



PRESENTED BY:

AW AccountingWare.



Remember to complete the survey!

THANKS FOR JOINING

The Right Tool for the Job: Automation

Cole Long & Jared French
Project Development



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SESSION INFO



AUDIO / VIDEO

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SURVEY

At the end of the session, fill out a quick survey letting us know how we did.



RESOURCES

The slides and a recording will be sent via email.



QUESTIONS

Use the “Questions” panel to chat with the presenters and AccountingWare team.

ABOUT THE PRESENTERS



Cole Long

Project Development Team Lead



Jared French

Project Development Team



WHAT IS
AUTOMATION?



WHY USE
AUTOMATION?



WHAT'S IN YOUR
TOOLBOX?



HOW DO YOU GET
THESE TOOLS?

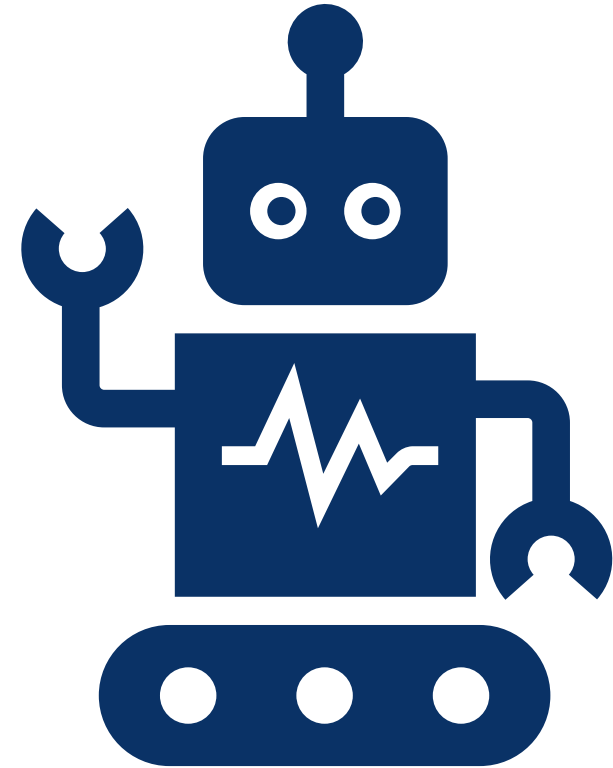
What is Automation?



Refers to the use of technology to perform tasks without human intervention. This can be achieved through various means, including mechanical, electronic, or computer-based systems. The goal of automation is to increase efficiency, accuracy, and consistency while reducing the need for human labor.

ActivityHD Automation

- Workbooks
- Bots – Robotic Process Automation
 - Workflows
 - ActivityHD Extensions
 - 3rd Party Integrations
 - Utilities
 - Implementation



ActivityHD Automation

What does this mean?

- New techniques and features
- More robust Integrations
- More secure Integrations



Why use Automation?



WHAT CAN BOTS DO FOR ME?



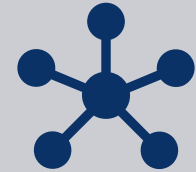
BOTS HAVE
INSANE
FLEXIBILITY



CAPABLE
OF AUTOMATING
ALMOST ANY AHD TASK

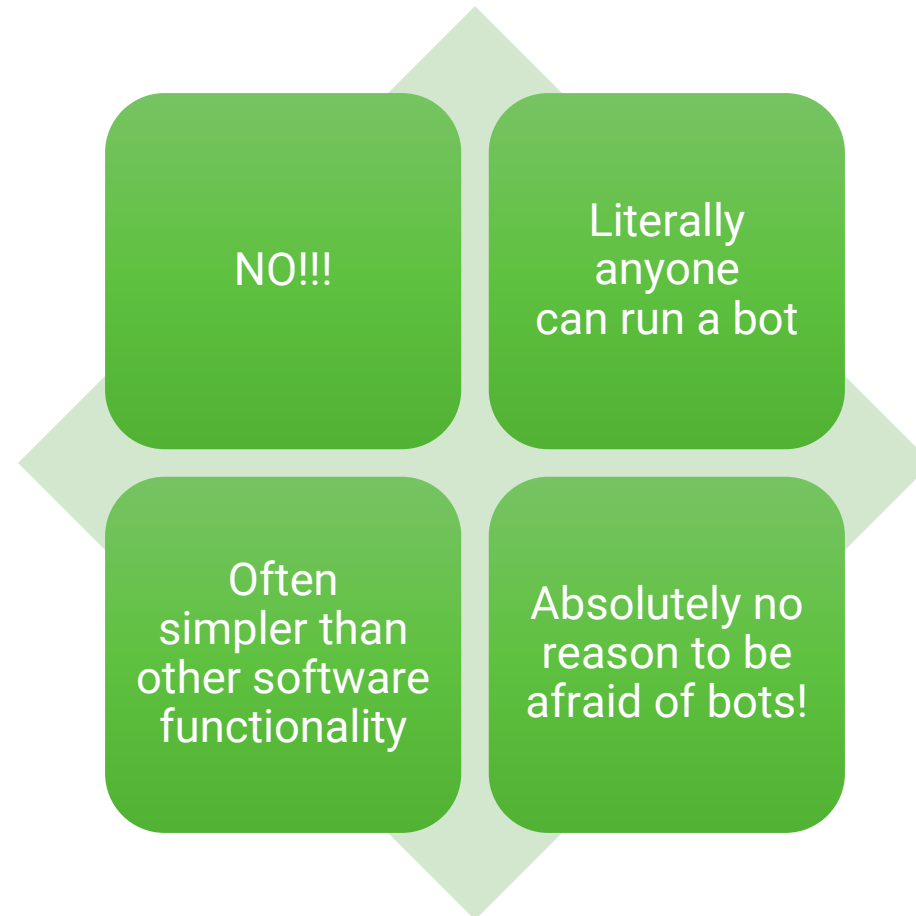


COMPLETELY
CUSTOM INTERNAL
CALCULATION

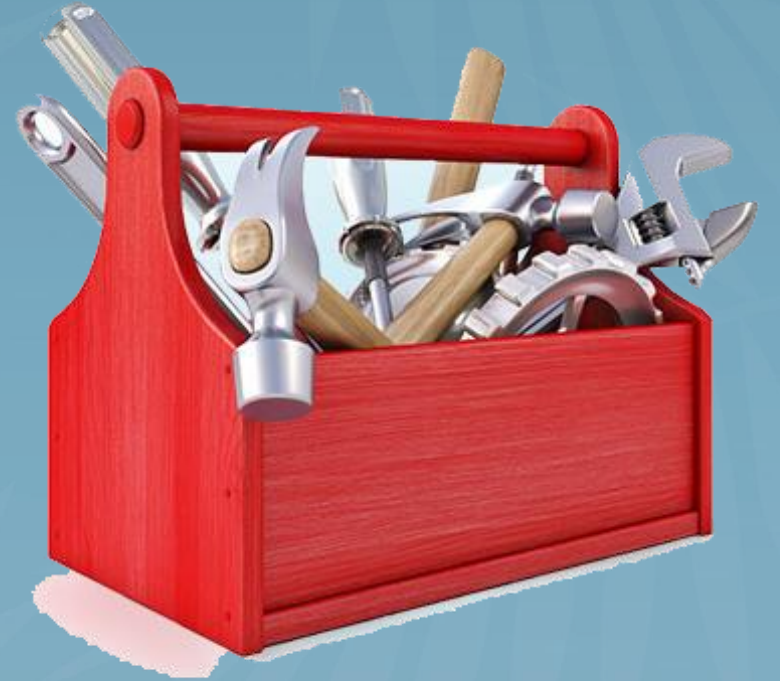


COMPREHENSIVE
EXTERNAL
INTEGRATION

DO I NEED TO BE SUPER TECHNICAL?



What's in your Toolbox?



Overlooked Tools

- Overlooked tools are often extremely useful
- Each tool solves a specific problem



Journal Entry from Spreadsheet

1

2

Prepaid Account Analysis

Bank Reconciliation – BAI2

3

4

Concur

JE FROM SPREADSHEET

AutoSave Off Spreadsheet Example... Saved to this PC Search

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

Clipboard Font Alignment Number Styles Cells Editing Sensitivity Add-ins Analyze Data

A6

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Batch	Description	Reverse	Hold	Closing	Account	Attribute-Customer	Date	Reference	Debit	Credit	Detail Description	Memo	Custom Field-DemoField		
2	CPL	Adjust		TRUE		1000-0-000-01-A	Abiding	8/1/2024	Test		100.00	Adjust	adj	Custom Field 1		
3						5000-0-000-01-A	Acme	8/2/2024	Test	100.00		Adjust	adj			
4						1000-0-000-01-A		8/3/2024	Test		200.00		adj			
5						5010-0-000-01-A		8/4/2024	Test	200.00			Testing Memo			
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25																

Sheet1

Ready Accessibility: Good to go Display Settings 100%

Trial Balance PPD Account Analysis Financial View for DemoMRC-JF

Options: Prepaid Account Analysis

Filters:
Lookup:
☒ Include Zero Amounts

Period: Month 2023 - 1 (1/1/2023 - 1/31/2023)
As of:
☒ Include Unmerged

Account	Account Description	Beg Balance	Jan Prepaid	Jan Expensed	Feb Prepaid	Feb Expensed	March Prepaid	March Expensed	Apr Prepaid	Apr Expensed	May Prepaid	May Expensed
1200-0000-00-M...	Prepaid Expense	26,751.93	3,500.00	4,166.66		4,312.70		7,958.74		1,819.94		292.08

PREPAID ACCOUNT ANALYSIS

ActivityHD Explorer - Accounts for DemoMRC-JF - Jared French

New Read Edit Change Delete Report Create Defaults Combine Bots

Activity System (cnx00-ahd1) DemoMRC-JF

Administration General Ledger Chart of Accounts Journal Entries Financial Designs Financial Views Reports Setup Bank Reconciliation Accounts Payable Vendors Notes Invoices Payments Government Reports Setup CRM Fixed Assets Payroll / Human Resources Purchasing

Accounts for DemoMRC-JF

GL Detail by COA Segment
Prepaid Account Analysis

Filters: Lookup:

Account	Description
1000-0000-00-MRX-A	Peoples Bank, MRXNO
1012-0000-00-MRX-A	Employee Advances
1200-0000-00-MRX-A	Prepaid Expenses
1300-0000-00-MRX-A	Accounts Receivable
1340-0000-00-MRX-A	Due from MRC
1341-0000-00-MRX-A	Due from CCC
1500-0000-00-MRX-T	Land
1550-J100-00-MRX-A	Land, Tract J1
1550-J200-00-MRX-A	Land, Tract J2
1551-0000-00-MRX-A	WIP Tract J
1552-0000-00-MRX-A	Interest J Tract Loan
1560-0000-00-MRX-A	Land, Tract D-1
1565-D2AB-00-MRX-A	Land, Tract D2 (A&B)
1701-0000-00-MRX-A	Irrigation Project
1702-0000-00-MRX-A	Irrigation Project 2018
1710-0000-00-MRX-A	Container #3
1711-0000-00-MRX-A	Rock Cutting Tools
1712-0000-00-MRX-A	Drone and iPad
1713-0000-00-MRX-A	Breaker
1714-0000-00-MRX-A	7k Forks
1715-0000-00-MRX-A	30" Auger Skid Steer

Bot - "Prepaid Account Analysis" for DemoMRC-JF - Jared French

Steps

- Specify Options
- Run Bot

Answers: Defaults

Account:

Begin Date:

End Date:

Calendar:

Output Folder:

☐ Open worksheet on completion

<< Back Next >> Finish Cancel

Bot - "Prepaid Account Analysis" for DemoMRC-JF - Jared French

Steps

- Specify Options
- Run Bot

Answers: Defaults

Account: 1200-0000-00-MRX-A

Begin Date:

End Date:

Calendar:

Output Folder:

☐ Open worksheet on completion

<< Back Next >> Finish Cancel

Bot - "Prepaid Account Analysis" for DemoMRC-JF - Jared French

Steps

- Specify Options
- Run Bot

Answers: Defaults

Account: 1200-0000-00-MRX-A

Begin Date: 1/1/2023

End Date: 12/31/2023

Calendar:

Output Folder:

☐ Open worksheet on completion

<< Back Next >> Finish Cancel

Bot - "Prepaid Account Analysis" for DemoMRC-JF - Jared French

Steps

- Specify Options
- Run Bot

Answers: Defaults

Account: 1200-0000-00-MRX-A

Begin Date: 1/1/2023

End Date: 12/31/2023

Calendar: Month

Output Folder:

☐ Open worksheet on completion

<< Back Next >> Finish Cancel

Bot - "Prepaid Account Analysis" for DemoMRC-JF - Jared French

Steps

- Specify Options
- Run Bot

Answers: Defaults

Account: 1200-0000-00-MRX-A

Begin Date: 1/1/2023

End Date: 12/31/2023

Calendar: Month

Output Folder: C:\Users\jfrench\Desktop\Prepaid Context Tests

☒ Open worksheet on completion

<< Back Next >> Finish Cancel

Bot - "Prepaid Account Analysis" for DemoMRC-JF - Jared French

Steps

- Specify Options
- Run Bot

Answers: Defaults

Account: 1200-0000-00-MRX-A

Begin Date: 1/1/2023

End Date: 12/31/2023

Calendar: Month

Output Folder: C:\Users\jifrench\Desktop\Prepaid Context Tests

☒ Open worksheet on completion

<< Back Next >> Finish Cancel



Trial Balance PPD Account Analysis Financial View for DemoMRC-JF

Options: Prepaid Account Analysis

Filters:

Lookup:

☒ Include Zero Amounts

Period: Month 2023 - 1 (1/1/2023 - 1/31/2023)

As of:

☒ Include Unmerged

Account	Account Description	Beg Balance	Jan Prepaid	Jan Expensed	Feb Prepaid	Feb Expensed	March Prepaid	March Expensed	Apr Prepaid	Apr Expensed	May Prepaid	May Expensed
1200-0000-00-M...	Prepaid Expense	26,751.93	3,500.00	4,166.66		4,312.70		7,958.74		1,819.94		292.08

Total: 1 Selected: 1 Beg Balance: 26,751.93 Jan Prepaid: 3,500.00 Jan Expensed: 4,166.66 Feb Prepaid: 0.00 Feb Expensed: 4,312.70 Mar Order: *Account

DemoMRC-JF

1200-0000-00-MRX-A: Prepaid Expenses

Jan 1st, 2023 - Dec 31st, 2023

Invoice	Invoice Description	Invoice Lifespan	Original Invoice	Beginning Balance	January, 23	February, 23	March, 23	April, 23	May, 23	June, 23	July, 23	August, 23	September, 23	October, 23	November, 23	December, 23	Ending Balance
1	Sanford & Tatum Insurance	07/31/2023 - 07/09/2024	12,000.00								709.67	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	6,290.33
12	Sanford & Tatum Insurance	04/30/2022 - 04/11/2023	50,000.00	14,027.84	4,166.66	4,166.66	4,166.66	1,527.86									
123	Sanford & Tatum Insurance	02/28/2023 - 02/14/2024	3,500.00			146.04	292.08	292.08	292.08	292.08	292.08	292.08	292.08	292.08	292.08	292.08	433.16
Q004344111	Texas Mutual Insurance Company	09/30/2023 - 09/09/2024	16,500.00										962.49	1,375.00	1,375.00	1,375.00	11,412.51
Q004344234	Texas Mutual Insurance Company	09/30/2022 - 09/09/2023	14,000.00	9,701.09		3,500.00				3,500.00			2,701.09				
Totals			96,000.00	23,728.93	4,166.66	4,312.70	7,958.74	1,819.94	292.08	3,792.08	1,001.75	1,292.08	4,955.66	2,667.08	2,667.08	2,667.08	18,136.00
GL Balance				26,751.93													21,159.00

CSV

QBO, OFX

BAI2

BANK RECONCILIATION - BAI2

	A	B	C	D	E	F	G	H
1	Bank Name: MyBank							
2	Bank ID: 123456							
3	Date file was generated: Tue Mar 20 2023 11:08:03 GMT-0500 (Eastern Standard Time)							
4	Type	Date Cleared	Debit Amount	Credit Amount	Check Number	Memo	Name	Status
5	DIRECTDEP	3/5/2023	167.35				Concession Sales	Reconciled
6	DIRECTDEP	3/6/2023	56.87				Reimbursement	unreconciled- no amount match
7	DEBIT	3/7/2023		15,047.12			Software License	Reconciled
8	DEBIT	3/8/2023		631.98			Office Furniture	Reconciled
9	DIRECTDEP	3/8/2023	250.00				Services	unreconciled - matches too similar
10	DIRECTDEP	3/12/2023	250.00				Services	unreconciled - matches too similar

1

AP Invoices into ActivityHD

- ✓ Includes all relevant info on expenses themselves
- ✓ Attaches PDF of receipts

2

Credit Card Expenses into ActivityHD

- ✓ Imports all relevant info for expense entries
- ✓ Attaches PDF of receipts



The screenshot displays the ActivityHD Explorer application interface. The top toolbar includes icons for New, Read, Edit, Change, Delete, Report, Merge, Pay, Validate GL, Void, and Bots. The left sidebar shows a tree view of the system structure, with 'Invoices' expanded under 'Accounts Payable'. The main window title is 'AP Invoices for Opera Colorado'. Below the title, there is a 'Filters:' section with a dropdown menu set to 'Column Filters'. The 'Bots' menu is open, showing a list of bots: 'Concur AP Invoice Import V2' (highlighted with a red box and a red arrow), 'Concur CC Import V3', 'Show Field Names - No Run From' (with a 'Ctrl+U' shortcut), and 'Show Field Names and Values No'. Below the menu, a table header is visible with columns: Batch - #, Vendor, Invoice #, Date, PO #, Amount, Balance, and Due.

Batch - #	Vendor	Invoice #	Date	PO #	Amount	Balance	Due
-----------	--------	-----------	------	------	--------	---------	-----

Steps

Specify Options

Run Bot



Answers: Defaults



Pull Records After: 7/1/2024



Pull Records Before: 7/4/2024



<< Back

Next >>

Finish

Cancel

NewReadEditChangeDeleteReportMergePayValidate GLVoidBots

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oice Extra GL
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unts Receivable
Assets
/ Human Resources

AP Invoices for Opera Colorado - Test

Filters: Column Filters x Lookup:

Batch - #	Vendor	Invoice #	Date	PO #	Amount	Balance	Due Date	Description
-----------	--------	-----------	------	------	--------	---------	----------	-------------

Bot - "Concur AP Invoice Import V2" for Opera Colorado - Test - ACW - Jared F...

Steps
Specify Options
Run Bot

Answers: Defaults

Pull Records After: 7/1/2024
Pull Records Before: 7/4/2024

<< BackNext >>FinishCancel

...ntingWare.



Options: Defaults



AP Invoice for Opera Colorado - Test

Batch: Concur **Vendor:** Reliable Home Technology Inc **Invoice #:** 662881 **Amount:** 39.99
Entry #: 9,121 **Description:** Reliable Home Technology Inc(Reliable Home Techno)-662881 **Date:** 7/1/2024 **Balance:** 39.99

Invoice

Status: New ☐ Merge Hold
PO #: ☐ Payment Hold
Source: Import
Payment Location: Main
Reliable Home Technology inc
747 Sheridan Blvd Unit 6C
Lakewood, CO 80214

GL

AP Account: 20140-00-A
Accounts Payable
GL Date: 7/1/2024
GL Batch: Concur
GL Entry:
GL Merge #:

Payment Terms

Terms: Due: 7/16/2024 Basis: 39.99
Discounts: (none)

GL Detail

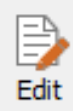
Line	Source	Account	Account Description	Project	PositionID	Debit	Credit	Unit	Description	Memo
1	Invoice	20140-00-A	Accounts Payable				39.99	\$		
2		54116-70-A	Office Security - Admin	25YGENOP		39.99		\$	Recurring Alarm Monitoring Service	

Invoice Extra GL Custom Notes Attachments Other Developer

Read



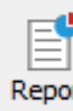
New



Edit



Save



Report



Previous



Next

AP Invoice for Opera Colorado - Test

Batch:

Concur

Vendor:

iable Home Techno ▶

Reliabl


Entry #:

9,121

Description:

Reliable Home Technology Inc(f

Attachments

 3098D9645A794A45AFBD.pdf (196 KB)

Invoice

Extra GL

Custom

Notes

Attachments

Other

Developer

Read

ActivityHD Explorer - AP Invoices for Opera Colorado - Test - ACW - Jared French

New Read Edit Change Delete Report Merge Pay Validate GL Void Bots

Activity System (CustAct2)

Opera Colorado - Test

- Administration
- General Ledger
- Bank Reconciliation
- Accounts Payable
 - Vendors
 - Notes
 - Invoices
 - Invoice APCodes
 - Invoice GL Detail
 - Invoice Extra GL
 - Recurring
 - Payments
 - Government
 - Reports
 - Setup
- Accounts Receivable
- Fixed Assets
- Payroll / Human Resources

AP Invoices for Opera Colora

Filters: Column Filters

Concur AP Invoice Import V2

Concur CC Import V3

Show Field Names - No R From Ctrl+U

Show Field Names and Values No

Batch - #	Vendor	Invoice #	Date	PO #	Amount	Balance	Du
-----------	--------	-----------	------	------	--------	---------	----



Bot - "Concur CC Import V3" for Opera Colorado - Test - ACW - Jared French



.... Steps

.... Specify Options

.... Run Bot



Answers: Defaults



Begin Date: 7/1/2024



End Date: 7/4/2024



<< Back

Next >>

Finish

Cancel

Act2)



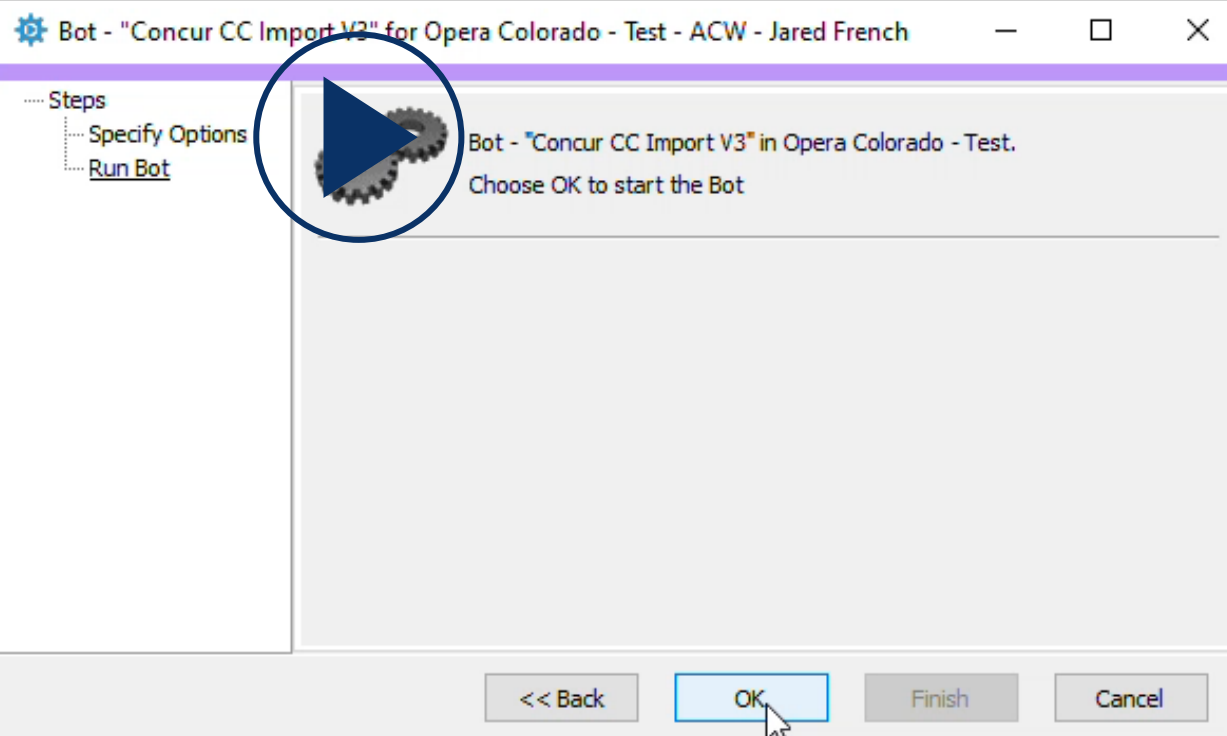
AP Invoices for Opera Colorado - Test

Filters: Column Filters



Lookup:

Batch - #	Vendor	Invoice #	Date	PO #	Amount	Balance	Due Date	Description
-----------	--------	-----------	------	------	--------	---------	----------	-------------





Options: Defaults



AP Invoice for Opera Colorado - Test

Batch: Concur

Vendor: AMEX

AMEX

Invoice #: 240531Wenzel

Amount: 1,656.38

Entry #: 9,131

Description: June 2024 CC Report

Date: 5/31/2024

Balance: 1,656.38

Invoice

Status: New

☐ Merge Hold

PO #:

☐ Payment Hold

Source: Import

Payment Location: Main

AMEX

GL

AP Account: 20146-00-A

American Express

GL Date: 5/31/2024

GL Batch: Inv

GL Entry:

GL Merge #:

Payment Terms

Terms: Due: 5/31/2024 Basis: 1,656.38

Discounts: (none)

GL Detail



Line	Source	Account	Account Description	Project	PositionID	Debit	Credit	Unit	Description	Memo
1	Invoice	20146-00-A	American Express				1,656.38	\$		
2		59108-60-A	Parking - Dev	24YGENOP		12.00		\$	CO CONV CTR PARKING	Departure parking - Wenzel
3		59200-60-A	Meals - Entertain - Dev	24YGENOP		44.38		\$	THE LAZY GREYHOUND	Drinks w/Kristin McKissick - Greg
4		52006-60-A	Adv Print - Dev	24FOCGAL		1,600.00		\$	VILLAGE PUBLISHING CO	Villager story and circulation

Invoice Extra GL Custom Notes Attachments Other Developer

Read

GL Detail								
Line	Source	Account	Account Description	Project	PositionID	Debit	Credit	Uni
1	Invoice	20146-00-A	American Express				1,656.38	\$
2		59108-60-A	Parking - Dev	24YGENOP		12.00		\$
3		59200-60-A	Meals - Entertain - Dev	24YGENOP		44.38		\$
4		52006-60-A	Adv Print - Dev	24FOCGAL		1,600.00		\$

Attachments

0001 - ReportImage.pdf (913 KB)
 0002 - SMG [\$12].jpg (143 KB)
 0003 - THE LAZY GREYHOUND [\$44.38].pdf (686 KB)
 0004 - VILLAGE PUBLISHING CO [\$1600].pdf (85 KB)

Invoice Extra GL Custom Notes Attachments Other Developer

Read

Procore Construction

ConnectWise

PatronManager

ApplicantStack

Bill.com

Salesforce

Many more!

How do you get these Tools?



Who to contact?

support@accountingware.com

- Describe your problem
- Ask for a quote
- Use your new favorite tool!



For any and every tedious process there is only one reason a bot isn't out there:

We haven't been asked yet.



**SUBMIT YOUR
QUESTIONS!**

Next Session

Enhancing Purchasing: Boosting Visibility, Efficiency, and Commitments

Thursday, August 15
11:00AM (CT)

Mason Edwards

ALL SESSIONS

- Bruce and Grant's Excellent Unboxing Adventure
- Cybersecurity Essentials for Today's Internet Connected World
- Do More With Less: Publishing Financial Designs
- Back to Basics
- General Ledger: Controller Workshop
- The Right Tool for the Job: Automation
- Enhancing Purchasing: Boosting Visibility, Efficiency, and Commitments
- Attributes: Multi-Dimensional Accounting
- New Graphics Capabilities in ActivityHD
- Learning to Streamline Your Payroll Processes
- Mastering Contract Processing: Streamline, Optimize, Manage
- Payroll Problem-Solving: Become a Master of Troubleshooting