



PRESENTED BY:

**AW** AccountingWare.

WELCOME TO

# Back to Basics

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Zach Montandon & Aidan Culwell  
Support Team



# DISCLAIMER

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# SESSION INFO



## AUDIO / VIDEO

If you cannot hear sound or see the presentation now, adjust or change your settings.



## 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



**Aidan Culwell**  
Support Team Member



**Zach Montandon**  
Support Team Member

Help Resources

1

HD View

2

Filters and Lookup

3

Saved Answers

4

Display Options

5

# Help Resources



## Help Text

- [accountingware.com/help](https://accountingware.com/help)
- Table of Contents
- Search field
- Use F1 in the software for context sensitive articles
- Use the blue question mark at the top of the views and forms

## Release Notes

- [accountingware.com/rn](https://accountingware.com/rn)
- View the latest and greatest features coming your way
- Browse by version number
- Browse by package
- Prompted to view the first time you log in after an upgrade

\* [www.accountingware.com/activreporterhelp](https://www.accountingware.com/activreporterhelp)



# Online and Inside ActivityHD

ActivityHD Online Help

What can I help you find?

ActivityHD Online Help

Getting started with ActivityHD

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

- What sets ActivityHD apart
- ActivityHD Explorer
- ActivityHD webinars

What's new with ActivityHD?

Did you know it's easy to access the latest release notes for ActivityHD? Simply click here or select Release Notes near the top of the table of contents.

How to use this Help system

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

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

Find a term in the glossary. Select the Glossary entry in the table of contents.

Activity System (ctx00-ahd1)

Administration

Demo Casa Blanca JPJ

AR Invoice Detail for Demo Casa Blanca JPJ

Options: Personal

Filters: Lookup:

Invoice	Line	Customer	Invoice Date	Invoice #	ARCode	Amount	Receivables Account
001 - 1	1	Boston	5/3/2024	10911	Equipment	50.00	1200-0-000-001-A
001 - 2	1	Boston	5/10/2024	10912	Equipment	400.00	1200-0-000-001-A
AR - 1	1	Acme	3/20/2015	10015	Safety	1,770.00	1200-0-000-001-A
AR - 1	2	Acme	3/20/2015	10015	PerDiem	990.00	1200-0-000-001-A
AR - 1	3	Acme	3/20/2015	10015	Camera	30.00	1200-0-000-001-A
AR - 1	4	Acme	3/20/2015	10015	Computer	228.00	1200-0-000-001-A
AR - 1	5	Acme	3/20/2015	10015	Auto	720.00	1200-0-000-001-A
AR - 2	1	Acme	1/23/2015	10001	Supervisor	885.00	1200-0-000-001-A
AR - 2	2	Acme	1/23/2015	10001	PerDiem	495.00	1200-0-000-001-A
AR - 2	3	Acme	1/23/2015	10001	Camera	7.50	1200-0-000-001-A
AR - 2	4	Acme	1/23/2015	10001	Computer	38.00	1200-0-000-001-A
AR - 2	5	Acme	1/23/2015	10001	Auto	360.00	1200-0-000-001-A
AR - 3	1	Baker	1/16/2015	10002	Welder	1,170.00	1200-0-000-001-A
AR - 3	2	Baker	1/16/2015	10002	MiscEquip	275.00	1200-0-000-001-A
AR - 3	3	Baker	1/16/2015	10002	HeavyEquip	695.85	1200-0-000-001-A
AR - 4	1	Baker	1/30/2015	10003	Electrician	1,290.00	1200-0-000-001-A

Total: 1,945 Selected: 1 Amount: 50.00 Order: \*Invoice, \*Line

# HD View



Navigation Pane



Activity System (cnx00-ahd1)

Activity Licenses

Demo Casa Blanca JPJ

AR Invoices for Demo Casa Blanca JPJ

Options: Personal

Filters: ? Aging Category (over 60)

Lookup:

Batch - #	Customer	Merge #	Invoice #	Date	Amount	Balance
001 - 1	Boston		10911	5/3/2024	53.81	3.81
001 - 2	Boston		10912	5/10/2024	430.48	430.48
AR - 1	Acme	55	10015	3/20/2015	4,046.39	0.00
AR - 2	Acme	17	10001	1/23/2015	1,932.80	0.00
AR - 3	Baker	11	10002	1/16/2015	2,317.47	0.00
AR - 4	Baker	22	10003	1/30/2015	1,867.58	0.00
AR - 5	Hughes	10	10004	1/13/2015	2,377.76	0.00
AR - 6	Hughes	16	10005	1/22/2015	1,566.68	0.00
AR - 7	Fieldman	13	10006	1/18/2015	3,000.00	0.00
AR - 8	Fieldman	23	10007	1/30/2015	3,049.52	0.00
AR - 9	Gardner	19	10008	1/25/2015	966.60	0.00
AR - 10	Gardner	21	10009	1/29/2015	1,851.06	0.00
AR - 11	Melville	6	10010	1/9/2015	6,138.07	0.00
AR - 12	Melville	1	10011	1/3/2015	3,102.98	0.00
AR - 13	Roadway	3	10011	1/6/2015	3,169.70	0.00
AR - 14	Roadway	36	10012	2/23/2015	1,488.44	0.00
AR - 15	Truman	15	10013	1/21/2015	1,169.15	0.00
AR - 16	Truman	8	10014	1/12/2015	2,727.90	0.00
AR - 17	Acme	5	10017	1/8/2015	2,072.99	0.00
AR - 18	Baker	18	10018	1/23/2015	2,787.44	0.00
AR - 19	Baker	12	10019	1/16/2015	2,830.74	0.00
AR - 20	Fieldman	2	10020	1/5/2015	1,549.73	0.00

HD Pane



# Meaningful & Useful

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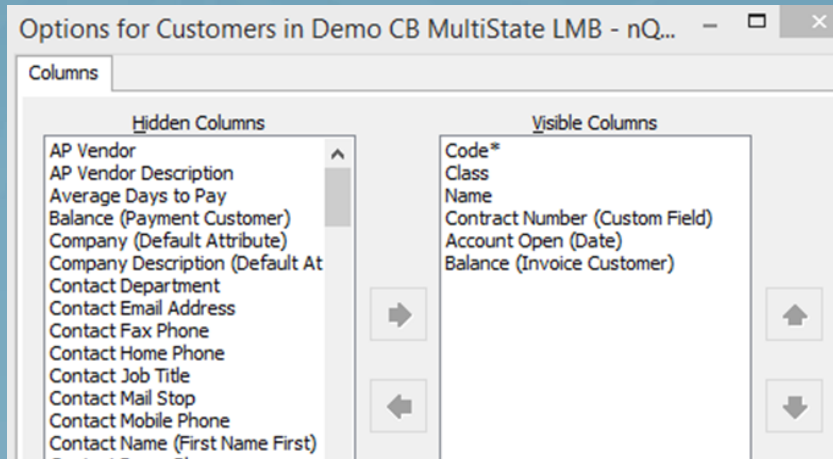
- Change columns based on the data you need to see
- Limit with filters and the lookup field
- Select rows for review
- Use the status bar instead of running a report
- New Record, Read/Edit, AND... it can change your LIFE!



AR Invoices for Demo Aspire								
Filters: <span>Outstanding</span>		Lookup:						
Batch - #	Customer	Merge #	Invoice #	Date	Amount	Balance	Description	Attributes
AR - 6	Gallery		00542	3/15/2024	3,000.00	3,000.00	Security Deposit	EventsAttr: 00000
Imb - 319	Amped		ConvTest	3/7/2024	-550.00	-550.00		EventsAttr: 00000
AR - 1	LubChild		00535	7/31/2023	300.00	300.00	Contract Payment	
TEST1 - 1	Alexander	467	00534	7/6/2023	74.46	74.46	Settlement Concessions,...	
test - 24	Boys&Girls	462	00530	7/9/2022	40.00	40.00	Settlement: Games & Fu...	EventsAttr: BUSEX
LB - 42	MediaMax	468	00519	4/30/2023	15,000.00	15,000.00	Facility Rental	EventsAttr: CONCE
CON001 - 3	FrenshipHS		00510	1/18/2023	2,250.00	2,250.00	Contract Payment	EventsAttr: PROM
CON001 - 2	FrenshipHS		00509	1/18/2023	2,000.00	2,000.00	Contract Payment	EventsAttr: PROM
LB - 41	Gallery		00507	3/5/2022	2,000.00	2,000.00	Rent Payment on Contract	EventsAttr: AVENU
LB - 40	Gallery		00506	3/5/2022	2,000.00	2,000.00	Rent Payment on Contract	EventsAttr: AVENU
LB - 39	Gallery		00505	3/5/2022	2,000.00	2,000.00	Rent Payment on Contract	EventsAttr: AVENU
LB - 38	Gallery		00504	3/5/2022	2,000.00	2,000.00	Rent Payment on Contract	EventsAttr: AVENU
LB - 37	Gallery		00503	3/5/2022	2,000.00	2,000.00	Rent Payment on Contract	EventsAttr: AVENU
LB - 36	Gallery		00502	3/5/2022	2,000.00	2,000.00	Rent Payment on Contract	EventsAttr: AVENU
LB - 35	Gallery		00501	3/5/2022	2,000.00	2,000.00	Rent Payment on Contract	EventsAttr: AVENU
LB - 34	Compassionate		00500	7/2/2022	2,159.00	2,159.00	Contract Payment	EventsAttr: FUNDR
LB - 31	LubHigh	450	00498	6/16/2022	3,300.50	3,300.50	Contract Payment	
CP - 3	LubHigh	445	00495	7/10/2022	601.00	601.00	Contract Payment	
LB - 30	Gallery		00491	5/30/2022	1,000.00	1,000.00	Contract Payment	EventsAttr: AVENU
LB - 29	Gallery		00490	5/30/2022	1,000.00	1,000.00	Contract Payment	EventsAttr: AVENU
LB - 28	Gallery		00489	5/30/2022	500.00	500.00	Rent Payment on Contract	EventsAttr: AVENU
SR - 4	LubHigh	444	00485	6/22/2022	2,259.00	259.00	Contract Payment	
SR - 2	Compassionate		00482	6/22/2022	2,159.00	2,159.00	Contract Payment	EventsAttr: FUNDR
SR - 1	Compassionate		00481	6/22/2022	1,000.00	1,000.00	Contract Payment	EventsAttr: FUNDR
LB - 24	Youth		00480	6/15/2022	10.00	10.00	Settlement: Fundraiser ...	EventsAttr: FUNDR
LB - 23	Youth	442	00479	4/1/2022	1,053.00	1,053.00	Contract Payment 1/3	EventsAttr: FUNDR
LB - 22	Youth	441	00478	4/1/2022	1,053.00	1,053.00	Contract Payment 1/3	EventsAttr: FUNDR
LB - 21	Youth	440	00477	4/1/2022	1,053.00	1,053.00	Contract Payment 1 / 3	EventsAttr: FUNDR
LB - 8	Gallery		00465	3/20/2022	14,000.00	14,000.00	Rent Payment on Contract	EventsAttr: AVENU
LB - 4	Boys&Girls	428	00429	6/1/2022	1,000.00	1,000.00	Contract Payment	EventsAttr: BUSEX
LB - 3	Boys&Girls	427	00428	6/1/2022	1,000.00	1,000.00	Contract Payment	EventsAttr: BUSEX

Selected: 10 Amount: 10,635.00 Balance: 8,635.00 Order: \*Created

# Columns



## SIZING

Right click on the column headings for new size options

Account ...	Balance (Invoice)	Name
4/6/2012		
6/3/2015		
8/11/2015	675.30	NEWCOMB SERVICES
8/4/2013	21,742.68	Truman Services
4/22/2015	856.45	Boston Realtors, Inc.

## ADDING AND REMOVING

Right click in the HD pane and choose options to change column display

## SORTING

Sort options display in the status bar

Code	Class	Name	Balance (Invoice)
Leander	Construction	Leander Construction	0.00
Atwater	Construction	Atwater Construction	20,637.86
Melville	Construction	Melville Construction	30,249.26
Baker	Construction	Baker Construction	32,431.06
Gardner	Inspection	Gardner Inspections	9,492.26

0.00 Order: ▲ Class, ▲ Balance (Invoice)

## REARRANGING

Drag and drop columns to rearrange the display

# Let's see it in action

AR Invoices for Demo Aspire							
Filters: Outstanding		Lookup:					
Batch - #	Customer	Merge #	Invoice #	Date	Amount	Balance	Description
AR - 6	Gallery		00542	3/15/2024	3,000.00	3,000.00	Security Deposit
lmb - 319	Amped		ConvTest	3/7/2024	-550.00	-550.00	
AR - 1	LubChild		00535	7/31/2023	300.00	300.00	Contract Payment
TEST1 - 1	Alexander	467	00534	7/6/2023	74.46	74.46	Settlement Concessions,...
test - 24	Boys&Girls	462	00530	7/9/2022	40.00	40.00	Settlement: Games & Fu...
LB - 42	MediaMax	468	00519	4/30/2023	15,000.00	15,000.00	Facility Rental
CON001 - 3	FrenshipHS		00510	1/18/2023	2,250.00	2,250.00	Contract Payment
CON001 - 2	FrenshipHS		00509	1/18/2023	2,000.00	2,000.00	Contract Payment
LB - 41	Gallery		00507	3/5/2022	2,000.00	2,000.00	Rent Payment on Contract
LB - 40	Gallery		00506	3/5/2022	2,000.00	2,000.00	Rent Payment on Contract
LB - 39	Gallery		00505	3/5/2022	2,000.00	2,000.00	Rent Payment on Contract
LB - 38	Gallery		00504	3/5/2022	2,000.00	2,000.00	Rent Payment on Contract
LB - 37	Gallery		00503	3/5/2022	2,000.00	2,000.00	Rent Payment on Contract
LB - 36	Gallery		00502	3/5/2022	2,000.00	2,000.00	Rent Payment on Contract
LB - 35	Gallery		00501	3/5/2022	2,000.00	2,000.00	Rent Payment on Contract
LB - 34	Compassionate		00500	7/2/2022	2,159.00	2,159.00	Contract Payment
LB - 31	LubHigh	450	00498	6/16/2022	3,300.50	3,300.50	Contract Payment
CP - 3	LubHigh	445	00495	7/10/2022	601.00	601.00	Contract Payment
LB - 30	Gallery		00491	5/30/2022	1,000.00	1,000.00	Contract Payment
LB - 29	Gallery		00490	5/30/2022	1,000.00	1,000.00	Contract Payment
LB - 28	Gallery		00489	5/30/2022	500.00	500.00	Rent Payment on Contract
SR - 4	LubHigh	444	00485	6/22/2022	2,259.00	259.00	Contract Payment
SR - 2	Compassionate		00482	6/22/2022	2,159.00	2,159.00	Contract Payment
SR - 1	Compassionate		00481	6/22/2022	1,000.00	1,000.00	Contract Payment
LB - 24	Youth		00480	6/15/2022	10.00	10.00	Settlement: Fundraiser ...
LB - 23	Youth	442	00479	4/1/2022	1,053.00	1,053.00	Contract Payment 1/3
LB - 22	Youth	441	00478	4/1/2022	1,053.00	1,053.00	Contract Payment 1/3



# Zoom In or Out in the HD View with Ctrl + and Ctrl -



	Merge #	Invoice #	Date	
		00542	3/15/2024	3,0
mped		ConvTest	3/7/2024	-550.0
LubChild		00535	7/31/2023	300.00
Alexander	467	00534	7/6/2023	74.46
Boys&Girls	462	00530	7/9/2022	40.00
MediaMax	468	00519	4/30/2023	15,000.00
- 3 FrenshipHS		00510	1/18/2023	2,250.00
- 2 FrenshipHS		00509	1/18/2023	2,000.00
Gallery		00507	3/5/2022	2,000.00
Gallery		00506	3/5/2022	2,000.00
Gallery		00505	3/5/2022	2,000.00
Gallery		00504	3/5/2022	2,000.00
Gallery		00503	3/5/2022	2,000.00
Gallery		00502	3/5/2022	2,000.00
Gallery		00501	3/5/2022	2,000.00
Compassionate		00500	7/2/2022	2,159.00
LubHigh	450	00498	6/16/2022	3,300.50
LubHigh	445	00495	7/10/2022	601.00
Gallery		00491	5/30/2022	1,000.00
Gallery		00490	5/30/2022	1,000.00
Gallery		00489	5/30/2022	500.00
High	444	00485	6/22/2022	2,250.00



# Copy to Clipboard (Ctrl + C)

## Copy to Excel (Shift+Ctrl+C)



AR Invoices for Demo Aspire						
Filters: Outstanding		Lookup:				
Batch - #	Customer	Merge #	Invoice #	Date	Amount	Balance
AR - 6	Gallery		00542	3/15/2024	3,000.00	3,000.00
lmb - 319	Amped		ConvTest	3/7/2024	-550.00	-550.00
AR - 1	LubChild		00535	7/31/2023	300.00	300.00
TEST1 - 1	Alexander	467	00534	7/6/2023	74.46	74.46
test - 24	Boys&Girls	462	00530	7/9/2022	40.00	40.00
LB - 42	MediaMax	468	00519	4/30/2023	15,000.00	15,000.00
CON001 - 3	FrenshipHS		00510	1/18/2023	2,250.00	2,250.00
CON001 - 2	FrenshipHS		00509	1/18/2023	2,000.00	2,000.00
LB - 41	Gallery		00507	3/5/2022	2,000.00	2,000.00
LB - 40	Gallery		00506	3/5/2022	2,000.00	2,000.00
LB - 39	Gallery		00505	3/5/2022	2,000.00	2,000.00
LB - 38	Gallery		00504	3/5/2022	2,000.00	2,000.00
LB - 37	Gallery		00503	3/5/2022	2,000.00	2,000.00
LB - 36	Gallery		00502	3/5/2022	2,000.00	2,000.00
LB - 35	Gallery		00501	3/5/2022	2,000.00	2,000.00
LB - 34	Compassionate		00500	7/2/2022	2,159.00	2,159.00
LB - 31	LubHigh	450	00498	6/16/2022	3,300.50	3,300.50
CP - 3	LubHigh	445	00495	7/10/2022	601.00	601.00

# Refresh (F5)

new

ActivityHD Explorer - AP Invoices for Casablanca - Bruce Gilstrap

Activity System (cnx00-devrds1)

- Administration
  - Authorized Users
    - Connection History
    - User Groups
  - Security
    - Permissions
    - Resources
    - Security Views
  - Reports
  - Setup
- Companies
- User Locations
- Casablanca
  - Administration
  - General Ledger
  - Bank Reconciliation
  - Accounts Payable
    - Vendors
    - Notes
    - Invoices
    - Payments
    - Government Reports
    - Setup
  - Accounts Receivable
  - Fixed Assets
  - Payroll / Human Resources
  - Purchasing
  - Sales and Service
  - User Locations
- Demo Casa Blanca JPJ-DB2

AP Invoices for Casablanca

Filters:  Lookup:

Batch - #	Status	Merge #	Vendor	Invoice #	Date	Dept	Approved	Approval A...	PO #
651 - 1	New		Ally	1234567	5/24/2024				
FEB - 2	Outst	+ New	Ctrl+N	24-0019	1/24/2024	Admin	Approved	15,000.00	1
FEB - 3	New	+ New Copy	Shift+Ctrl+N	24-10119	1/24/2024	Admin			
AP - 55	Outst	+ Read	Ctrl+R	NT-1223	12/31/2023	SvcLub	Approved	5,500.00	
AP - 54	Paid	+ Edit	Ctrl+E	NT-1123	11/30/2023	SvcLub			

AP Invoice - "651 - 1" for Casablanca - Bruce Gilstrap

Options: Defaults

File

- Open... Ctrl+O
- Edit
  - Previous Shift+Ctrl+Up
  - Next Shift+Ctrl+Down
- View
  - Show List Ctrl+L
- Tools
  - Add Attachment
- Help

Invoice # 1234567 Amount: 333.00

Date: 5/24/2024 Balance: 333.00

Invoice Status:  Close Alt+F4

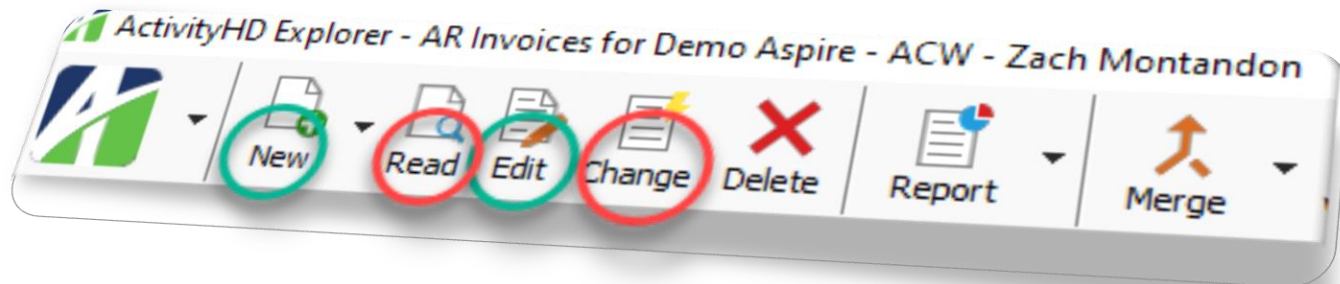
Owner:  ☐ Payment Hold

Approval Dept:  Status:  Submit

Attributes Qualifier:  Division:  Global:

Total: 1,345 Selected: 1 Amount: 333.00 Balance: 333.00 Order: >Date Hint: Refresh the displayed records to reapply filters and sorting

# Tool Bar





# ActivityHD Explorer - AR Invoices for Demo Aspire - ACW - Zach Montandon



AR Invoices for Demo Aspire							
Filters: <span>Outstanding</span> <span>x</span> Lookup: <input type="text"/>							
Batch - #	Customer	Merge #	Invoice #	Date	Amount	Balance	Description
AR - 6	Gallery		00542	3/15/2024	3,000.00	3,000.00	Security Deposit
Imb - 319	Amped		ConvTest	3/7/2024	-550.00	-550.00	
AR - 1	LubChild		00535	7/31/2023	300.00	300.00	Contract Payment
TESTt1 - 1	Alexander	467	00534	7/6/2023	74.46	74.46	Settlement Concessions,...
test - 24	Boys&Girls	462	00530	7/9/2022	40.00	40.00	Settlement: Games & Fu...
LB - 42	MediaMax	468	00519	4/30/2023	15,000.00	15,000.00	Facility Rental
CON001 - 3	FrenshipHS		00510	1/18/2023	2,250.00	2,250.00	Contract Payment
CON001 - 2	FrenshipHS		00509	1/18/2023	2,000.00	2,000.00	Contract Payment
LB - 41	Gallery		00507	3/5/2022	2,000.00	2,000.00	Rent Payment on Contract
LB - 40	Gallery		00506	3/5/2022	2,000.00	2,000.00	Rent Payment on Contract
LB - 39	Gallery		00505	3/5/2022	2,000.00	2,000.00	Rent Payment on Contract
LB - 38	Gallery		00504	3/5/2022	2,000.00	2,000.00	Rent Payment on Contract
LB - 37	Gallery		00503	3/5/2022	2,000.00	2,000.00	Rent Payment on Contract
LB - 36	Gallery		00502	3/5/2022	2,000.00	2,000.00	Rent Payment on Contract
LB - 35	Gallery		00501	3/5/2022	2,000.00	2,000.00	Rent Payment on Contract
LB - 34	Compassionate		00500	7/2/2022	2,159.00	2,159.00	Contract Payment
LB - 31	LubHigh	450	00498	6/16/2022	3,300.50	3,300.50	Contract Payment
CP - 3	LubHigh	445	00495	7/10/2022	601.00	601.00	Contract Payment
LB - 30	Gallery		00491	5/30/2022	1,000.00	1,000.00	Contract Payment
LB - 29	Gallery		00490	5/30/2022	1,000.00	1,000.00	Contract Payment

# Filters and Lookup





# Use filters, lookup, and column filters to locate specific records

AR Customers for Demo Casa Blanca JPJ

Options: Personal

Filters: Lookup: ☐ Include Obsolete

Code	Name	Class	Payment Customer	Attributes
Abiding	Abiding Hope Lutheran Church	Other	Abiding	
Acme	Acme Company	Other	Acme	Company: 001
Atwater	Atwater Construction	Construction	Atwater	Company: 001
Avenue	Avenue Gallery	Other	Avenue	Company: 001
Baker	Baker Construction	Construction	Baker	Company: 001
Barnes	The Barnes Group, Inc.	Other	Barnes	Company: 002
Boston	Boston Realtors, Inc.	Realtor	Boston	Company: 002
Bryant	Bryant Realty	Realtor	Bryant	Company: 002
Campbell	Campbell Manufacturing, Inc.	Other	Campbell	Company: 002
Carter	Carter & Delaney, LLP	Other	Carter	Company: 003
Compassionate	Compassionate Charities	NonProfit	Compassionate	Company: 001
CONQUEST	Conquest Sports Management	Other	CONQUEST	Company: 002
Conway	Conway Consulting	Other	Conway	Company: 001
Delwin	Delwin Enterprises	Other	Delwin	Company: 001



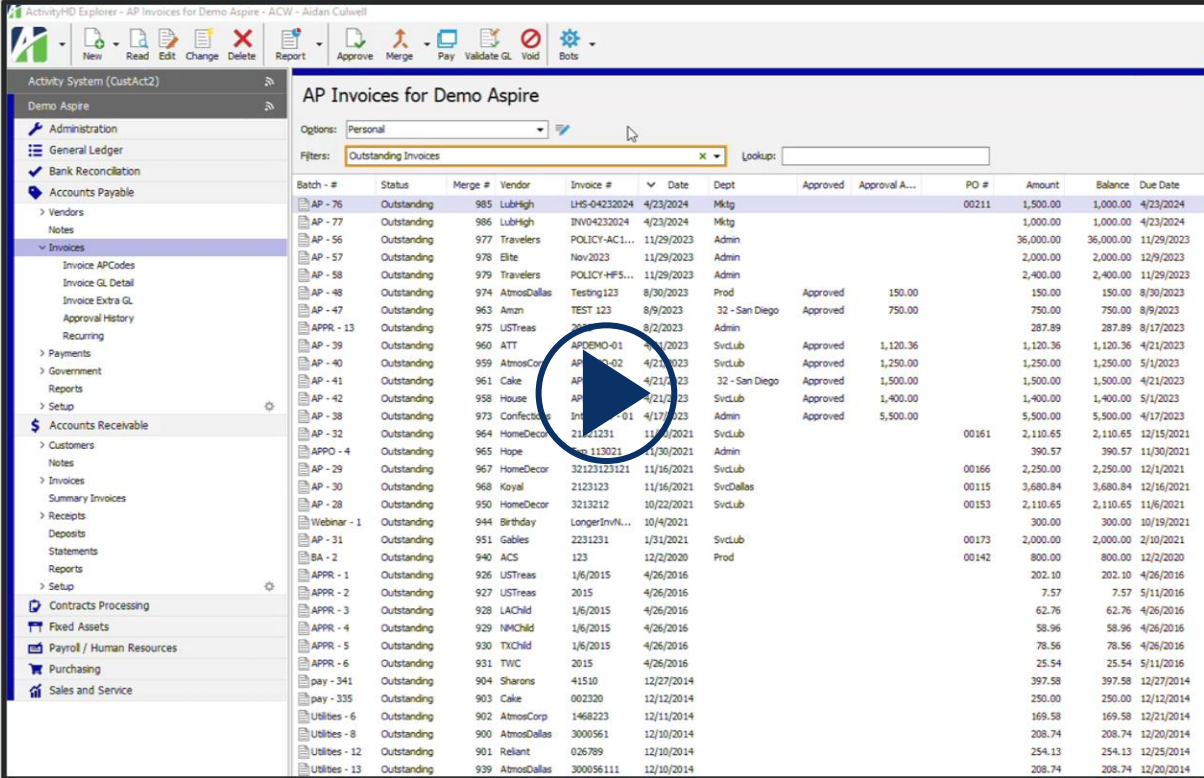
# Saved Answers



# Efficiency!

Remembered settings to prevent duplicate setup entry

- Process screens like paying invoices, printing invoices, processing time sheets, etc.
- Memorized report settings like customer and vendor aging, GL reports by rollup or attribute, etc.



ActivityHD Explorer - AP Invoices for Demo Aspire - ACW - Aidan Culwell

Activity System (QuitAct2)

Demo Aspire

- Administration
- General Ledger
- Bank Reconciliation
- Accounts Payable
  - Vendors
  - Notes
  - Invoices
    - Invoice APCodes
    - Invoice GL Detail
    - Invoice Extra GL
    - Approval History
    - Recurring
  - Payments
  - Government
  - Reports
  - Setup
- Accounts Receivable
  - Customers
  - Notes
  - Invoices
  - Summary Invoices
  - Receipts
  - Deposits
  - Statements
  - Reports
  - Setup
- Contracts Processing
- Fixed Assets
- Payroll / Human Resources
- Purchasing
- Sales and Service

Options: Personal

Filters: Outstanding Invoices

Lookup:

Batch - #	Status	Merge #	Vendor	Invoice #	Date	Dept	Approved	Approval A...	PO #	Amount	Balance	Due Date
AP - 76	Outstanding	985	Lubright	LHS-04232024	4/23/2024	Mktg			00211	1,500.00	1,000.00	4/23/2024
AP - 77	Outstanding	986	Lubright	INV04232024	4/23/2024	Mktg				1,000.00	1,000.00	4/23/2024
AP - 56	Outstanding	977	Travelers	POLICY-AC1...	11/29/2023	Admin				36,000.00	36,000.00	11/29/2023
AP - 57	Outstanding	978	Elite	Nov2023	11/29/2023	Admin				2,000.00	2,000.00	11/29/2023
AP - 58	Outstanding	979	Travelers	POLICY-HFS...	11/29/2023	Admin				2,400.00	2,400.00	11/29/2023
AP - 48	Outstanding	974	AtmosDallas	Testing123	8/30/2023	Prod	Approved	150.00		150.00	150.00	8/30/2023
AP - 47	Outstanding	963	Amzn	TEST 123	8/9/2023	32 - San Diego	Approved	750.00		750.00	750.00	8/9/2023
APPR - 13	Outstanding	975	USTreas		8/2/2023	Admin				287.89	287.89	8/17/2023
AP - 39	Outstanding	960	ATT	APDEMO-01	4/21/2023	SvcLub	Approved	1,120.36		1,120.36	1,120.36	4/21/2023
AP - 40	Outstanding	959	AtmosCor	AP - 402	4/21/2023	SvcLub	Approved	1,250.00		1,250.00	1,250.00	5/1/2023
AP - 41	Outstanding	961	Cake	AP - 41	4/21/2023	32 - San Diego	Approved	1,500.00		1,500.00	1,500.00	4/21/2023
AP - 42	Outstanding	958	House	AP - 42	4/21/2023	SvcLub	Approved	1,400.00		1,400.00	1,400.00	5/1/2023
AP - 38	Outstanding	973	Confectio	AP - 38	4/17/2023	Admin	Approved	5,500.00		5,500.00	5,500.00	4/17/2023
AP - 32	Outstanding	964	HomeDecor	2121231	11/16/2021	SvcLub			00161	2,110.65	2,110.65	12/15/2021
APPO - 4	Outstanding	965	Hope	2121231	11/30/2021	Admin				390.57	390.57	11/30/2021
AP - 29	Outstanding	967	HomeDecor	32123123121	11/16/2021	SvcLub			00166	2,250.00	2,250.00	12/1/2021
AP - 30	Outstanding	968	Koyal	2123123	11/16/2021	SvcDallas			00115	3,680.84	3,680.84	12/16/2021
AP - 28	Outstanding	950	HomeDecor	3212312	10/22/2021	SvcLub			00153	2,110.65	2,110.65	11/6/2021
Webinar - 1	Outstanding	944	Birthday	LongerInv...	10/4/2021					300.00	300.00	10/19/2021
AP - 31	Outstanding	951	Gables	2231231	1/31/2021	SvcLub			00173	2,000.00	2,000.00	2/10/2021
BA - 2	Outstanding	940	ACS	123	12/2/2020	Prod			00142	800.00	800.00	12/2/2020
APPR - 1	Outstanding	926	USTreas	1/6/2015	4/26/2016					202.10	202.10	4/26/2016
APPR - 2	Outstanding	927	USTreas	2015	4/26/2016					7.57	7.57	5/11/2016
APPR - 3	Outstanding	928	LACHild	1/6/2015	4/26/2016					62.76	62.76	4/26/2016
APPR - 4	Outstanding	929	NMChild	1/6/2015	4/26/2016					58.96	58.96	4/26/2016
APPR - 5	Outstanding	930	TXChild	1/6/2015	4/26/2016					78.56	78.56	4/26/2016
APPR - 6	Outstanding	931	TIWC	2015	4/26/2016					25.54	25.54	5/11/2016
pay - 341	Outstanding	904	Shérons	41510	12/27/2014					397.58	397.58	12/27/2014
pay - 335	Outstanding	903	Cake	002320	12/12/2014					250.00	250.00	12/12/2014
Utilities - 6	Outstanding	902	AtmosCorp	1468223	12/11/2014					169.58	169.58	12/21/2014
Utilities - 8	Outstanding	900	AtmosDallas	3000561	12/10/2014					208.74	208.74	12/10/2014
Utilities - 12	Outstanding	901	Reliant	026789	12/10/2014					254.13	254.13	12/25/2014
Utilities - 13	Outstanding	939	AtmosDallas	300056111	12/10/2014					208.74	208.74	12/10/2014



# Display Options

View and Form



# View Options: Hybrid of other Features

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## Filters

- Allows you to limit to specific data.

## Column Settings

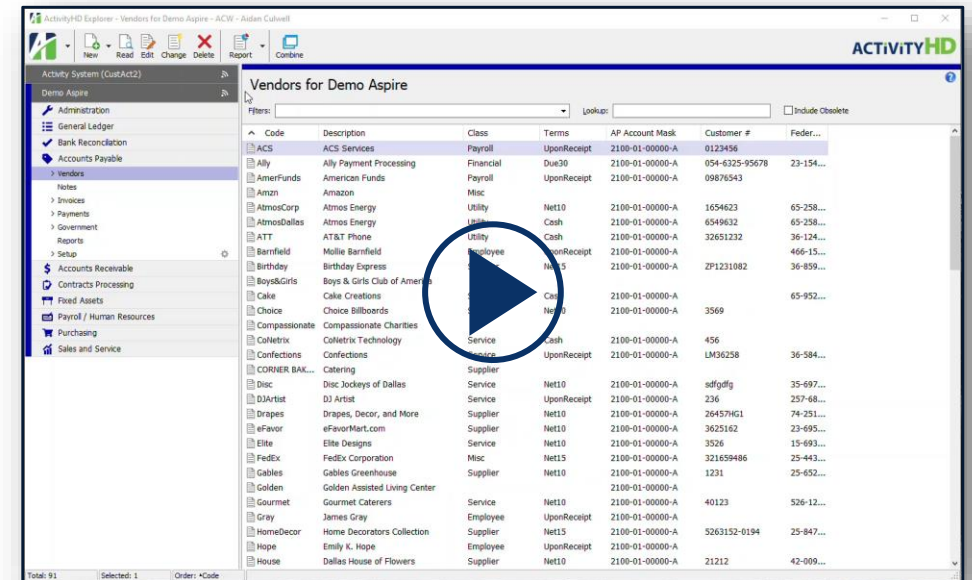
- Set the columns for a specific task or review.

## Saved Answers

- Remember filters and columns with an answer to use next time.

# View Options

- Enable under View in file menu
- Creates new “Personal” saved answer with your previously saved settings
- Options can be shared among users for consistency



# Why use view options?

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- Many of us “wear multiple hats” in our organizations
- Data displayed in the HDView needs to change as rapidly as your job description
- Processing – use options for stepping transactions through processing
- Analysis – use options to collect the data and then perform a call to action



# Processing Examples



Invoice Entry



Limit to unmerged



Basic invoice information for proofing



Limit to outstanding



Remaining balances



View available discounts and terms

ActivityHD Explorer - AP Invoices for Demo Aspire - ACW - Aidan Culwell

Activity System (CustAct2)

Demo Aspire

- Administration
- General Ledger
- Bank Reconciliation
- Accounts Payable
  - Vendors
  - Notes
  - Invoices
  - Payments
  - Government
  - Reports
  - Setup
- Accounts Receivable
- Contracts Processing
- Fixed Assets
- Payroll / Human Resources
- Purchasing
- Sales and Service

AP Invoices for Demo Aspire

Options: Personal

Filters: Lookups:

Batch - #	Status	Merge #	Vendor	Invoice #	Dept	Approved	Date
Commit - 31	Committed	998	NQATV	00197-12	IT		8/1/2024
Commit - 44	Committed	1010	NQATV	00199-12	IT		8/1/2024
Comm - 3	New		ATT	00218-02	Mktg		7/31/2024
AP - 84	New		AmerFunds	TEST123	SvcLub		7/17/2024
LB - 3	New		AtmosCorp	1231231	Prod		7/17/2024
Commit - 69	Voided	1029	Amzn	00222-01	IT		7/10/2024
Commit - 67	New		Amzn	00221-01	IT		7/2/2024
Commit - 68	Voided	1028	Amzn	00222-01	IT		7/2/2024
Commit - 70	Committed	1030	Amzn	00222-01	IT		7/2/2024
Commit - 30	Committed	997	NQATV	00197-12	IT		7/1/2024
Commit - 43	Committed	1009	NQATV	00197-11	IT		7/1/2024
Comm - 2	New		ATT	00218-01	Mktg		6/30/2024
AP - 81	New		Confections	12345	Admin		6/19/2024
AP - 78	Paid	1015	Sanchez	INV123	Mktg		6/4/2024
AP - 79	New		Gables	GAB060424	Mktg		6/4/2024
AP - 80	New		Elite	INV123	Mktg		6/4/2024
APPO - 5	New		WFCredit	INV060424			6/4/2024
Commit - 29	Committed	996	NQATV	00197-10	IT		6/1/2024
Commit - 42	Committed	1008	NQATV	00199-10	IT		6/1/2024
Commit - 50	Voided	1013	Amzn	00209-01	IT		5/17/2024
Commit - 62	Committed	1022	Amzn	00219-04	IT		5/15/2024
Commit - 28	Committed	995	NQATV	00197-09	IT		5/1/2024
Commit - 41	Committed	1007	NQATV	00199-09	IT		5/1/2024
Commit - 65	Voided	1027	Amzn	00219-05	IT		5/1/2024
AP - 82	Voided	1023	Amzn	INV123	IT		4/30/2024
AP - 83	Voided	1025	Amzn	INV123			4/30/2024
Commit - 63	Voided	1024	Amzn	00219-03	IT		4/30/2024
AP - 76	Outstanding	985	LuhHigh	LHS-04232024	Mktg		4/23/2024

Total: 1,092 | Selected: 1 | Order: \*Date

AccountingWare

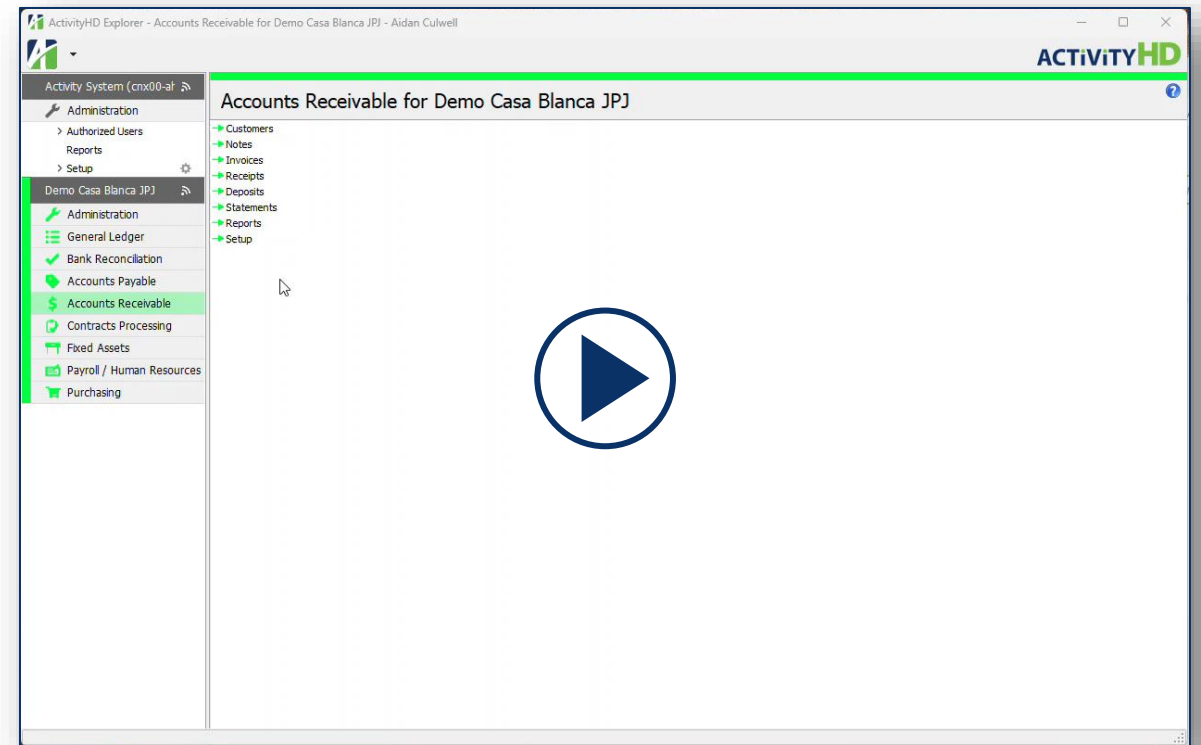
# Analysis Examples

## Customer Past Dues

- Past due balance
- Each of the aging category totals (over 30, 60, etc.)
- Open invoice count

## Customer Collection List

- Address information
- Contact name, title, and phone number
- Past due balance





# Form Options

- Available in Purchase Orders, A/R Receipts, A/R and A/P Invoices, and the JE forms
- Customize your forms
- Saves you time on your processes by making selections for you

The screenshot displays the 'New AR Invoice' form in AccountingWare. The title bar reads 'New AR Invoice for Demo Casa Blanca JP - Aidan Culwell'. The form is titled 'AR Invoice for Demo Casa Blanca JP'. It includes fields for 'Batch' (AR), 'Customer' (Weston), 'Date' (7/28/2024), 'Amount' (0.00), 'Entry #', 'Invoice #', and 'Balance' (0.00). The 'Source' is set to 'Manual' with a 'Print Invoice' checkbox. The 'Type' is 'CashInv'. The 'Location' is 'Main', with address details for Weston Enterprises in Lubbock, TX. The 'Salesperson' is 'Mills'. The 'Sales Tax' section shows 'Destination' as 'U.TX.LUB.LUBB' and 'Category' as 'Tax'. The 'General Ledger' section shows 'A/R Account' as '1200-0-000-001-A' and 'GL Date' as '7/28/2024'. The 'Payment Terms' section shows 'Due' as '8/27/2024' and 'Finance' as 'EOMD'. A table at the bottom shows 'Detail Totals' and 'Initial Payment(s)' with columns for 'Line', 'ARCode', 'Description', 'Amount', 'Tax Category', 'Taxable?', 'Sales Account', 'Sales Account Description', 'Project', 'Type', 'Employee', and 'Memo'. A blue play button icon is overlaid on the form.

Line	ARCode	Description	Amount	Tax Category	Taxable?	Sales Account	Sales Account Description	Project	Type	Employee	Memo
Detail Totals:											

Line	Receipt Dat	Deposit Type	Receipt Type	Reference	Payment	Description	Receipt
Initial Payment Totals:							

**SUBMIT YOUR  
QUESTIONS!**



# Next Session

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## General Ledger: Controller Workshop

Thursday, August 8  
11:00 (CT)

Lori Bogart & Sarah Brewster

### 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



*Remember to complete the survey!*

THANKS FOR JOINING

# Back to Basics

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Zach Montandon & Aidan Culwell

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