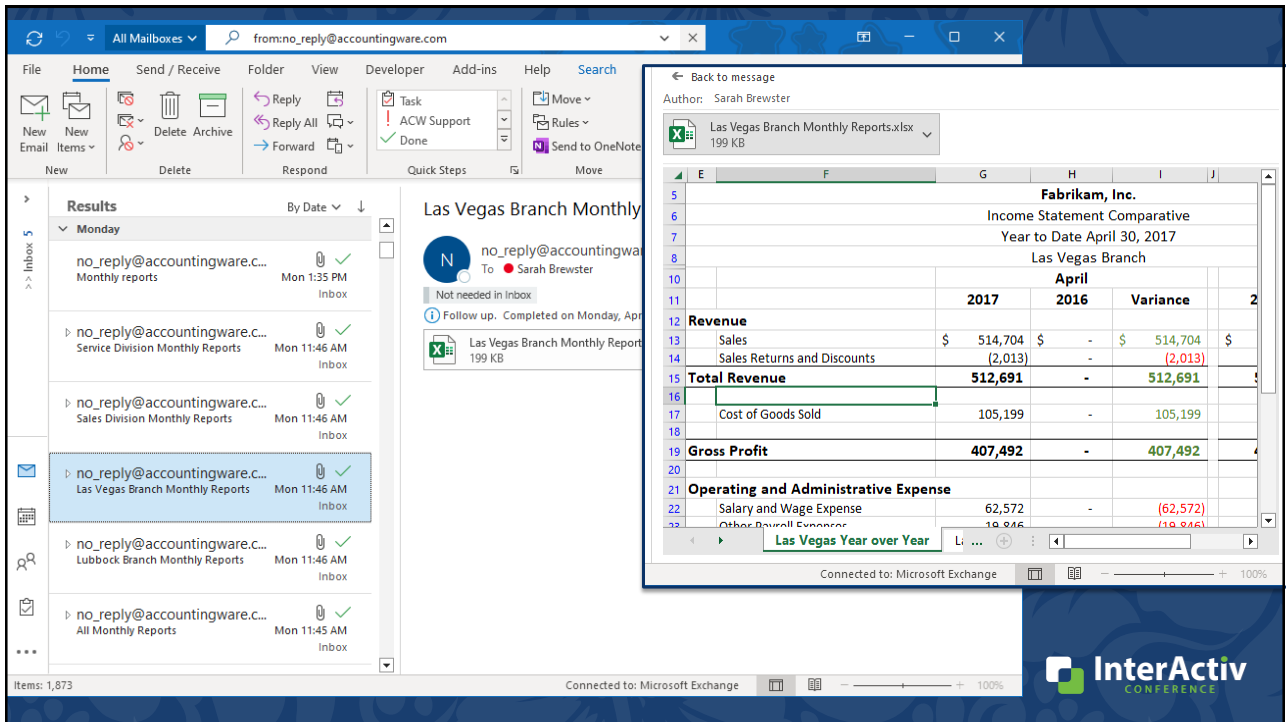
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# Why do I want the financial tree reporting bot?

1. Publish multiple financial trees in one process

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Back to message  
Author: Sarah Brewster

Las Vegas Branch Monthly Reports.xlsx  
199 KB

Fabrikam, Inc.				
Income Statement Comparative				
Year to Date April 30, 2017				
Las Vegas Branch				
	April			
	2017	2016	Variance	
<b>Revenue</b>				
Sales	\$ 514,704	\$ -	\$ 514,704	
Sales Returns and Discounts	(2,013)	-	(2,013)	
<b>Total Revenue</b>	<b>512,691</b>	<b>-</b>	<b>512,691</b>	
Cost of Goods Sold	105,199	-	105,199	
<b>Gross Profit</b>	<b>407,492</b>	<b>-</b>	<b>407,492</b>	
<b>Operating and Administrative Expense</b>				
Salary and Wage Expense	62,572	-	(62,572)	
Other Personnel Expense	10,816	-	(10,816)	

Las Vegas Year over Year

Connected to: Microsoft Exchange

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# Why do I want the financial tree reporting bot?

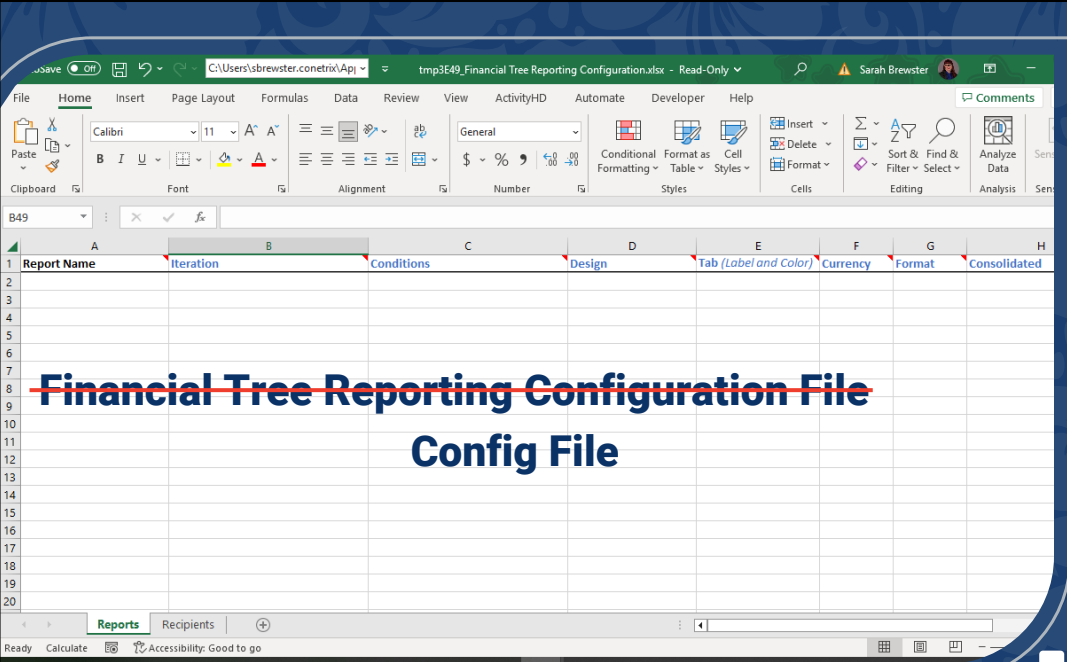
1. Publish multiple financial trees in one process
2. Automatically distribute to recipients
  - File location
  - Email
  - SharePoint

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# How do I use the financial tree reporting bot?

1. Create your map
2. Build your structure with rollups
3. Complete config file

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~~Financial Tree Reporting Configuration File~~  
Config File

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AutoSave Off | C:\Users\sbrewster.conetrix\Apj | tmp7700\_Financial Tree Reporting Configuration.xlsx - Read-Only | Sarah Brewster

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

Clipboard Font Alignment Number Styles Cells Editing Analysis Sensitivity

Report Name	Conditions	Design	Tab (Label and Color)	Currency	Format
<p><b>Report Name:</b> This is a required column.</p> <p>Name each report that is generated. A blank will use the previous Report Name. There must be at least one Report Name.</p> <p>The Report Name is limited to 200 characters.</p>					

Cell A1 note by David Conely

11:26 AM 4/24/2023

73

AutoSave Off | C:\Users\sbrewster.conetrix\Apj | tmp7700\_Financial Tree Reporting Configuration.xlsx - Read-Only | Sarah Brewster

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

Clipboard Font Alignment Number Styles Cells Editing Analysis Sensitivity

Report Name	Iteration	Design	Tab (Label and Color)	Currency	Format
	<p><b>Iteration:</b> This is an optional column.</p> <p><b>Blank</b> This indicates that there is NO iteration and would yield a single workbook with no limits to the report construction. For example, with no iteration on an income statement financial design, the resulting report would be the income statement for the entire company versus just one department.</p> <p><b>Segments=</b> The construction here would be like "Segments=Division" or any other segment Chart of Account number.</p> <p><b>Rollups=</b> The construction here would be like "Rollups=GP Categories" or any other rolup.</p> <p><b>Attributes=</b> The construction here would be "Attributes=Budget".</p>				

Cell B1 note by David Conely

11:26 AM 4/24/2023

74

The screenshot shows an Excel spreadsheet titled "tmp7700\_Financial Tree Reporting Configuration.xlsx" in Read-Only mode. The ribbon is set to "Home". The spreadsheet has columns labeled "Report Name", "Iteration", "Conditions", "Design", "Color", "Currency", and "Format". The "Conditions" column is selected, and a tooltip is displayed over it. The tooltip text reads: "Conditions: This is an optional column. An Iteration Expression can be specified to limit the accounts included in the report. The expression may include Segments, Rollups, and Attributes." The status bar at the bottom indicates "Cell C1 note by David Conely" and the system clock shows 11:26 AM on 4/24/2023.

75

The screenshot shows the same Excel spreadsheet as above, but now the "Design" column is selected. A tooltip is displayed over it. The tooltip text reads: "Design: (override) This column is optional. The report design defaults to the one specified when the bot runs. If a Financial Design is specified in this column, it will be used for the report on the same line." The status bar at the bottom indicates "Cell D1 note by David Conely" and the system clock shows 11:27 AM on 4/24/2023.

76

The screenshot shows the Microsoft Excel interface with the following details:

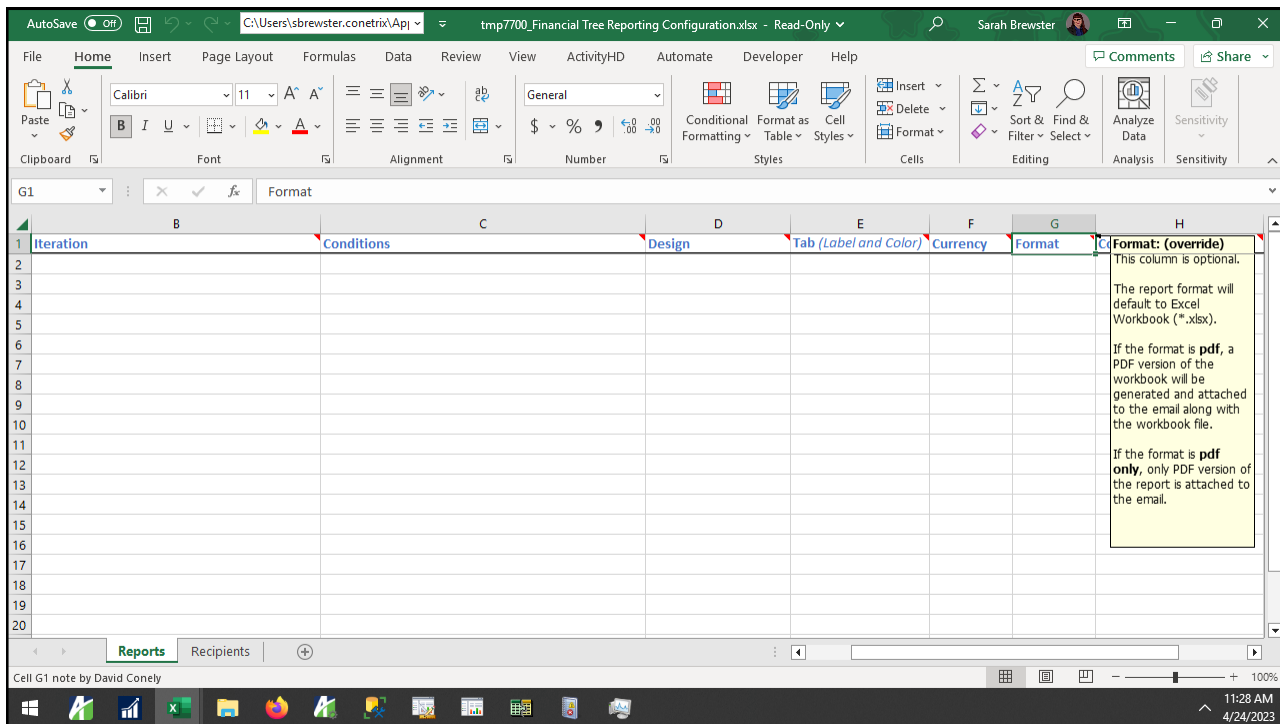
- File Name:** tmp7700\_Financial Tree Reporting Configuration.xlsx - Read-Only
- Current Sheet:** Reports
- Active Cell:** E1
- Columns:** A (Report Name), B (Iteration), C (Conditions), D (Design), E (Tab (Label and Color)), F (Tab), G (Currency), H (Currency: (override)), I (id)
- Tooltip for Column F:**
  - This column is optional.
  - Use this field to set the sheet Label and fill color.
  - The Label is limited to 27 characters.

77

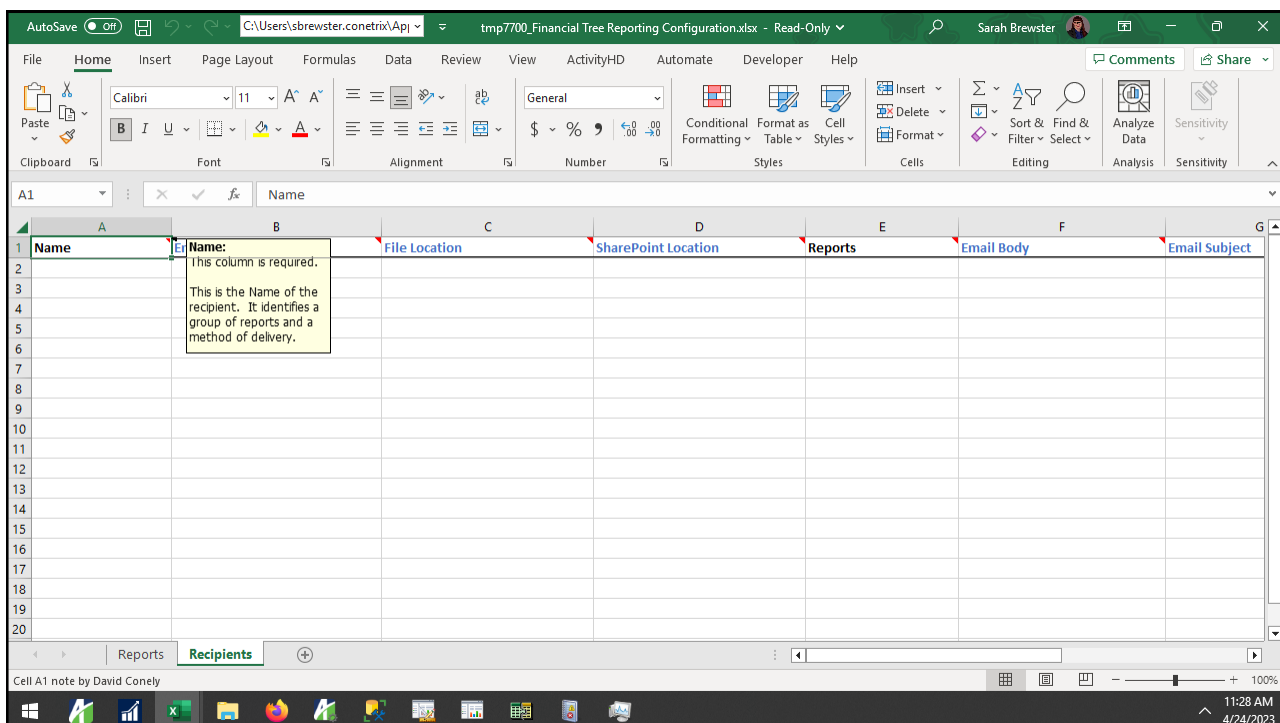
The screenshot shows the Microsoft Excel interface with the following details:

- File Name:** tmp7700\_Financial Tree Reporting Configuration.xlsx - Read-Only
- Current Sheet:** Reports
- Active Cell:** F1
- Columns:** B (Iteration), C (Conditions), D (Design), E (Tab (Label and Color)), F (Currency), G (Currency: (override)), H (id)
- Tooltip for Column G:**
  - This column is optional.
  - A currency Unit can be specified for all reports.
  - This column is used to generate a report in different currency Unit.

78

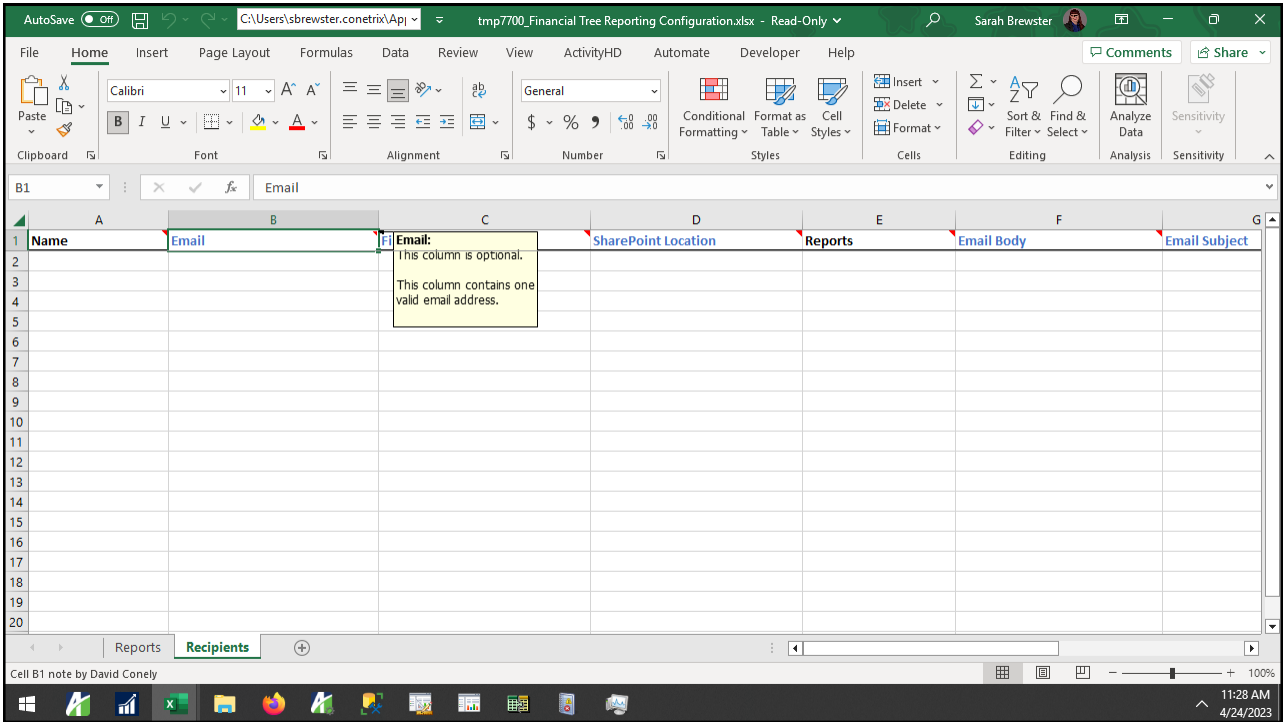


79

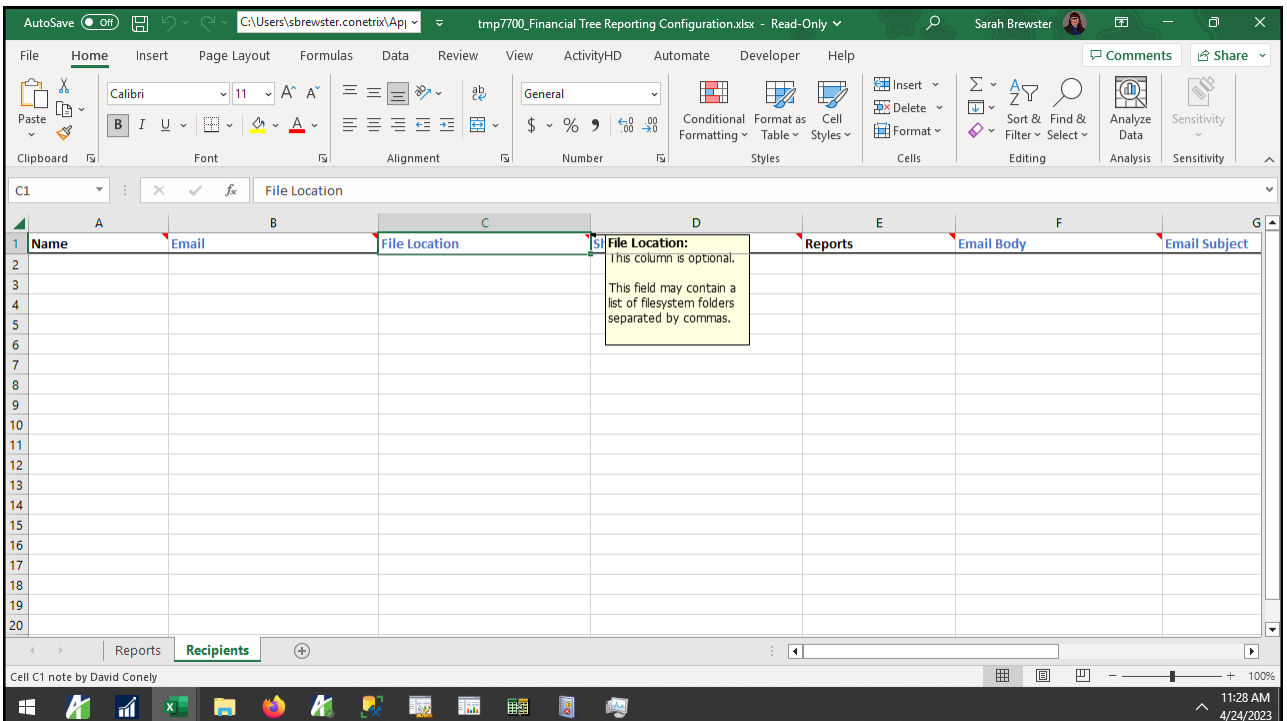


80





81



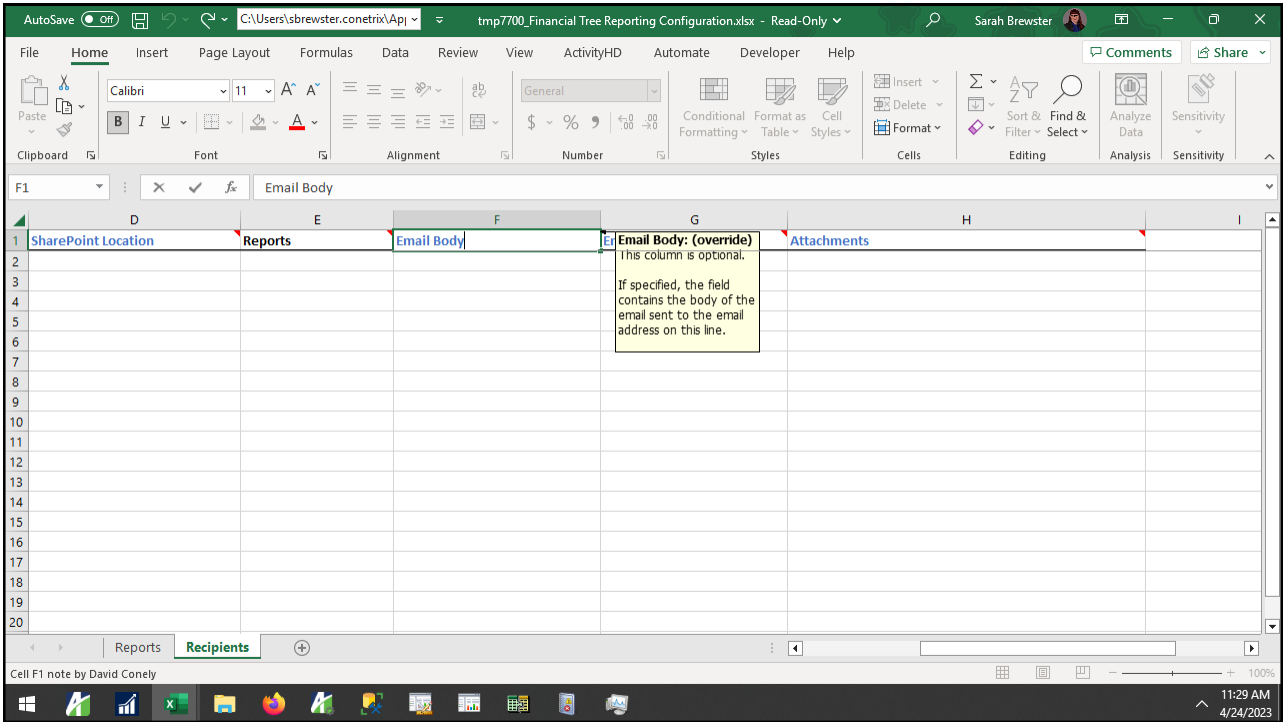
82

The screenshot shows an Excel spreadsheet with the following columns: Name, Email, File Location, SharePoint Location, SharePoint Location, Email Body, and Email Subject. A tooltip is displayed over the second 'SharePoint Location' column, stating: "This column is optional. This field can contain a comma separated list of SharePoint folders. The Reports on the same line will be copied to SharePoint folders." The spreadsheet is titled "tmp7700\_Financial Tree Reporting Configuration.xlsx" and is in Read-Only mode. The active cell is D1, containing the text "SharePoint Location".

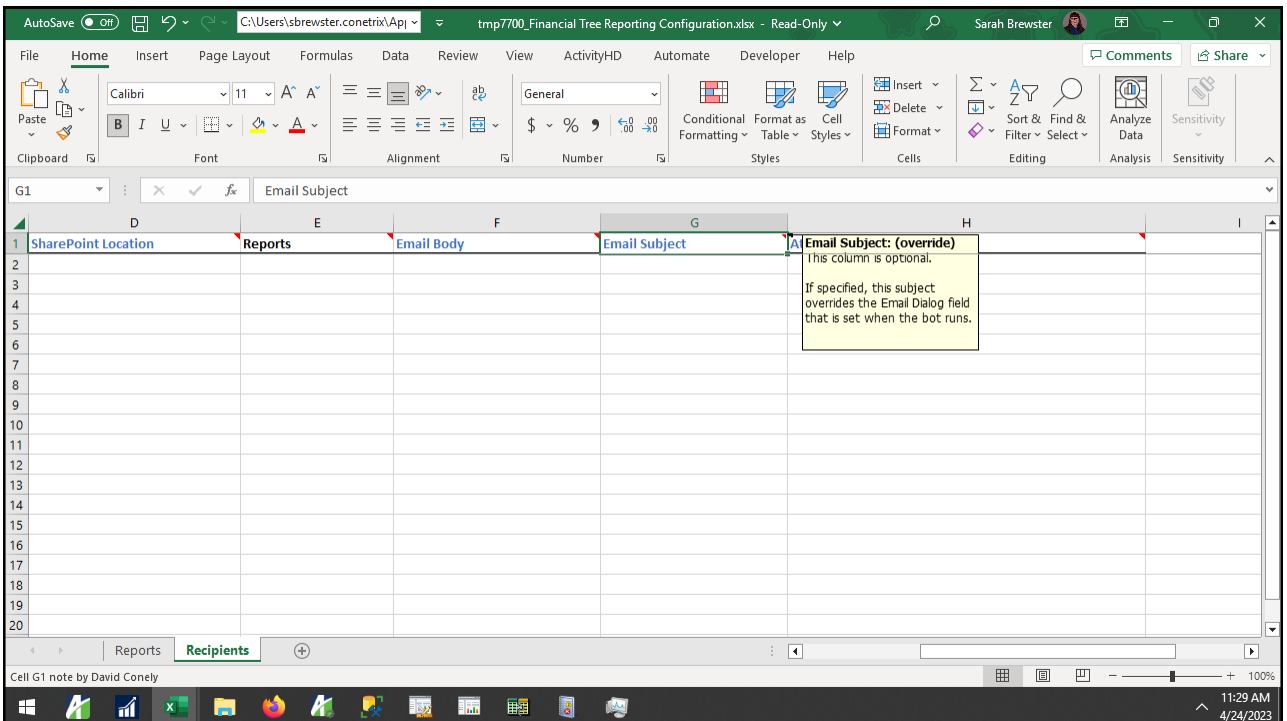
83

The screenshot shows an Excel spreadsheet with the following columns: Name, Email, File Location, SharePoint Location, Reports, Reports, and Email Subject. A tooltip is displayed over the second 'Reports' column, stating: "This column is required. This column contains a comma separated list of Reports." The spreadsheet is titled "tmp7700\_Financial Tree Reporting Configuration.xlsx" and is in Read-Only mode. The active cell is E1, containing the text "Reports".

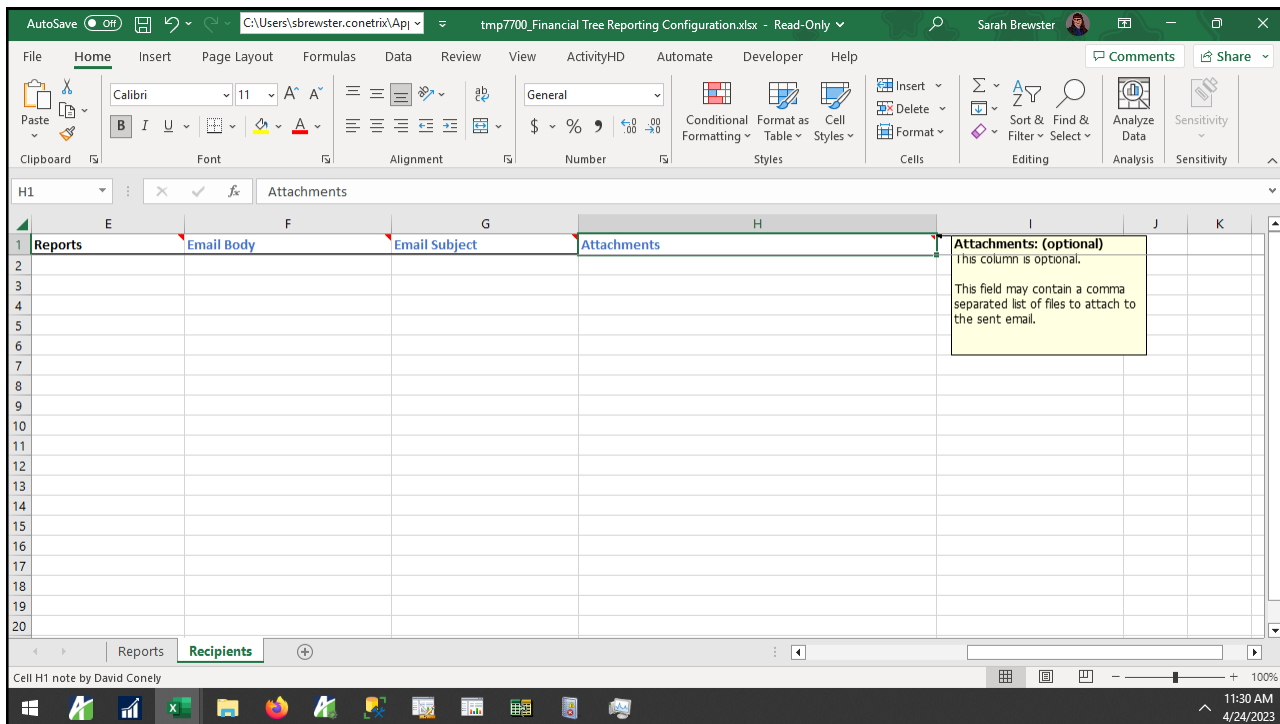
84



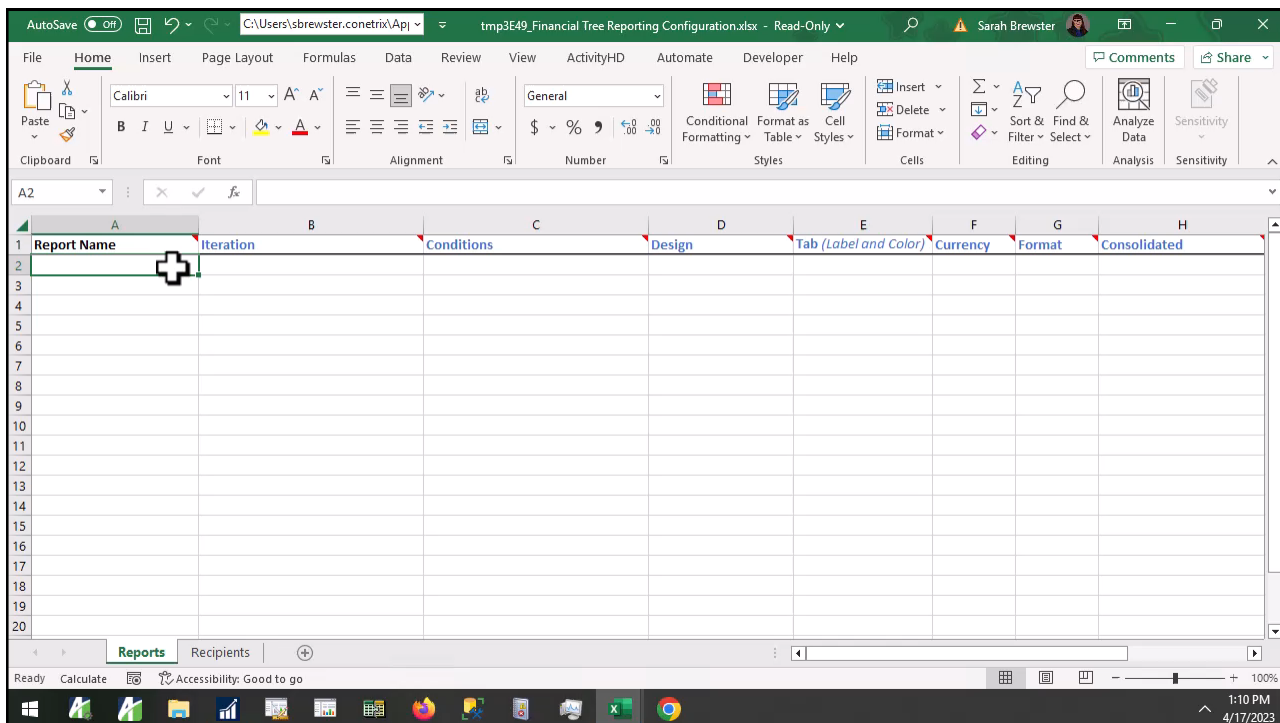
85



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87



88

# How do I use the financial tree reporting bot?

1. Create your map
2. Build your structure with rollups
3. Complete config file
4. Run the bot



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ActivityHD Explorer - Financial Designs for Sabrikam - sbrewster

ACTIVReporter G2

Financial Designs for Sabrikam

Options: Personal

Filters:  Lookup:   Include Obsolete

Name	Created	Created By	Modified	Modified By	Memo
Year over year	1/17/2023 6:01:31 PM	sbrewster	4/17/2023 11:31:04 ...	sbrewster	
G1 Showcase	1/17/2023 6:01:31 PM	sbrewster	1/17/2023 6:03:06 PM	sbrewster	
Detail IS	4/17/2023 10:59:59 ...	sbrewster	4/17/2023 11:31:09 ...	sbrewster	
Balance Sheet and Income Statement	1/17/2023 6:01:31 PM	sbrewster	1/17/2023 6:28:37 PM	sbrewster	
Actual vs Budget	4/17/2023 11:29:51 ...	sbrewster	4/17/2023 11:31:24 ...	sbrewster	
12 Month IS	4/17/2023 10:49:13 ...	sbrewster	4/17/2023 11:53:47 ...	sbrewster	
* New	10/28/2021 10:55:05...	mcrossnoe	1/17/2023 4:23:24 PM	sbrewster	
* G2 Showcase	10/26/2021 12:54:21...	mcrossnoe	1/17/2023 6:03:13 PM	sbrewster	

Total: 8 Selected: 1 Order: \*Name

1:33 PM 4/17/2023

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Run the Bot [mp4]

# How do I use the financial tree reporting bot?

1. Create your map
2. Build your structure with rollups
3. Complete config file
4. Run the bot
5. **Maintain**



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# How do I use the financial tree reporting bot?

1. Create your map
2. Build your structure with rollups
3. Complete config file
4. Run the bot
5. Maintain
6. **Repeat!**



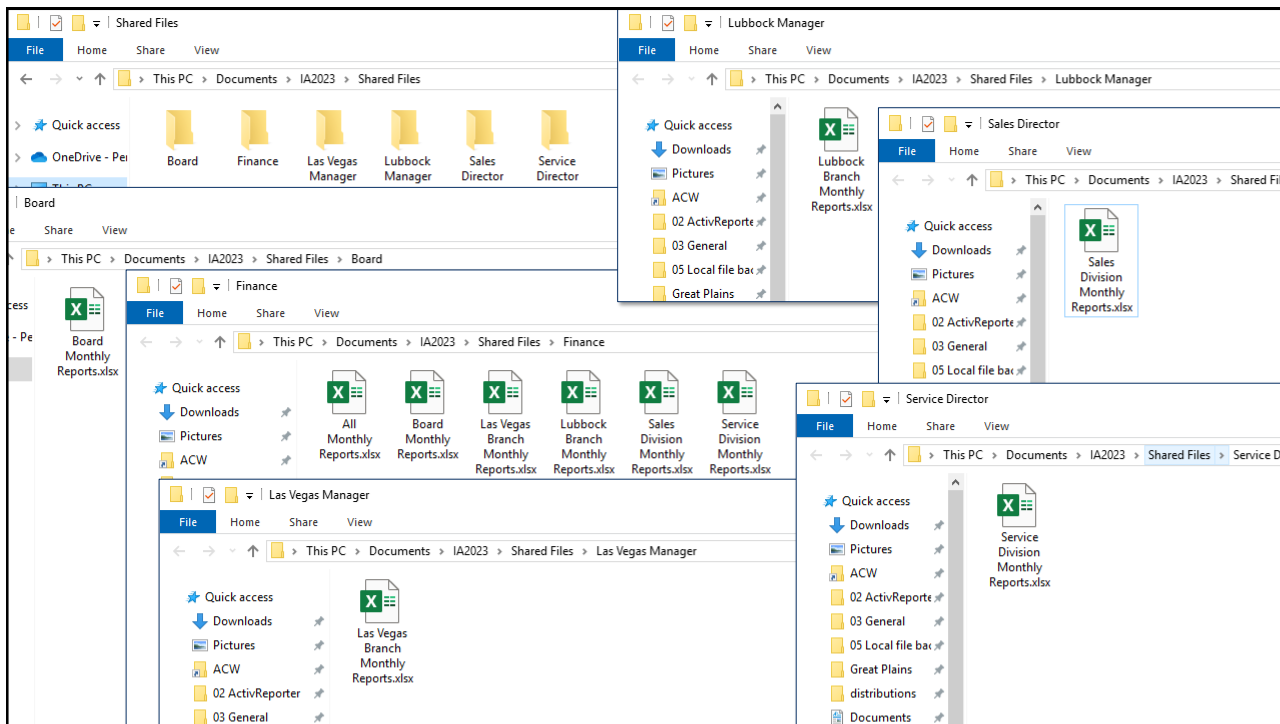
92

Report Name	Iteration	Conditions	Design	Tab (Label and Color)	Currency	Format	Consolidated
Board Monthly Reports			Year over year 12 Month IS	Cons Year over Year Cons 12 Month			
	Rollups=Branch	Branch=LUBBOCK	Actual vs Budget	Cons Actual vs Budget			
	Rollups=Branch	Branch=LASVEGAS	Actual vs Budget	Las Vegas Branch			
	Rollups=Profit Center	Profit Centers=SALES	Actual vs Budget	Sales Division			
	Rollups=Profit Center	Profit Centers=SERVICE	Actual vs Budget	Service Division			
Lubbock Monthly Reports	Rollups=Branch	Branch=LUBBOCK	Year over year 12 Month IS	Lubbock Year over Year Lubbock 12 Month			
	Rollups=Branch	Branch=LUBBOCK	Actual vs Budget	Lubbock Actual vs Budget			
	Segments=Division, Rollups=Profit Center	Division=100 AND Profit Centers=SALES	Detail IS	Lubbock Sales			
	Segments=Division, Segments=Department	Division=100 AND Department=01	Detail IS	Lubbock Retail Sales			
	Segments=Division, Segments=Department	Division=100 AND Department=02	Detail IS	Lubbock Wholesale Sales			
	Segments=Division, Rollups=Profit Center	Division=100 AND Profit Centers=SERVICE	Detail IS	Lubbock Service			
	Segments=Division, Segments=Department	Division=100 AND Department=03	Detail IS	Lubbock Lab Services			
	Segments=Division, Segments=Department	Division=100 AND Department=04	Detail IS	Lubbock Studio Services			
Las Vegas Monthly Reports	Rollups=Branch	Branch=LASVEGAS	Year over year 12 Month IS	Las Vegas Year over Year Las Vegas 12 Month			
	Rollups=Branch	Branch=LASVEGAS	Actual vs Budget	Las Vegas Actual vs Budget			
	Segments=Division, Rollups=Profit Center	Division=200 AND Profit Centers=SALES	Detail IS	Las Vegas Sales			
	Segments=Division, Segments=Department	Division=200 AND Department=01	Detail IS	Las Vegas Retail Sales			
	Segments=Division, Segments=Department	Division=200 AND Department=02	Detail IS	Las Vegas Wholesale Sales			
	Segments=Division, Rollups=Profit Center	Division=200 AND Profit Centers=SERVICE	Detail IS	Las Vegas Service			
	Segments=Division, Segments=Department	Division=200 AND Department=03	Detail IS	Las Vegas Lab Services			
	Segments=Division, Segments=Department	Division=200 AND Department=04	Detail IS	Las Vegas Studio Services			
Sales Division Monthly Reports	Rollups=Profit Center	Profit Center=SALES	Year over year 12 Month IS	Sales Year over Year Sales 12 Month			
	Rollups=Profit Center	Profit Center=SALES	Actual vs Budget	Sales Actual vs Budget			
	Segments=Department, Rollups=BranchGroup	Department=01 AND BranchGroup=TXANDCA	Detail IS	Retail Sales			
	Segments=Department, Segments=Division	Department=01 AND Division=200	Detail IS	Lubbock Retail Sales			
	Segments=Department, Segments=Division	Department=02 AND Division=200	Detail IS	Wholesale Sales			
	Segments=Department, Rollups=BranchGroup	Department=02 AND BranchGroup=TXANDCA	Detail IS	Lubbock Wholesale Sales			
	Segments=Department, Segments=Division	Department=02 AND Division=100	Detail IS	Las Vegas Wholesale Sales			
	Segments=Department, Segments=Division	Department=02 AND Division=200	Detail IS	Las Vegas Wholesale Sales			
Service Division Monthly Reports	Rollups=Profit Center	Profit Center=SERVICE	Year over year 12 Month IS	Service Year over Year Service 12 Month			
	Rollups=Profit Center	Profit Center=SERVICE	Actual vs Budget	Service Actual vs Budget			

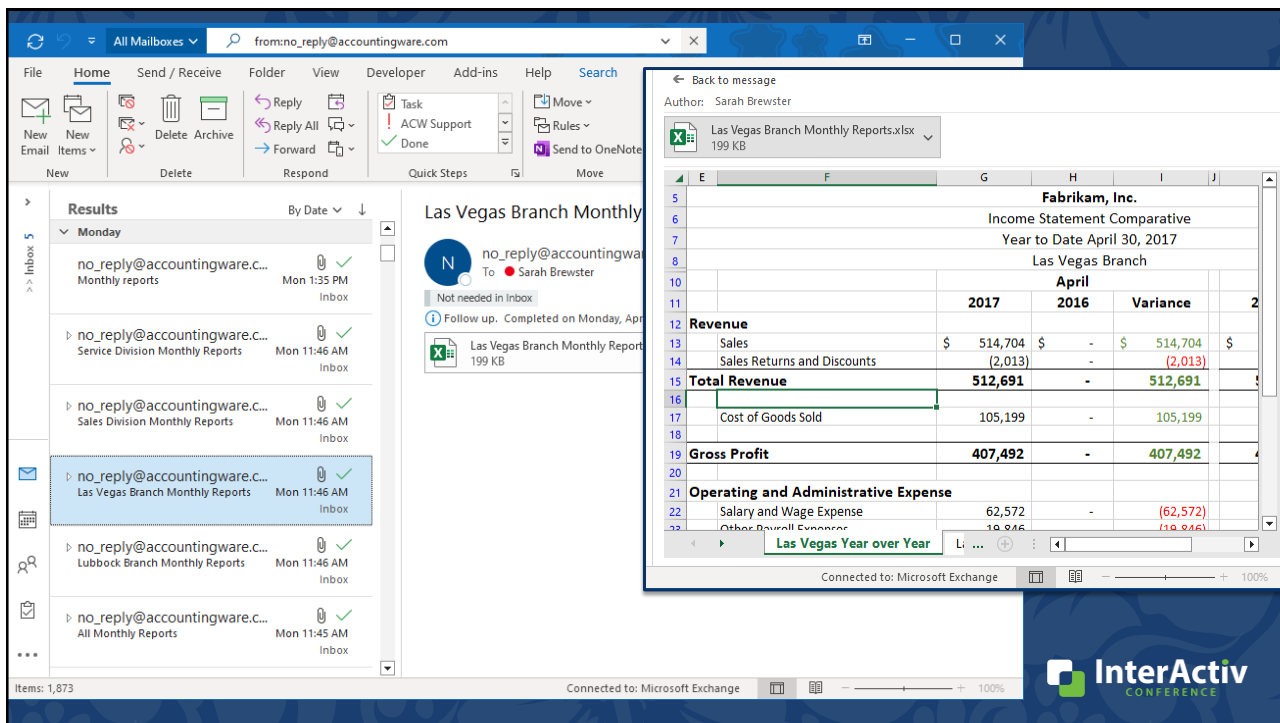
93

Name	Email	File Location	Reports
Finance Team	<a href="mailto:financemember@company.com">financemember@company.com</a>	...Shared Files\Finance	All Monthly Reports, Board Monthly Reports, Lubbock Monthly Reports, Las Vegas Monthly Reports, Sales Division Monthly Reports
Board Member	<a href="mailto:boardmember@company.com">boardmember@company.com</a>	...Shared Files\Board	Board Monthly Reports
Lubbock Manager	<a href="mailto:lubbockmanager@company.com">lubbockmanager@company.com</a>	...Shared Files\Lubbock Manager	Lubbock Monthly Reports
Las Vegas Manager	<a href="mailto:lasvegasmanger@company.com">lasvegasmanger@company.com</a>	...Shared Files\Las Vegas Manager	Las Vegas Monthly Reports
Sales Director	<a href="mailto:salesdirector@company.com">salesdirector@company.com</a>	...Shared Files\Sales Director	Sales Division Monthly Reports
Service Director	<a href="mailto:servicedirector@company.com">servicedirector@company.com</a>	...Shared Files\Service Director	Service Division Monthly Reports

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# Use the help text!

accountingware.com/activreporterhelp

**ACTiVReporter** Installation ActivReporter Administration Release Notes

## ActivReporter Help

What can I help you find? 

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Search it. Enter a word or phrase in the Search field and label the...

**ActivReporter**  
ActivReporter succeeds where other third-party reporting software for Desktop, GP, and...

**Quick Links**  
Use the links below to gain quick access to more features...

97

**InterActiv**  
CONFERENCE

THANKS FOR JOINING!

# Skip the Forest for the Financial Trees in ActivReporter

Sarah Brewster  
support@accountingware.com  
<https://accountingware.com/help>

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