



PRESENTED BY:

**AW** AccountingWare.

WELCOME TO

# Do More With Less: Publishing Financial Designs

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Sarah Brewster  
Implementation Specialist



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# SESSION INFO



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## RESOURCES

The slides and a recording will be sent via email.



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

## ABOUT THE PRESENTER



**Sarah Brewster**  
Implementation Specialist

- ★ 6 years with AccountingWare
- ★ Training, customer support, and consulting for ActivReporter and ActivityHD
- ★ Building strategies to increase user success
- ★ Loves: 🎮 video games, 🛼 roller skating, 🐱 cats!

[LinkedIn.com/in/SarahBrewster](https://www.linkedin.com/in/SarahBrewster)

WELCOME TO

# Do More With Less: Publishing Financial Designs

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Sarah Brewster  
Implementation Specialist



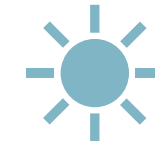
# Agenda – Do More With Less: Publishing Financial Designs



Period  
Expressions



As Of Date



Iteration  
*Iteration Limits*  
*Consolidation Options*  
*Combine Iterations*



Saved Answers



**Cookie cutters** are to  
**Cookies**  
as  
**Financial Designs** are to  
**???**



**Cookie cutters** give shape  
to **Cookies**

**Financial Designs** give  
shape to  
**???**

**Cookie cutters** give shape  
to **Cookies**

**Financial Designs** give  
shape to  
**Financial Statements**

# Creating a Financial Statement

---

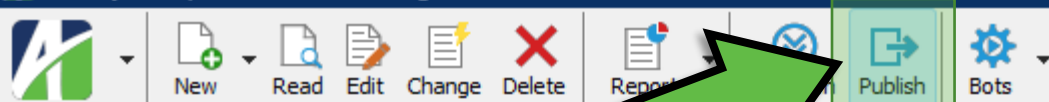
Rows:  
By Rollup, Account,  
Main segment

Columns:  
Financial  
Design Layout

Format

Publish





- Activity System (cnx00-ahd1)
- Demo Casa Blanca
- Demo Casa Blanca BA
- Demo Casa Blanca IA2020 SEB
- Administration
- General Ledger
- Chart of Accounts
- Journal Entries

- Financial Designs
- Financial Views
- Accounts Payable
- Accounts Receivable
- Contracts Processed
- Fixed Assets
- Payroll / Human Resources
- Purchasing
- Demo Casa Blanca
- Demo Casa Blanca
- Demo Casa Blanca
- Demo Casa Blanca
- Demo Casa Blanca

- Open
- New
- Select and New Copy
- Select and Read
- Select and Edit
- Select and Change...
- Select and Report...
- Drilldown Explorer...
- Select and Publish Financials...
- Bots
- Select and Export...
- Import...
- Custom Fields
- Maintain Filters
- Properties

- New Ctrl+N
- New Copy Shift+Ctrl+N
- Read Ctrl+R
- Edit Ctrl+E
- Rename
- Change...
- Delete
- Obsolete
- Report...
- Publish Financials...
- Bots...
- Export...
- Import...
- Copy to Clipboard
- Copy to Excel Shift+Ctrl
- Select All Ctrl+A
- Zoom In Ctrl+Num +
- Zoom Out Ctrl+Num -
- Options...
- Refresh F5
- Developer Tool... Ctrl+F12

## Financial Designs for Demo Casa Blanca IA2020 SEB

Options: Personal

Filters:

Name

- Financial Statements
- Income Statement

Financial Design - "Financial Statements" for Demo Casa Blanca IA2020 SEB - Sarah Brewster

New Read Save Report Previous Next Publish

### Financial Design for Demo Casa Blanca IA2020 SEB

Name: Financial Statements

Workbook (Edit)

Financial Design Versions Other Developer

Edit Hint: Generate and Publish the Financial Statement for this Financial Design

Publish Financial Statements for Demo Casa Blanca IA2020 SEB - Sarah Brewster

Steps  
Specify Options  
Publish

Answers: Defaults

Options Accounts Attributes

Current Period

Calendar: [Dropdown]

Expression: [Dropdown] ?

Year: [Dropdown]

Period: [Dropdown]

As of: [Dropdown]

Iteration: [Dropdown]

Limits: [Dropdown]

Options: [Dropdown]

☐ Combine iterations into multisheet workbook

Currency Unit: [Dropdown]

☐ Include Unmerged Entries not on Hold Row Level: [Dropdown] Column Level: [Dropdown]

Output To:  
☒ Printer  
☐ File

File Format: Excel Workbook (\*.xlsx)

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

<< Back Next >> Finish Cancel

1. Period Expressions

2. As Of Date

3. Iteration

*Iteration Limits*

*Consolidation Options*

*Combine Iterations*

4. Saved Answers

# Period Expressions



Publish Financial Statements for Demo Casa Blanca IA2020 SEB - Sarah Brewster

Steps  
Specify Options  
Publish

Answers: Defaults

Options Accounts Attributes

Current Period

Calendar: [Dropdown]

Expression: [Dropdown] ?

Year: [Dropdown]

Period: [Dropdown]

As of: [Date Picker]

Iteration: [Dropdown]

Limits: [Dropdown]

Options: [Dropdown]

☐ Combine iterations into multisheet workbook

Currency Unit: [Dropdown]

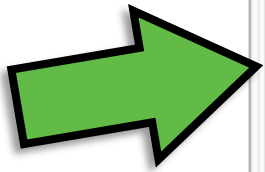
☐ Include Unmerged Entries not on Hold Row Level: [Dropdown] Column Level: [Dropdown]

Output To:  
☒ Printer  
☐ File

File Format: Excel Workbook (\*.xlsx)

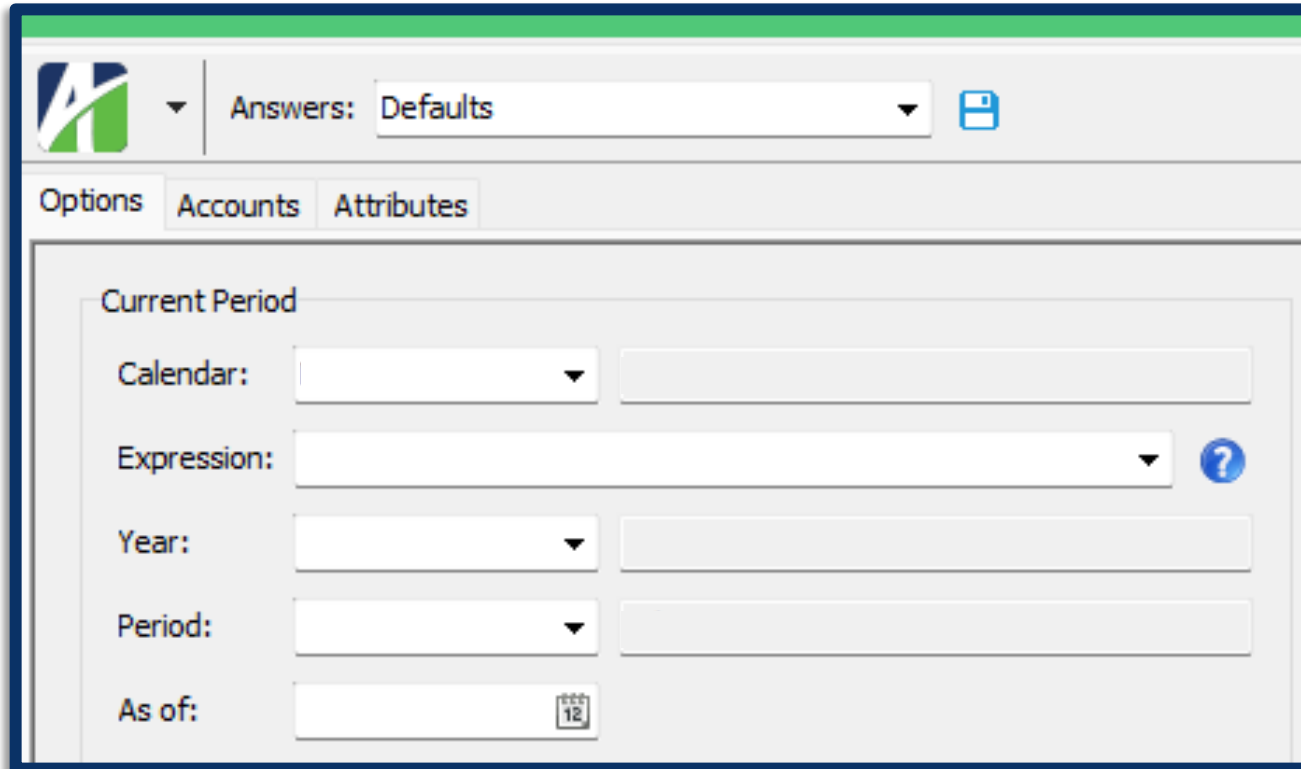
Directory: C:\Users\sbrewster.conetrix\Documents

<< Back Next >> Finish Cancel



## Period Expressions

Use keywords to automatically set the reporting period based on today's date



The screenshot shows a software window with a green header bar. On the left is a logo with a stylized 'A' in blue and green. To the right of the logo is a dropdown menu labeled 'Answers:' with 'Defaults' selected. A blue save icon is to the right of the dropdown. Below this is a tabbed interface with three tabs: 'Options' (selected), 'Accounts', and 'Attributes'. The main content area is titled 'Current Period' and contains five rows of input fields:

- Calendar:** A dropdown menu followed by a text input field.
- Expression:** A dropdown menu followed by a text input field. A blue question mark icon is to the right of the dropdown.
- Year:** A dropdown menu followed by a text input field.
- Period:** A dropdown menu followed by a text input field.
- As of:** A text input field followed by a small calendar icon showing the number 12.

## Period Expressions

Use keywords to automatically set the reporting period based on today's date



The screenshot shows the 'Current Period' configuration window in AccountingWare. A green arrow points to the 'Report Date' label in the top header. Another green arrow points to the 'Today's Date' option in the 'Expression' dropdown menu. The 'Expression' dropdown is open, showing 'Current', 'Current - 1 period', and 'Current - 1 year'. The 'As of' field at the bottom right has a calendar icon.

Report Date

Today's Date

## Period Expressions

Use keywords to automatically set the reporting period based on today's date

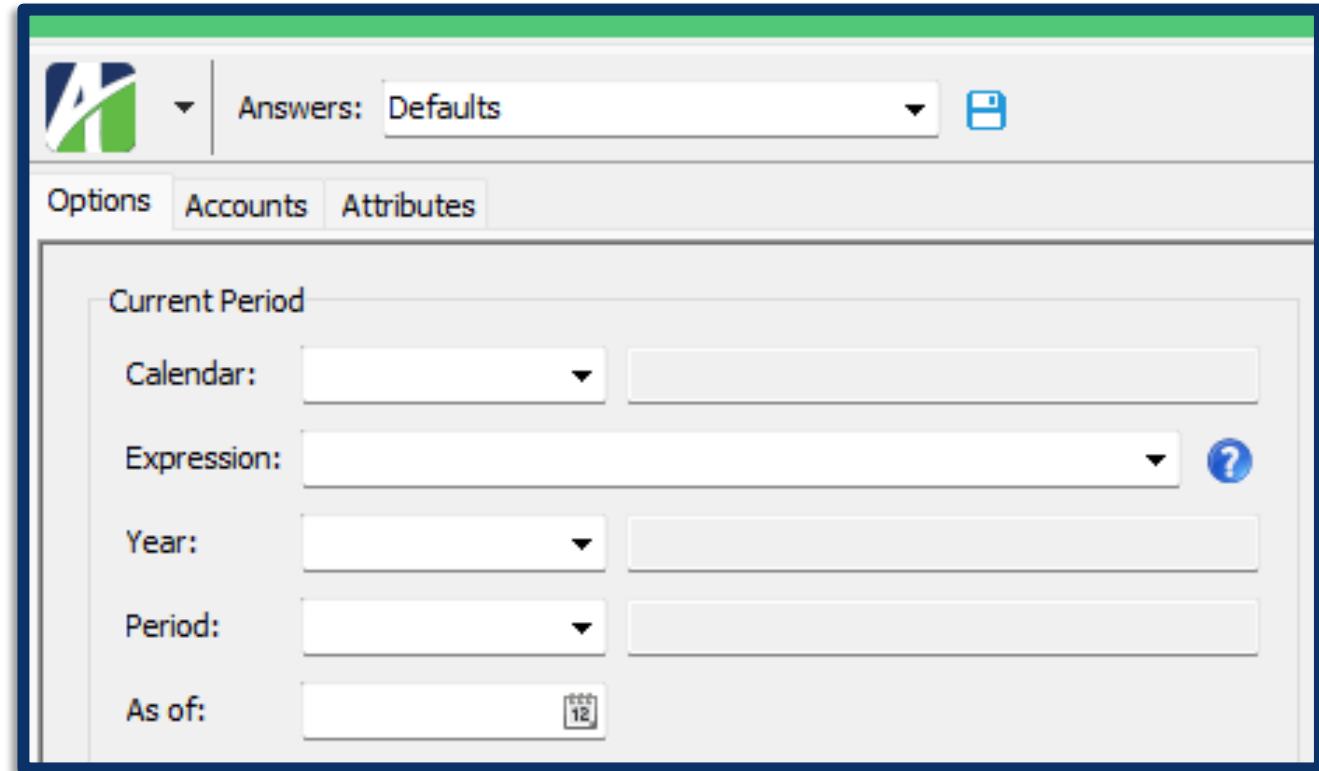
# Period Expressions

Current =

Today's date: 07/31/2024

Calendar:

Current =



The screenshot shows the 'Current Period' configuration window in AccountingWare. At the top, there is a logo on the left, a dropdown menu set to 'Answers: Defaults', and a save icon. Below this is a tabbed interface with 'Options', 'Accounts', and 'Attributes' tabs, where 'Options' is selected. The main area is titled 'Current Period' and contains several input fields: 'Calendar:' with a dropdown and a text box; 'Expression:' with a dropdown and a help icon; 'Year:' with a dropdown and a text box; 'Period:' with a dropdown and a text box; and 'As of:' with a date input field showing '12' in a calendar icon.

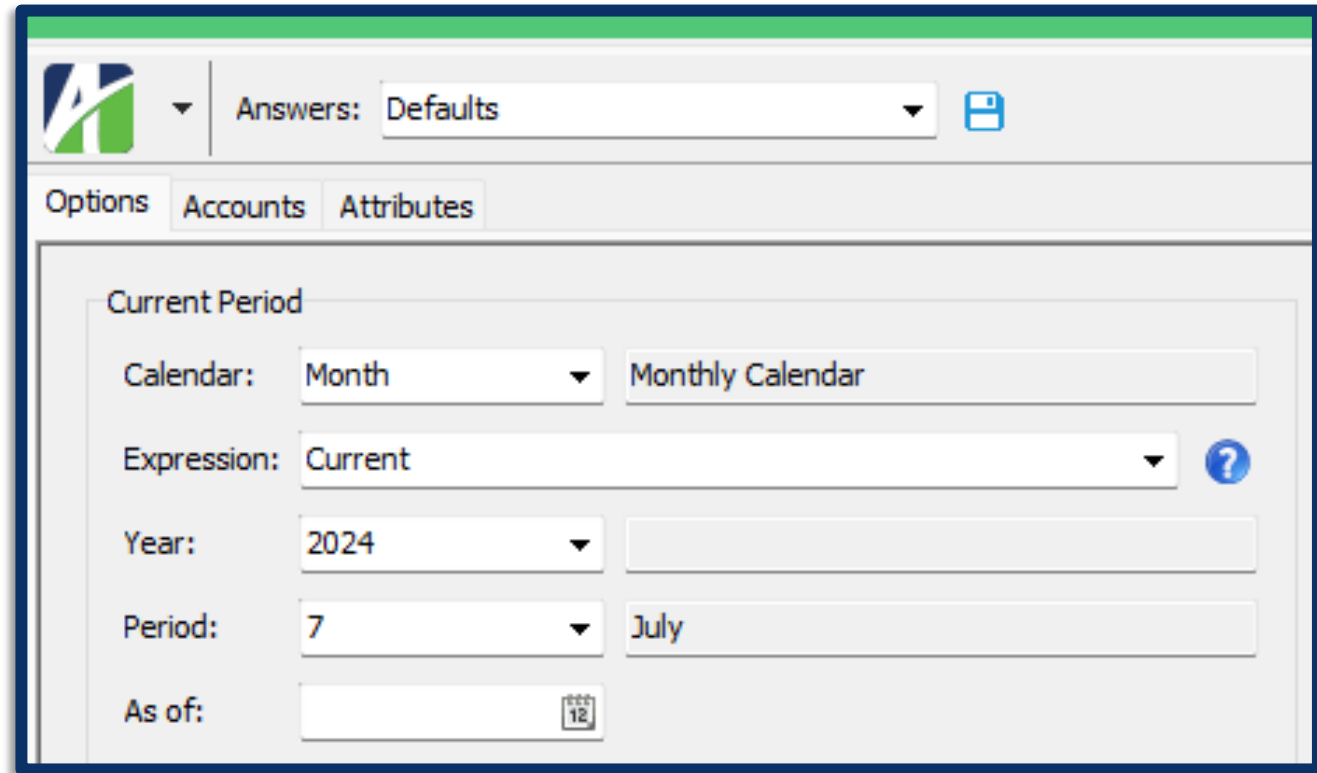
# Period Expressions

**Current** = **this month**, this week, this quarter

Today's date: 07/31/2024

Calendar: Monthly

**Current** = **July 2024**



The screenshot shows the 'Current Period' configuration window in AccountingWare. At the top, there is a logo on the left, a dropdown menu set to 'Answers: Defaults', and a save icon. Below this are three tabs: 'Options' (selected), 'Accounts', and 'Attributes'. The main section is titled 'Current Period' and contains several input fields: 'Calendar:' is set to 'Month' with a dropdown arrow, and a text field next to it contains 'Monthly Calendar'; 'Expression:' is set to 'Current' with a dropdown arrow and a blue question mark icon; 'Year:' is set to '2024' with a dropdown arrow, and an empty text field is next to it; 'Period:' is set to '7' with a dropdown arrow, and a text field next to it contains 'July'; 'As of:' has an empty text field followed by a calendar icon showing the number '12'.

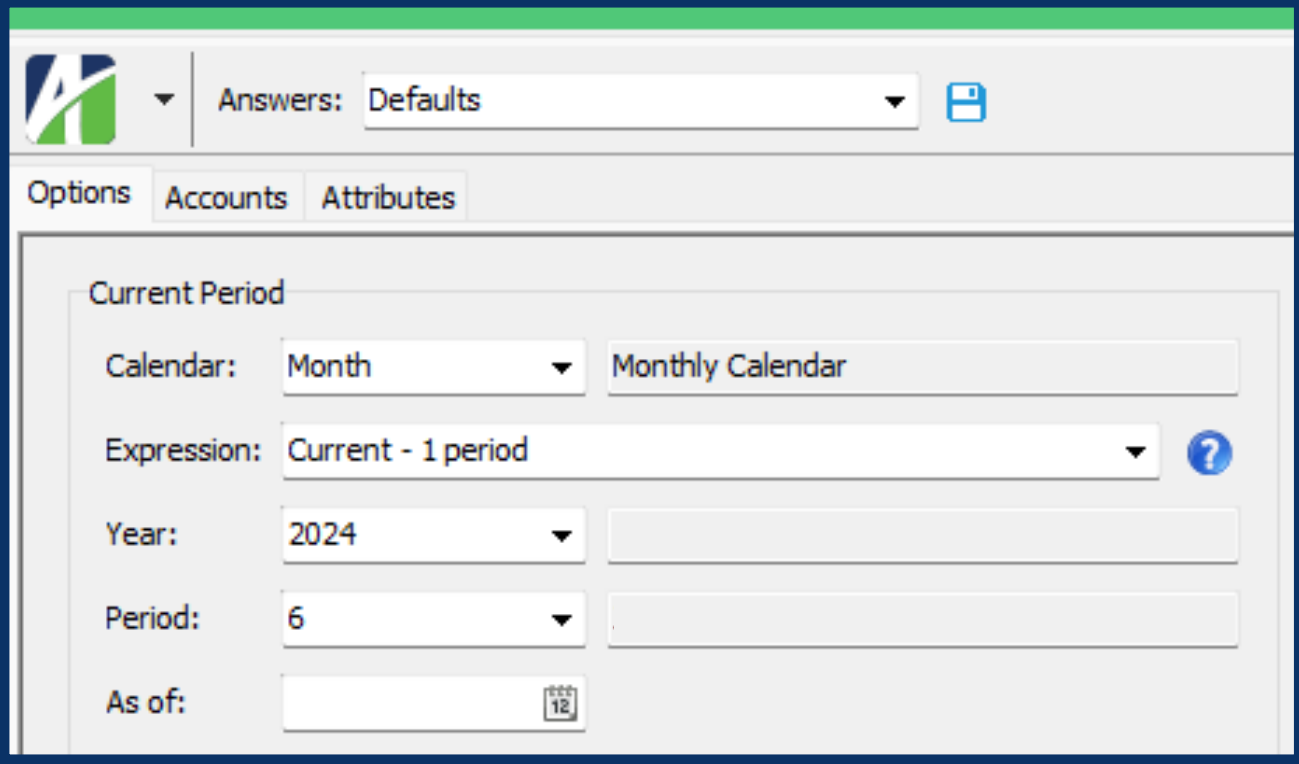
# Period Expressions

Current - 1 period =  
**previous month**, previous  
week, previous quarter

Today's date: 07/31/2024

Calendar: Monthly

Current – 1 period =  
June 2024



The screenshot shows the 'Current Period' configuration window in AccountingWare. At the top, there is a logo on the left, a dropdown menu for 'Answers' set to 'Defaults', and a save icon. Below this are three tabs: 'Options', 'Accounts', and 'Attributes', with 'Options' being the active tab. The main section is titled 'Current Period' and contains several fields: 'Calendar' is set to 'Month' with a dropdown arrow, and a text field next to it says 'Monthly Calendar'; 'Expression' is set to 'Current - 1 period' with a dropdown arrow and a help icon (question mark in a blue circle); 'Year' is set to '2024' with a dropdown arrow; 'Period' is set to '6' with a dropdown arrow; and 'As of' is an empty text field with a calendar icon showing the number 12.

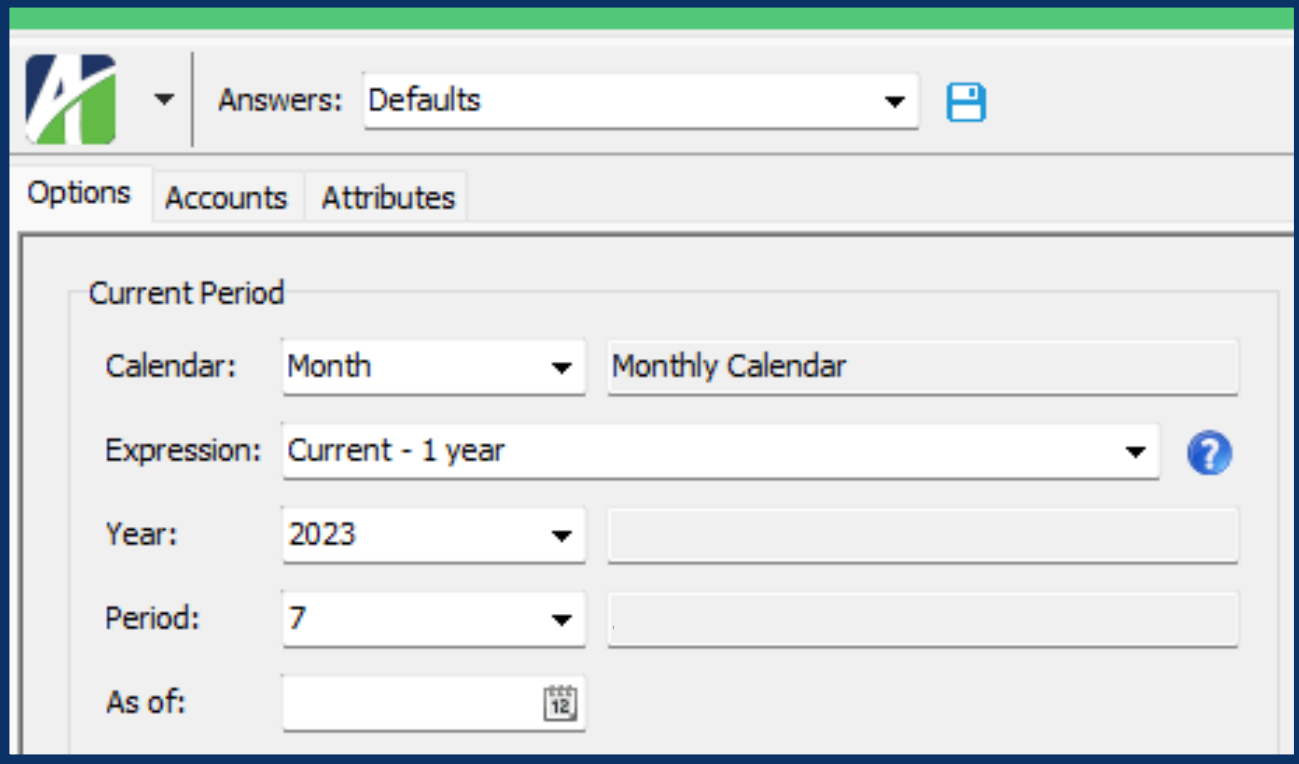
## Period Expressions

**Current - 1 year =**  
**this month last year, this**  
**week last year, this quarter**  
**last year**

**Today's date: 07/31/2024**

**Calendar: Monthly**

**Current – 1 year =**  
**July 2023**



The screenshot shows the AccountingWare software interface. At the top, there is a logo on the left and a dropdown menu labeled 'Answers:' with 'Defaults' selected. Below this is a tabbed interface with 'Options', 'Accounts', and 'Attributes' tabs. The 'Options' tab is active, and within it, the 'Current Period' section is expanded. This section contains several input fields: 'Calendar:' is set to 'Month' with a dropdown arrow, and 'Monthly Calendar' is displayed in a text box; 'Expression:' is set to 'Current - 1 year' with a dropdown arrow and a help icon; 'Year:' is set to '2023' with a dropdown arrow; 'Period:' is set to '7' with a dropdown arrow; and 'As of:' is an empty text box with a calendar icon.

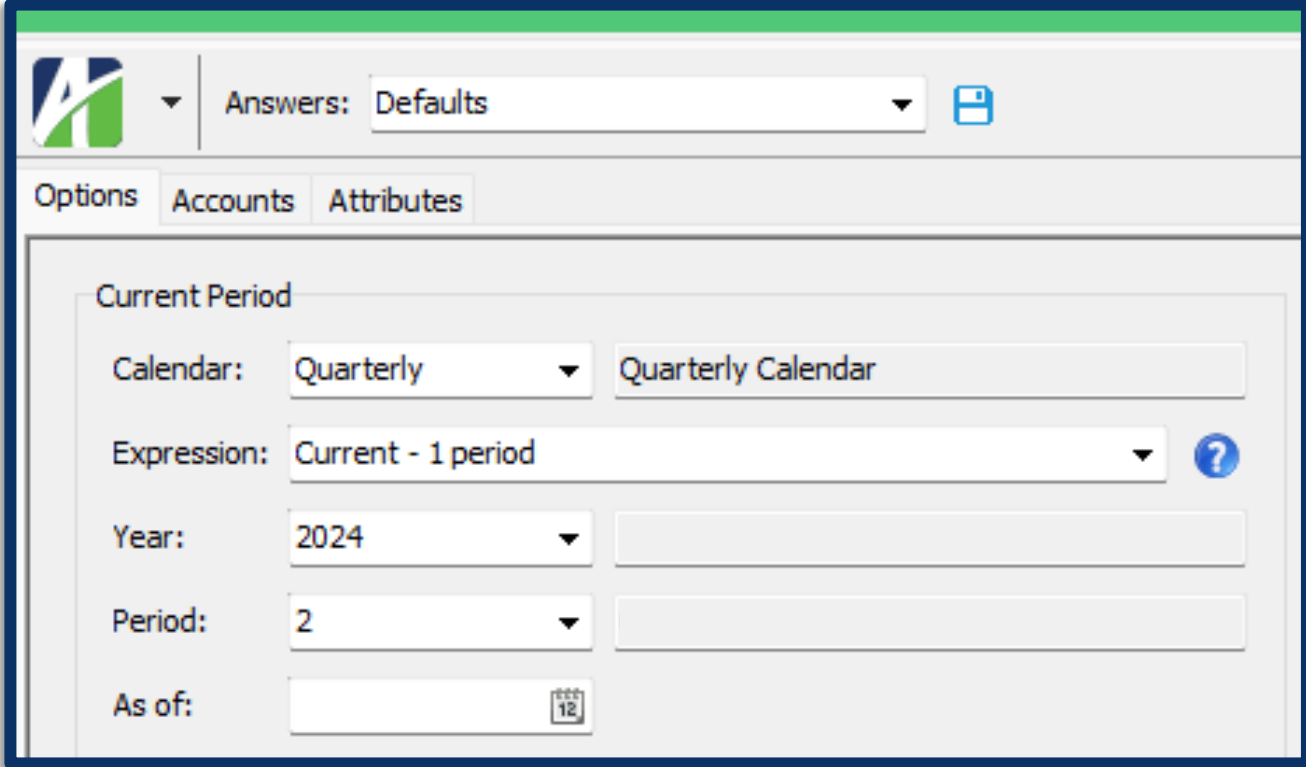
# Period Expressions

**Current - 1 period =**  
previous month, previous  
week, **previous quarter**

**Today's date:** 07/31/2024

**Calendar:** Quarterly

**Current – 1 year =**  
**Quarter 2 of 2024**



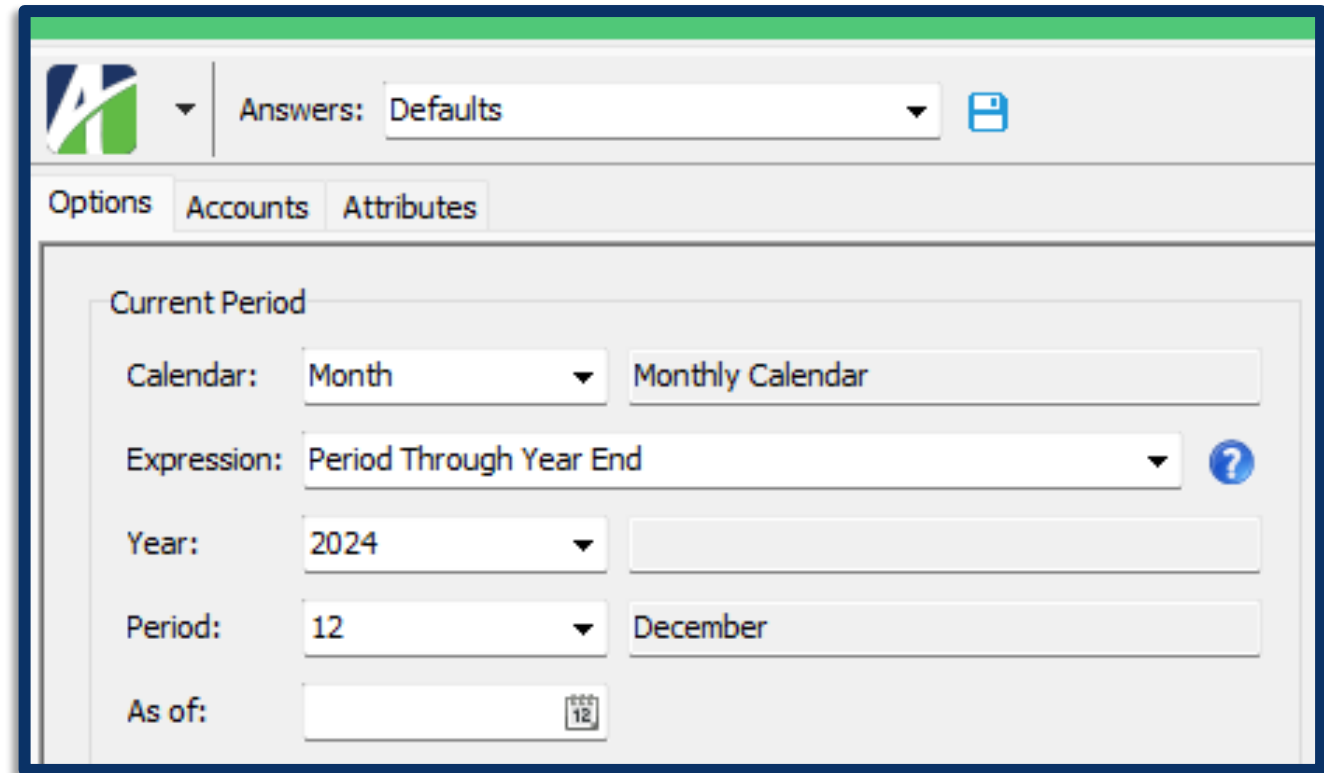
The screenshot shows the AccountingWare software interface. At the top, there is a logo on the left and a dropdown menu labeled 'Answers:' with 'Defaults' selected. Below this is a tabbed interface with 'Options', 'Accounts', and 'Attributes' tabs. The 'Options' tab is active, and within it, the 'Current Period' section is expanded. This section contains several fields: 'Calendar:' is set to 'Quarterly' with a dropdown arrow, and a text box next to it says 'Quarterly Calendar'; 'Expression:' is set to 'Current - 1 period' with a dropdown arrow and a blue question mark icon; 'Year:' is set to '2024' with a dropdown arrow; 'Period:' is set to '2' with a dropdown arrow; and 'As of:' is an empty text box with a calendar icon showing the number 12.

Need more than those 3 options?

Write your own!

For Example:

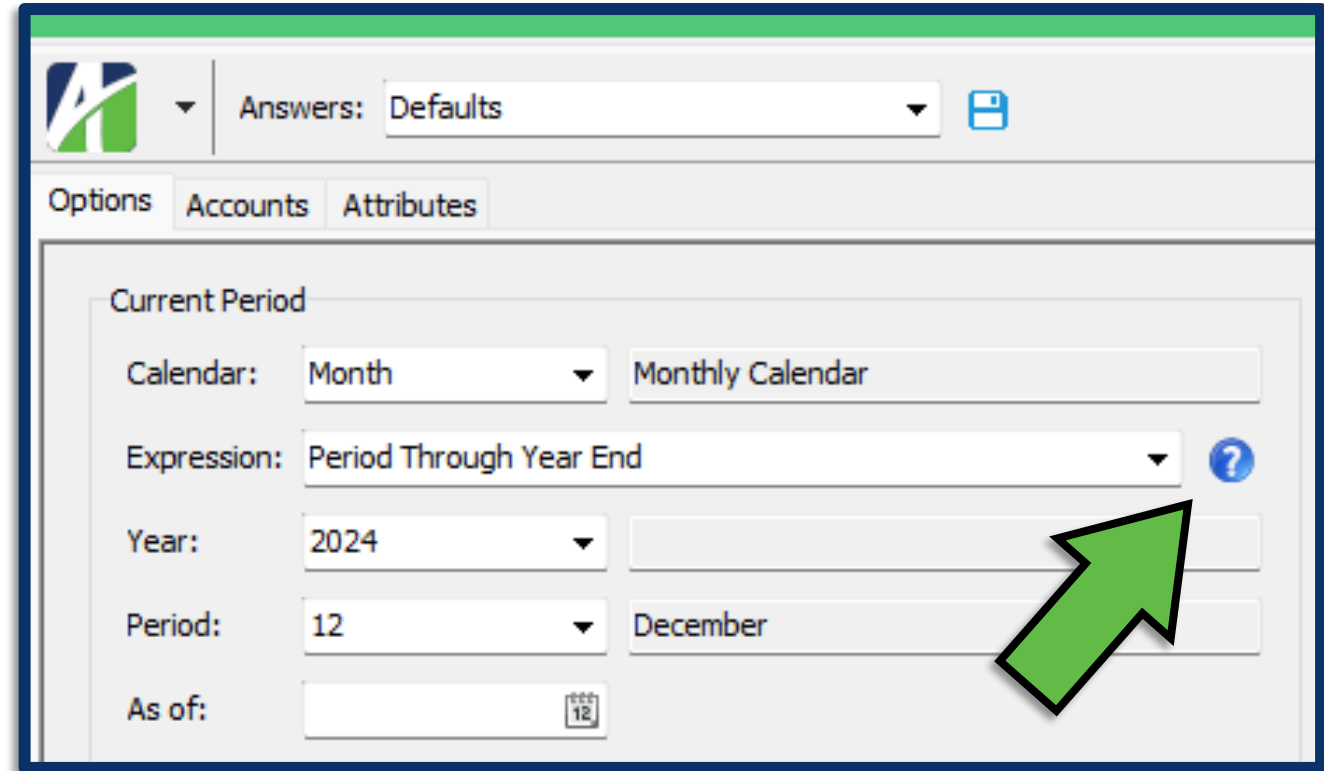
- Current – 2 periods
- Period Through Year End
- Period Through Current of Quarterly



The screenshot shows the 'Current Period' configuration window in AccountingWare. At the top, there is a logo and a dropdown menu for 'Answers' set to 'Defaults'. Below this are three tabs: 'Options', 'Accounts', and 'Attributes'. The 'Options' tab is active, showing the 'Current Period' section. This section contains several fields: 'Calendar' is set to 'Month' with a dropdown arrow, and a text field next to it says 'Monthly Calendar'; 'Expression' is set to 'Period Through Year End' with a dropdown arrow and a blue question mark icon; 'Year' is set to '2024' with a dropdown arrow; 'Period' is set to '12' with a dropdown arrow, and a text field next to it says 'December'; and 'As of' is an empty text field with a calendar icon.

Need help with the  
syntax (keywords)?

Click the question mark  
button or push F1 to  
open the help text!



The screenshot shows the AccountingWare software interface. At the top, there is a logo and a dropdown menu labeled 'Answers: Defaults' with a save icon. Below this are tabs for 'Options', 'Accounts', and 'Attributes'. The 'Options' tab is selected, and the 'Current Period' section is visible. It contains several fields: 'Calendar:' with a dropdown set to 'Month' and a text field 'Monthly Calendar'; 'Expression:' with a dropdown set to 'Period Through Year End' and a blue question mark icon to its right; 'Year:' with a dropdown set to '2024' and an empty text field; 'Period:' with a dropdown set to '12' and a text field 'December'; and 'As of:' with an empty text field and a calendar icon. A large green arrow points to the question mark icon next to the 'Expression' dropdown.



ChatGPT

Period expressions

+

←

→

↻

🔒

🔗

📄

https://accountingware.com/help/Content/Reference/Period-expressions.htm?cshid=100051

☆

📁

☰

**ACTiViTY**HD<sup>®</sup>

What can I help you find?

🔍

ActivityHD Online Help

Release Notes

Package options

ActivityHD System

Administration

Common Features

General Ledger

Bank Reconciliation

Accounts Payable

Accounts Receivable

Contracts Processing

You are here: [Reference](#) > Period expressions

☰

✎

🖨

## Period expressions

A *period expression* describes an accounting period relative to the current period of a calendar.

The most common period expression is "CURRENT" or its equivalent of an empty string "".

Period expressions consist of keywords, numeric constants, string constants, and/or codes strung together using appropriate syntax.

NOTE

To help you interpret the syntax models that follow, keep these things in mind:

Brackets "[ ]" indicate that the item enclosed is optional.

A vertical pipe "|" indicates "or".

NUMBER represents a numerical constant; it is interpreted as an Excel date number.

STRING represents a string constant; it is interpreted as a date in SQL Server constant date format.

There are two basic types of period expressions:

- **Current.** This type of period expression has the following general syntax:

[CURRENT] [PERIOD] [[+/-] NUMBER] [PERIOD | PERIODS | YEAR | YEARS]

EXAMPLES

CURRENT

CURRENT PERIOD

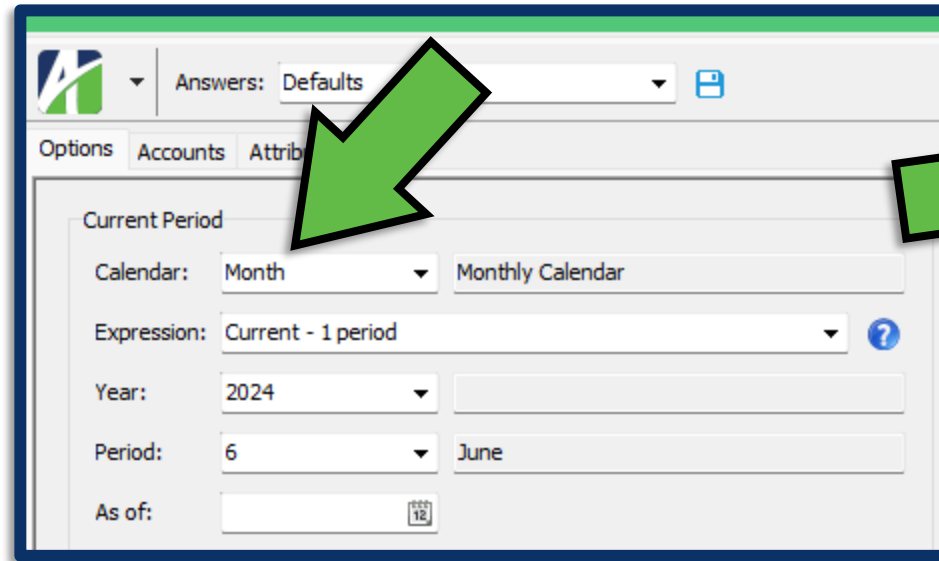
CURRENT - 1

PERIOD 1

CURRENT - 1 YEAR

## Best Practice Tip!

The same Financial Design can produce reports showing **month** to date, **quarter** to date, **year** to date, and so on! You do not need separate Financial Designs to report on different periods of time, just **separate calendars that define those different periods**.



Answers: Defaults

Options Accounts Attributes

Current Period

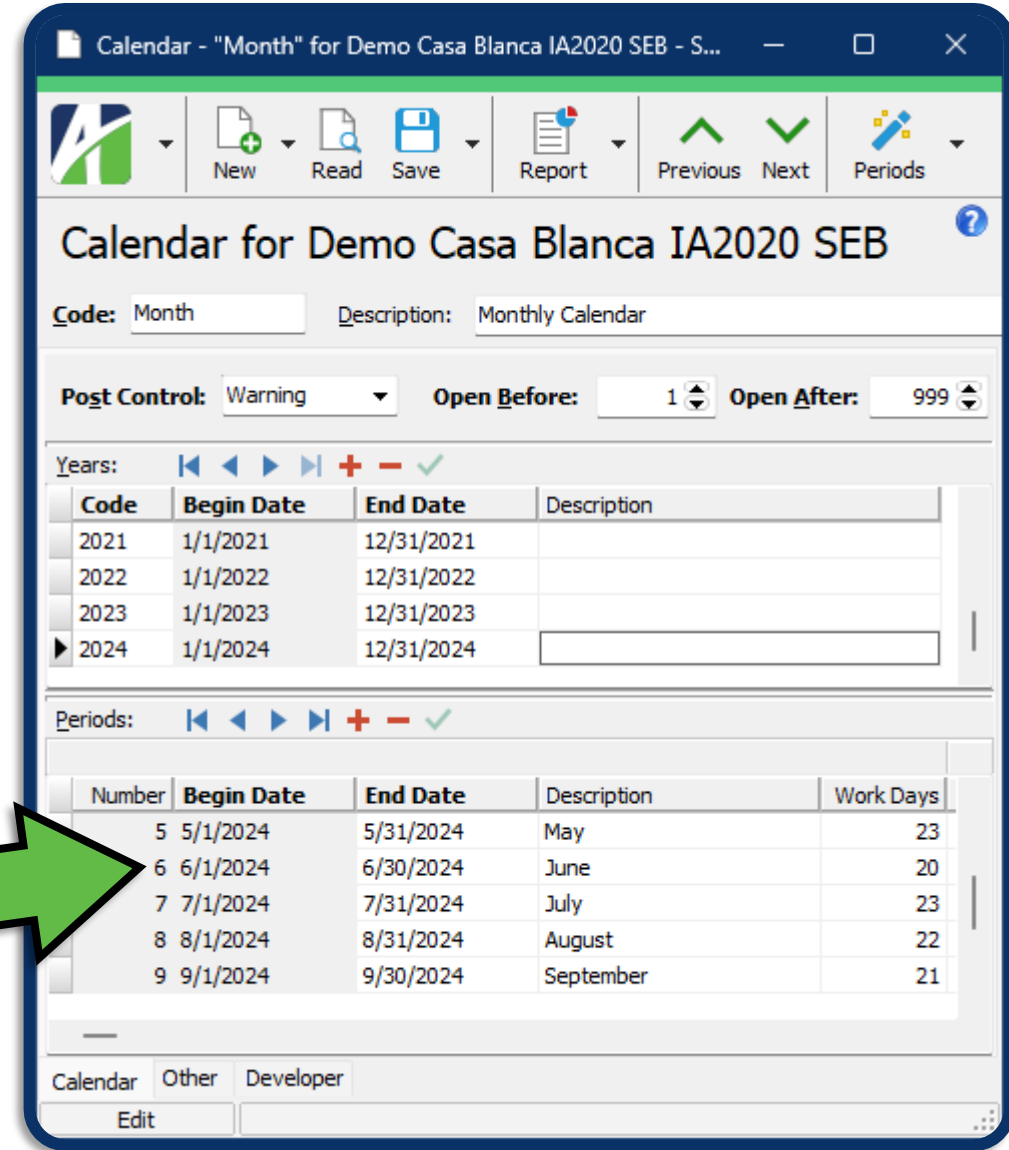
Calendar: Month Monthly Calendar

Expression: Current - 1 period

Year: 2024

Period: 6 June

As of: [Calendar Icon]



Calendar - "Month" for Demo Casa Blanca IA2020 SEB - S...

Calendar for Demo Casa Blanca IA2020 SEB

Code: Month Description: Monthly Calendar

Post Control: Warning Open Before: 1 Open After: 999

Years:

Code	Begin Date	End Date	Description
2021	1/1/2021	12/31/2021	
2022	1/1/2022	12/31/2022	
2023	1/1/2023	12/31/2023	
2024	1/1/2024	12/31/2024	

Periods:

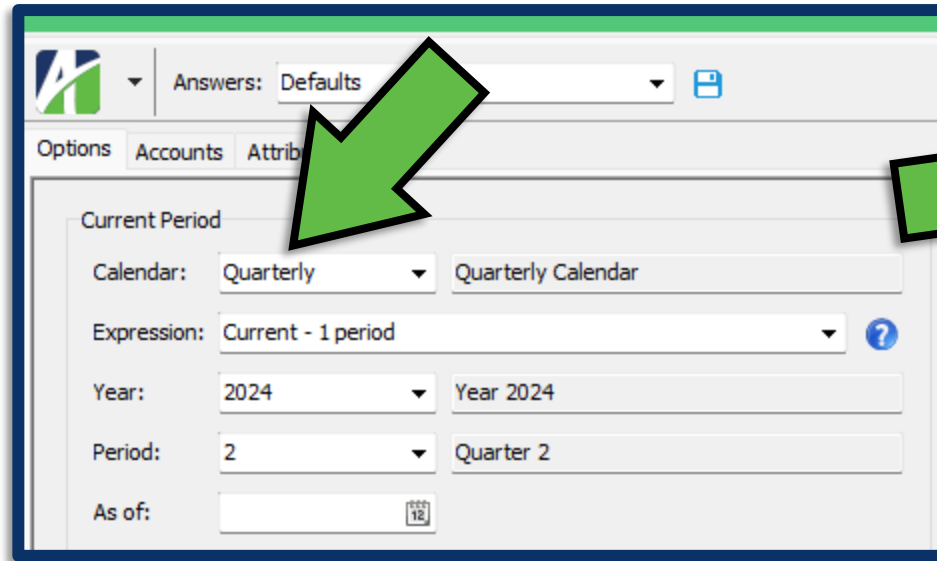
Number	Begin Date	End Date	Description	Work Days
5	5/1/2024	5/31/2024	May	23
6	6/1/2024	6/30/2024	June	20
7	7/1/2024	7/31/2024	July	23
8	8/1/2024	8/31/2024	August	22
9	9/1/2024	9/30/2024	September	21

Calendar Other Developer

Edit

## Best Practice Tip!

The same Financial Design can produce reports showing **month** to date, **quarter** to date, **year** to date, and so on! You do not need separate Financial Designs to report on different periods of time, just **separate calendars that define those different periods**.



Answers: Defaults

Options Accounts Attributes

Current Period

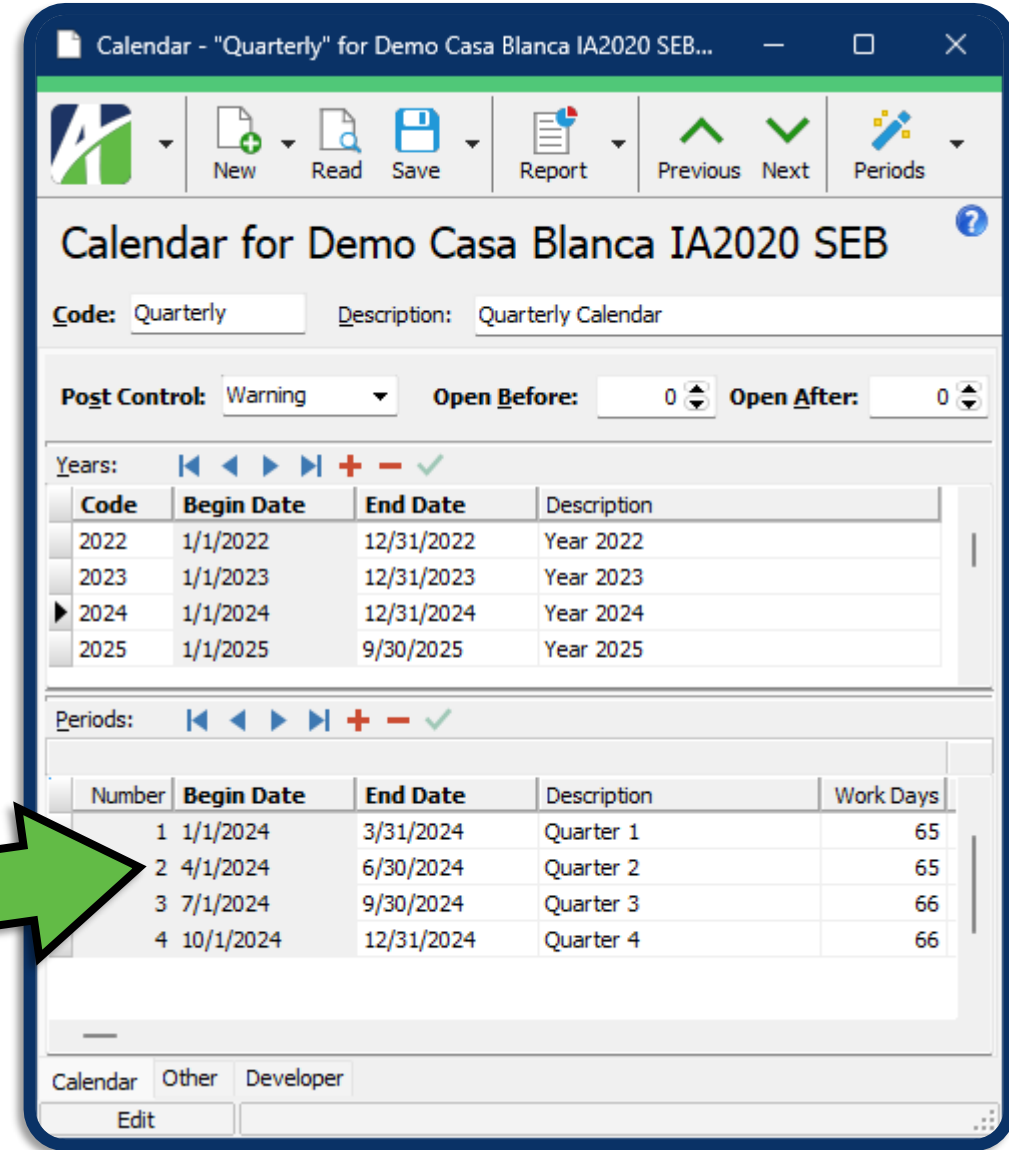
Calendar: Quarterly Quarterly Calendar

Expression: Current - 1 period

Year: 2024 Year 2024

Period: 2 Quarter 2

As of: [Calendar Icon]



Calendar - "Quarterly" for Demo Casa Blanca IA2020 SEB...

Calendar for Demo Casa Blanca IA2020 SEB

Code: Quarterly Description: Quarterly Calendar

Post Control: Warning Open Before: 0 Open After: 0

Years: [Navigation Icons]

Code	Begin Date	End Date	Description
2022	1/1/2022	12/31/2022	Year 2022
2023	1/1/2023	12/31/2023	Year 2023
2024	1/1/2024	12/31/2024	Year 2024
2025	1/1/2025	9/30/2025	Year 2025

Periods: [Navigation Icons]

Number	Begin Date	End Date	Description	Work Days
1	1/1/2024	3/31/2024	Quarter 1	65
2	4/1/2024	6/30/2024	Quarter 2	65
3	7/1/2024	9/30/2024	Quarter 3	66
4	10/1/2024	12/31/2024	Quarter 4	66

Calendar Other Developer

Edit

# Period Expressions are also in Financial Options when editing Financial Designs

Financial Options

Answers: Defaults

Options

Current Period

Calendar: Month Monthly Calendar

Expression: Current - 1 period

Year: 2024

Period: 6 June

As of:

Currency Unit:

☒ Use Live Data ☐ Include Unmerged Entries not on Hold

Iteration Limits

Type	Item(s)

OK Cancel



# As Of Date



Publish Financial Statements for Demo Casa Blanca IA2020 SEB - Sarah Brewster

Steps  
Specify Options  
Publish

Answers: Defaults

Options Accounts Attributes

Current Period

Calendar:

Expression:  ?

Year:

Period:

As of:  12

Iteration:

Limits:

Options:

☐ Combine iterations into multisheet workbook

Currency Unit:

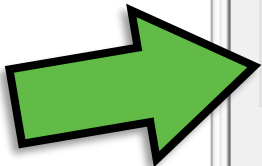
☐ Include Unmerged Entries not on Hold Row Level:  Column Level:

Output To:  
☒ Printer  
☐ File

File Format: Excel Workbook (\*.xlsx)

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

<< Back Next >> Finish Cancel



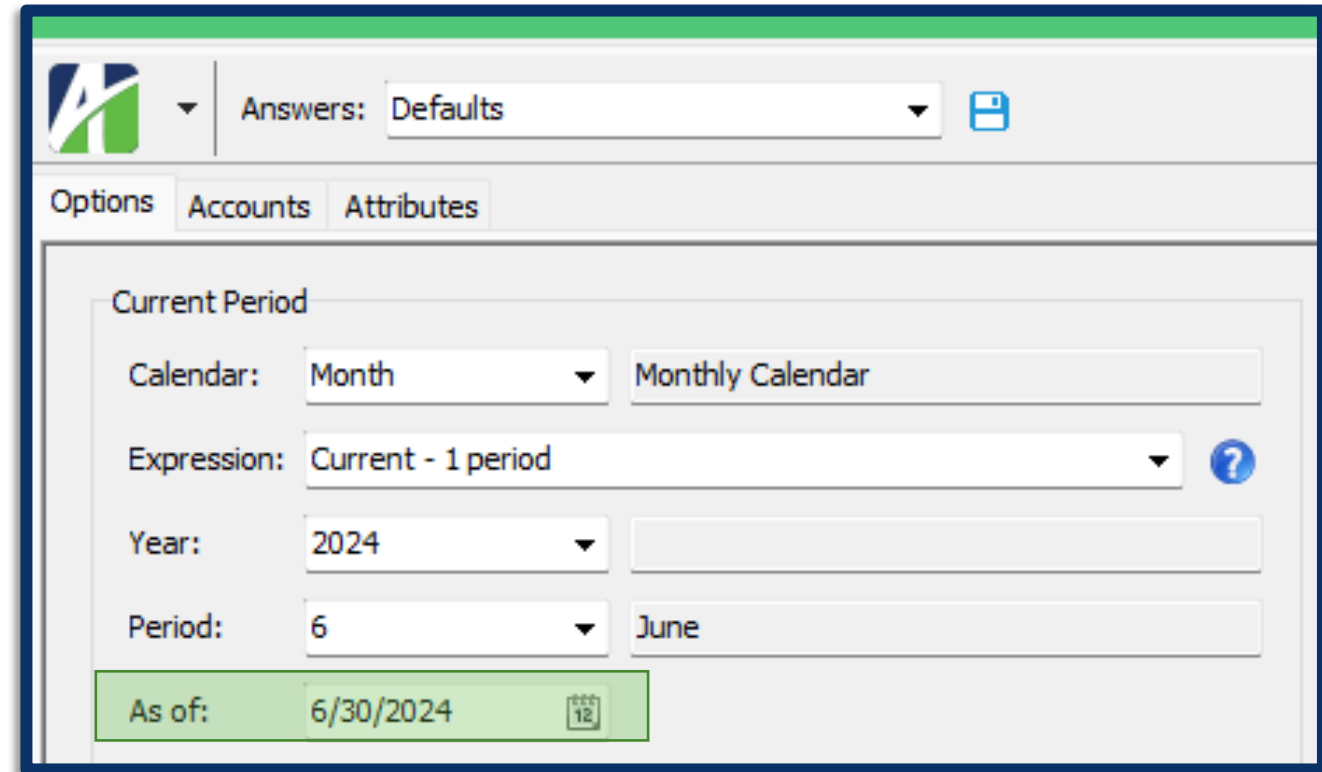
## As Of Date

Prevent transactions posted after this date to hide amounts posted in future periods or get partial periods

# As Of Date

## Current Period: June 2024

### As of: 06/30/2024



The screenshot shows the 'Current Period' configuration window in AccountingWare. At the top, there is a logo on the left, a dropdown menu set to 'Answers: Defaults', and a save icon. Below this is a tabbed interface with 'Options', 'Accounts', and 'Attributes'. The 'Options' tab is active, showing the 'Current Period' section. This section contains several fields: 'Calendar' is set to 'Month' with a 'Monthly Calendar' button; 'Expression' is set to 'Current - 1 period' with a help icon; 'Year' is set to '2024'; 'Period' is set to '6' with a 'June' button. At the bottom, the 'As of' date is set to '6/30/2024' with a calendar icon.

Answers: Defaults

Options Accounts Attributes

Current Period

Calendar: Month Monthly Calendar

Expression: Current - 1 period ?

Year: 2024

Period: 6 June

As of: 6/30/2024

AS OF DATE EXAMPLE: 12 MONTH INCOME STATEMENT

Bogart's Casa Blanca, Inc.														
Income Statement Comparative														
As of June 30, 2024														
Revenue		January	February	March	April	May	June	July	August	September	October	November	December	YTD
	Sales	\$ 75,899	\$ 54,695	\$ 69,094	\$ 74,064	\$ 73,824	\$ 67,335	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 414,912
	Cost of Goods Sold	(99,853)	(94,397)	(106,776)	(102,799)	(91,312)	(106,068)	-	-	-	-	-	-	(601,205)
	Gross Profit	(23,953)	(39,702)	(37,682)	(28,735)	(17,488)	(38,733)	-	-	-	-	-	-	(186,293)
Expenses														
Operating Expenses														
	Salary and Wage Expense	229,548	203,032	227,154	201,819	216,235	201,571	-	-	-	-	-	-	1,279,359
	Other Payroll Expenses	24,265	19,319	20,021	16,960	16,535	16,302	-	-	-	-	-	-	113,401
	Other General and Admin	9,011	9,206	9,799	11,696	9,985	7,937	-	-	-	-	-	-	57,635
	Total Operating Expenses	262,823	231,556	256,974	230,476	242,755	225,810	-	-	-	-	-	-	1,450,395
	Operating Income	(286,777)	(271,258)	(294,656)	(259,211)	(260,243)	(264,543)	-	-	-	-	-	-	(1,636,688)
Non Operating Expenses														
	Other Expenses	54	54	54	54	54	54	-	-	-	-	-	-	324
	Total Non Operating Expenses	54	54	54	54	54	54	-	-	-	-	-	-	324
	Net Income	\$ (286,831)	\$ (271,312)	\$ (294,710)	\$ (259,265)	\$ (260,297)	\$ (264,597)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,637,012)



Don't have a 12-month income statement? Use the Layout called  
Income Statement 12 Months with YTD!

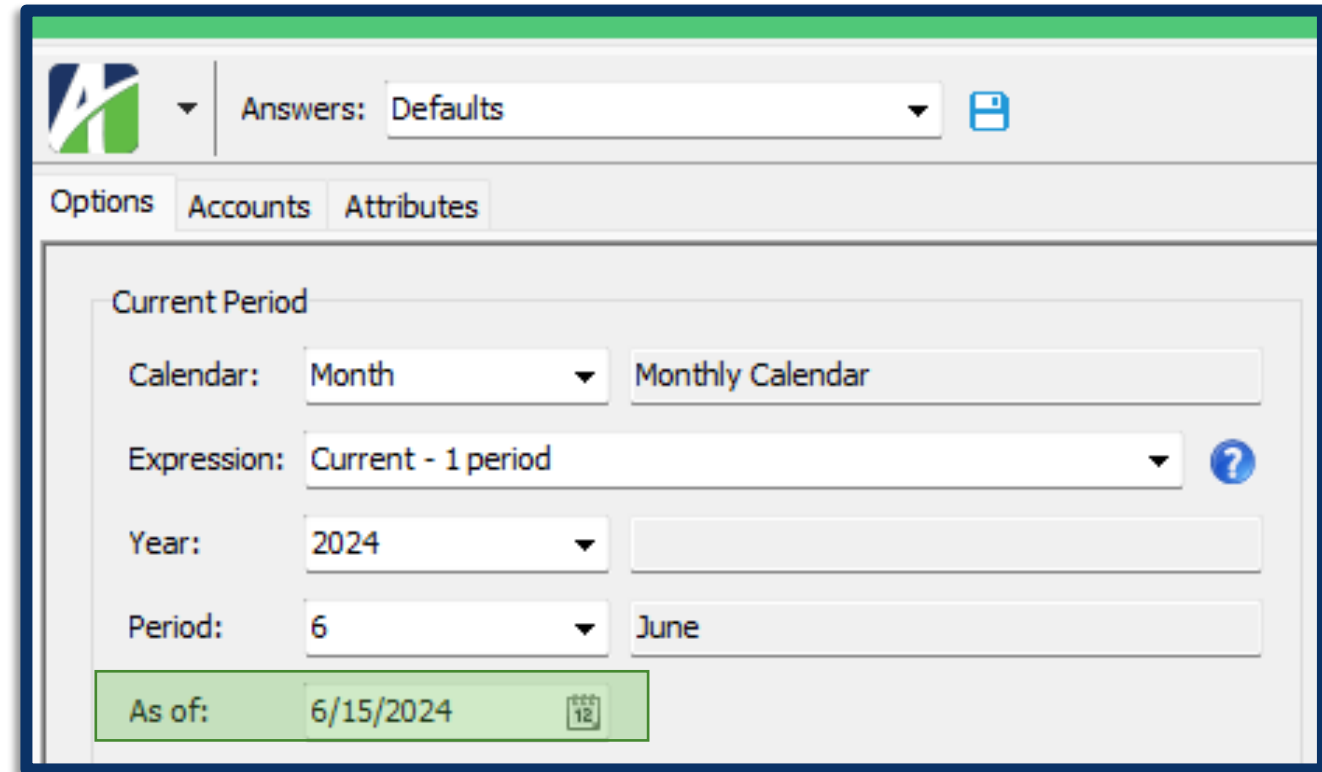
The screenshot displays the AccountingWare software interface. The title bar shows the file name 'Income Statement (Edit).xlsx - Financial Design for Demo Casa Blanca IA2020 S...'. The ribbon includes tabs for File, Home, Insert, Draw, Page Layout, Formulas, Data, Review, View, ActivityHD, Automate, Developer, Help, Foxit PDF, Inquire, OfficeSpy, and Acrobat. The ActivityHD ribbon is active, showing sections for Output (Save, Print, Combine), Calculation (Calculate, Refresh, Options, Drilldown, Log), Functions (Financial, Segments, Accounts, Periods, Company, Validate, More), and a Layout section. The Layout dropdown menu is open, listing various report layouts, with 'Income Statement 12 Months with YTD' highlighted. The background shows a spreadsheet with columns for Period 1 through Period 4 and a row for Revenue/Sales data.

Period	Period 1	Period 2	Period 3	Period 4
Revenue	January	February	March	April
Sales	\$ 75,899	\$ 54,695	\$ 69,094	\$ 74,064

# As Of Date

## Current Period: June 2024

### As of: 06/15/2024



The screenshot shows the 'Current Period' configuration window in AccountingWare. At the top, there is a logo on the left, a dropdown menu set to 'Answers: Defaults', and a save icon. Below this is a tabbed interface with 'Options', 'Accounts', and 'Attributes'. The 'Options' tab is active, showing the 'Current Period' section. This section contains several fields: 'Calendar' is set to 'Month' with a 'Monthly Calendar' button; 'Expression' is set to 'Current - 1 period' with a help icon; 'Year' is set to '2024'; 'Period' is set to '6' with a 'June' button. At the bottom, the 'As of' date is set to '6/15/2024' with a calendar icon.

Answers: Defaults

Options Accounts Attributes

Current Period

Calendar: Month Monthly Calendar

Expression: Current - 1 period ?

Year: 2024

Period: 6 June

As of: 6/15/2024

AS OF DATE EXAMPLE: MONTH TO DATE

Bogart's Casa Blanca, Inc.  
Income Statement Comparative  
As of June 15, 2024

Revenue	Actual	Budget	Variance
Sales	\$ 375,794	\$ 395,418	\$ (19,624)
Cost of Goods Sold	(542,127)	(564,809)	(22,683)
Gross Profit	(166,333)		
Expenses			
Operating Expenses			
Salary and Wage Expense	1,178,751		
Other Payroll Expenses	105,187		
Other General and Administrative Exp	53,602		
Total Operating Expenses	1,337,541		
Operating Income	(1,503,873)		
Non Operating Expenses			
Other Expenses	270		
Total Non Operating Expenses	270		
Net Income	\$ (1,504,144)		

Drilldown Explorer for Demo Casa Blanca IA2020 SEB - Sarah Brewster

Drilldown Explorer for Demo Casa Blanca IA2020 SEB

Function: Year To Date

Calendar Period: Month 2024 - 6 (6/1/2024 - 6/30/2024) As of: 6/15/2024 Include Unmerged

Items Expression: (IncomeStmt=SALES) AND (Ledger=A)

Calculate - 375,793.91-

Journal Detail

Options: Personal

Filters: ? Date Range (1/1/2022, 7/31/2022) Lookup:

Journal Entry	Line	Account	Account Description	Post Date	Debit	Credit	Net Activity	Description
ARINV - 18	82	4000-1-CON-01-A	Sales Labor - Svc - Conway Consult	24 6/15/2024		650.00	-650.00	AR Invoice Summary
ARINV - 18	119	4400-1-CON-01-A	Sales Reimb Exp - Svc - Conway Cons...	6/15/2024		555.95	-555.95	AR Invoice Summary
ARINV - 18	84	4000-1-FLD-02-A	Sales Labor - Svc - Fieldman Svc	6/14/2024		1,475.00	-1,475.00	AR Invoice Summary
ARINV - 18	74	4000-1-BAR-02-A	Sales Labor - Svc - Barnes Group	6/13/2024		795.50	-795.50	AR Invoice Summary
ARINV - 18	94	4000-1-MED-02-A	Sales Labor - Svc - MediaMax Prod	6/13/2024		795.00	-795.00	AR Invoice Summary
ARINV - 18	95	4000-1-MEL-01-A	Sales Labor - Svc - Melville Cosnt	6/13/2024		2,275.00	-2,275.00	AR Invoice Summary
ARINV - 18	99	4000-1-TEC-01-A	Sales Labor - Svc - Techno Solutions	6/13/2024		1,710.00	-1,710.00	AR Invoice Summary

Total: 379 Selected: 1 Debit: 0.00 Credit: 650.00 Net Activity: -650.00 Order: \*Post Date

# The As Of date in also Financial Options when editing Financial Designs.

Financial Options

Answers: Last Month

Options

Current Period

Calendar: Month Monthly Calendar

Expression: ?

Year: 2019

Period: 6 June

As of: 6/30/2019

Currency Unit:

☒ Use Live Data ☐ Include Unmerged Entries not on Hold

Iteration Limits

Type	Item(s)

OK Cancel



# Iteration

*Iteration Limits*

*Consolidation Options*

*Combine Iterations*



What does “iteration” mean?



# What does “iteration” mean?



The process of repeating a set of instructions or steps multiple times.



Each time the steps are repeated is a single iteration.



## What is iteration in ActivityHD and ActivReporter?



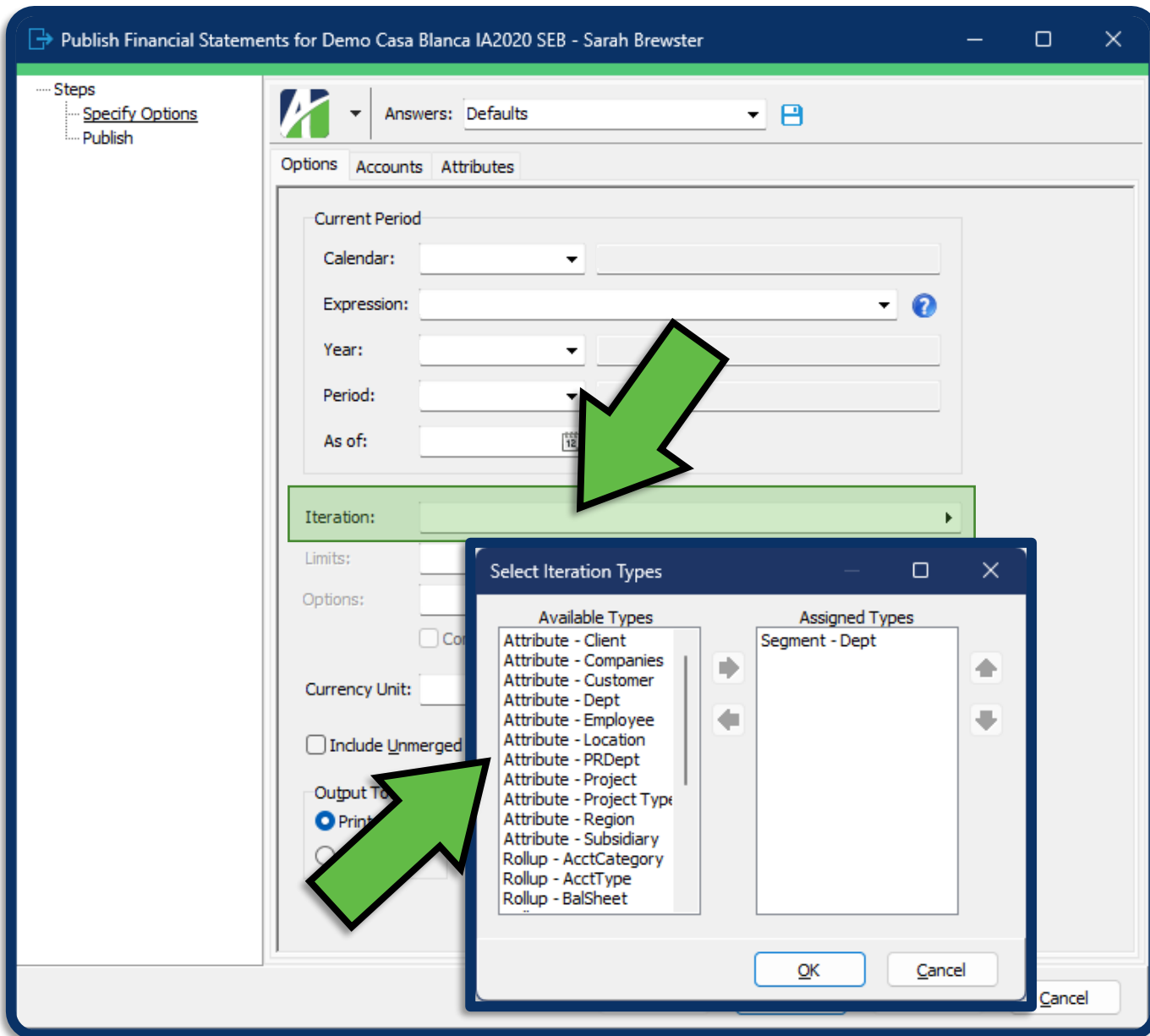
Publish feature to **mass produce** financial statements by:

- department
- division
- project
- or any other profit center

with the click of a single button!







## Iteration

One report for each:

- Segment item
- Rollup item
- Attribute item

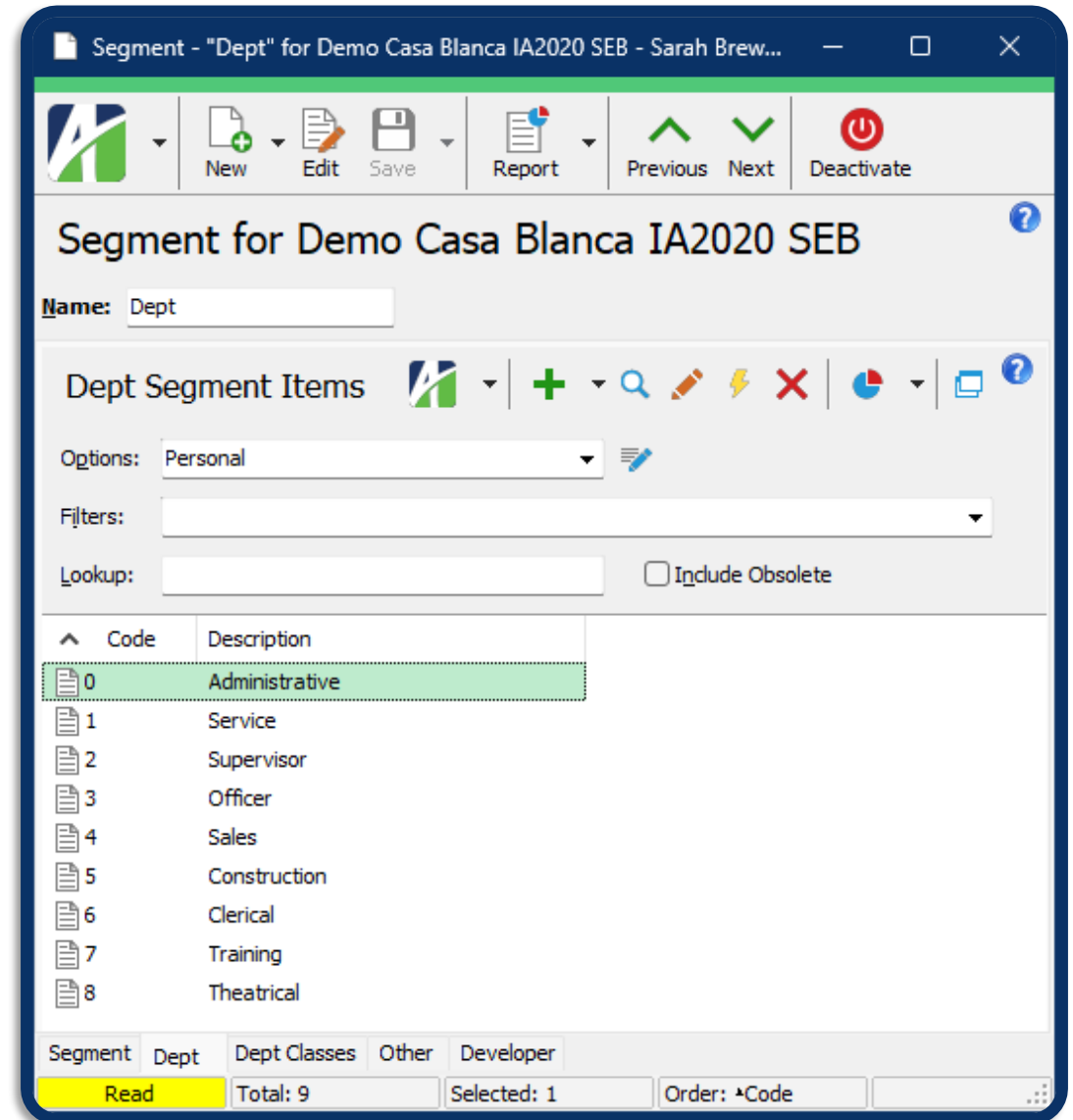
**Need:** Budget to actual reports for all nine departments

**Could:** Create nine financial designs?

**Maintain nine spreadsheets**

**Could:** Create one financial design with nine sheets?

**Maintain nine tabs**



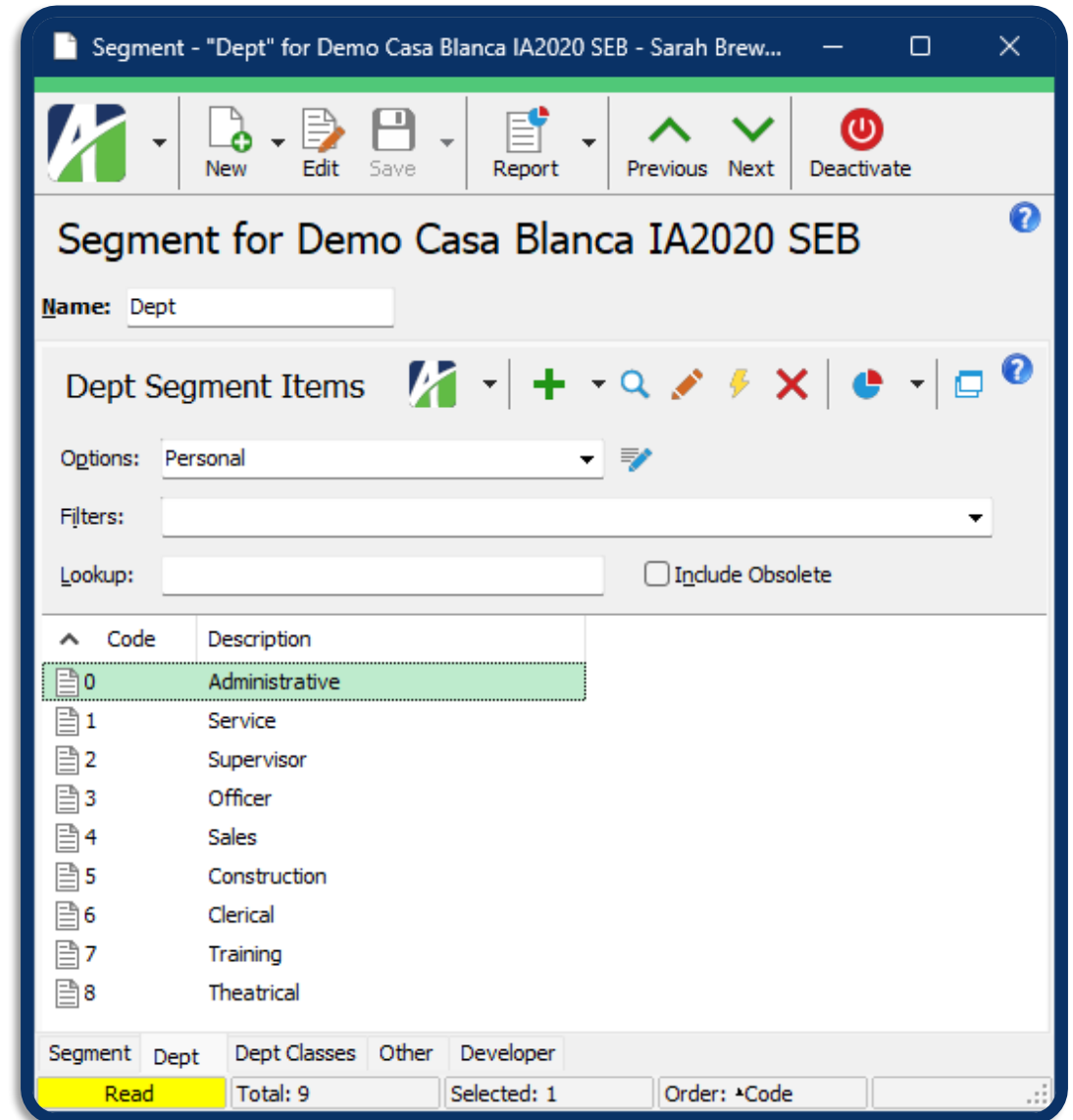
**Need:** Budget to actual reports for all nine departments

**Could:** ~~Create nine financial designs?~~

Maintain nine spreadsheets

**Could:** ~~Create one financial design with nine sheets?~~

Maintain nine tabs



**Need:** Budget to actual reports for all nine departments

**Should:** Create **one** financial design and **publish all nine** financials using iteration

Segment - "Dept" for Demo Casa Blanca IA2020 SEB - Sarah Brew...

New Edit Save Report Previous Next Deactivate

### Segment for Demo Casa Blanca IA2020 SEB

Name: Dept

Dept Segment Items

Options: Personal

Filters:

Lookup: ☐ Include Obsolete

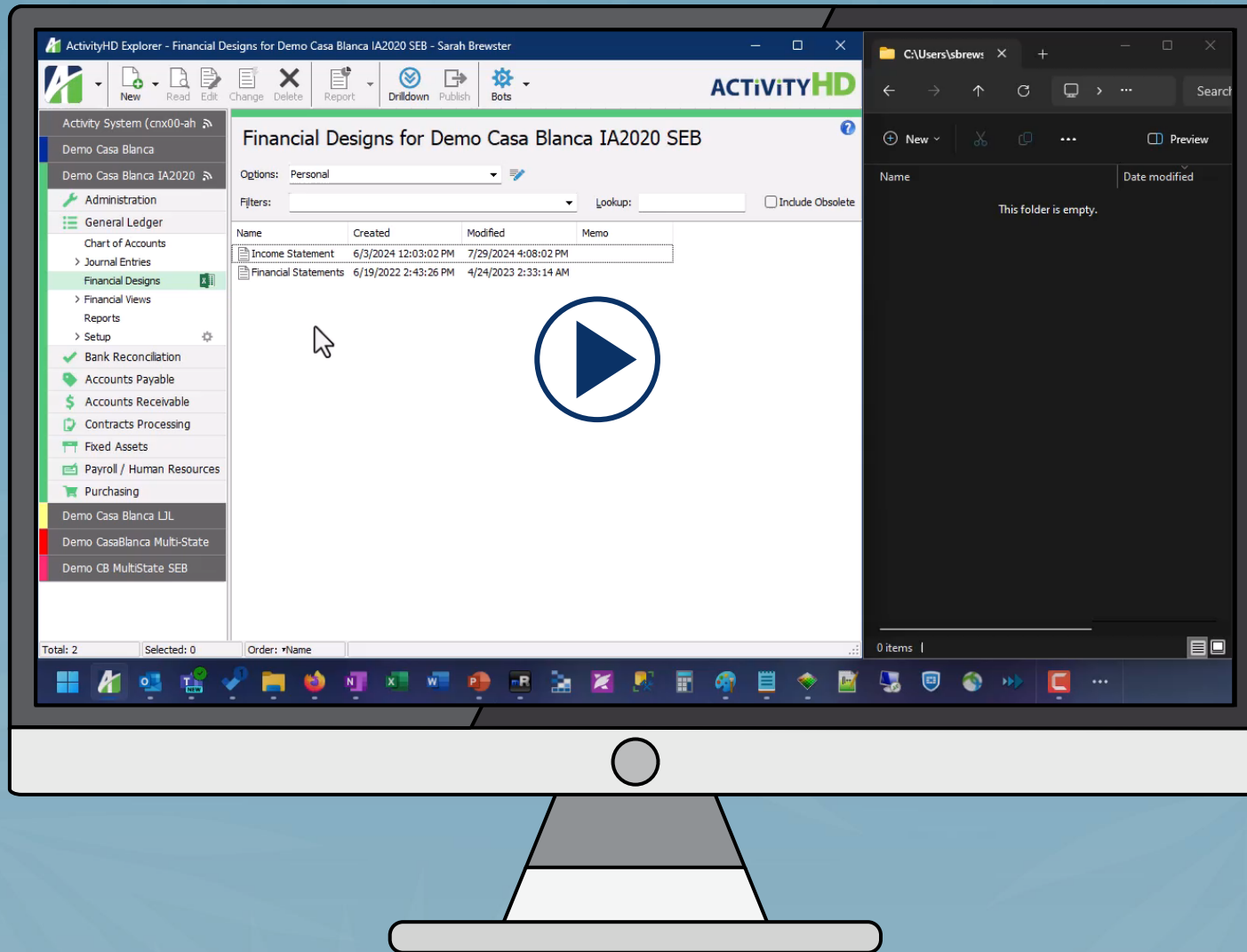
Code	Description
0	Administrative
1	Service
2	Supervisor
3	Officer
4	Sales
5	Construction
6	Clerical
7	Training
8	Theatrical

Segment Dept Dept Classes Other Developer

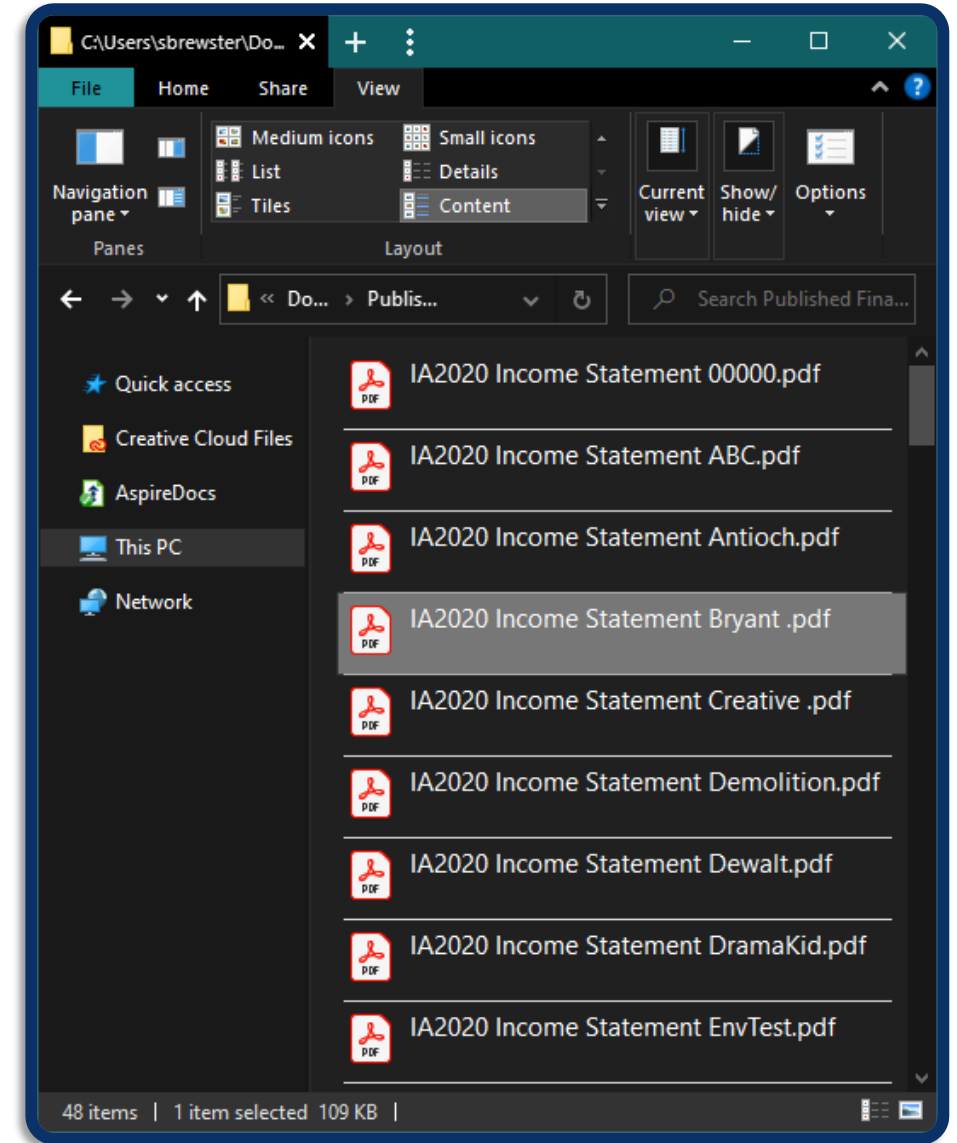
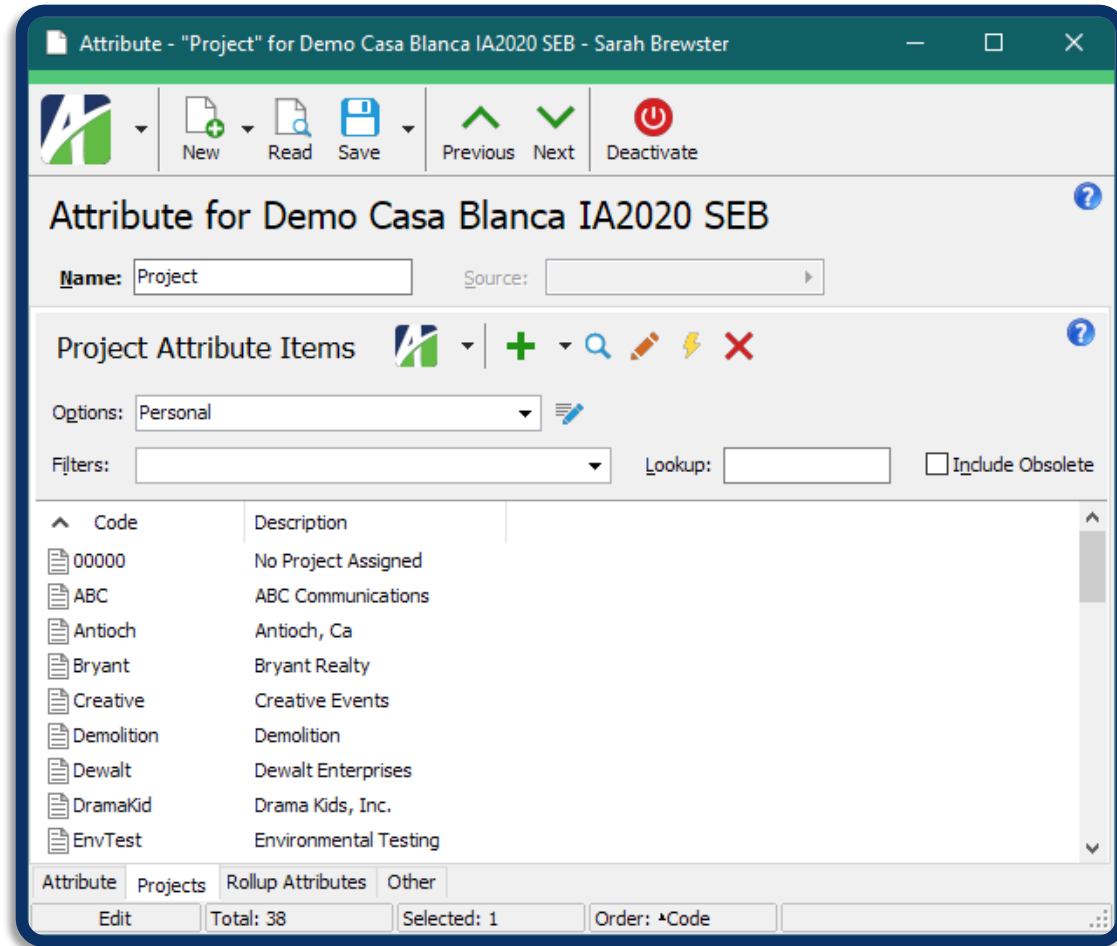
Read Total: 9 Selected: 1 Order: ▲Code

# VIDEO: ITERATE A FINANCIAL DESIGN

1. Open the design record, click Publish
2. Click anywhere in the Iteration field
3. Double-click the segment, rollup, or attribute to iterate over and click OK
4. Set the printer or file format and location and click Next
5. Watch as a report is published for each segment, rollup, or attribute item



# ITERATION EXAMPLE: ATTRIBUTE



# ITERATION EXAMPLE: ROLLUP

Rollup - "Region" for Demo Casa Blanca IA2020 SEB - Sarah Brewster

Rollup for Demo Casa Blanca IA2020 SEB

Name: Region

Region Rollup Items

Options: Personal

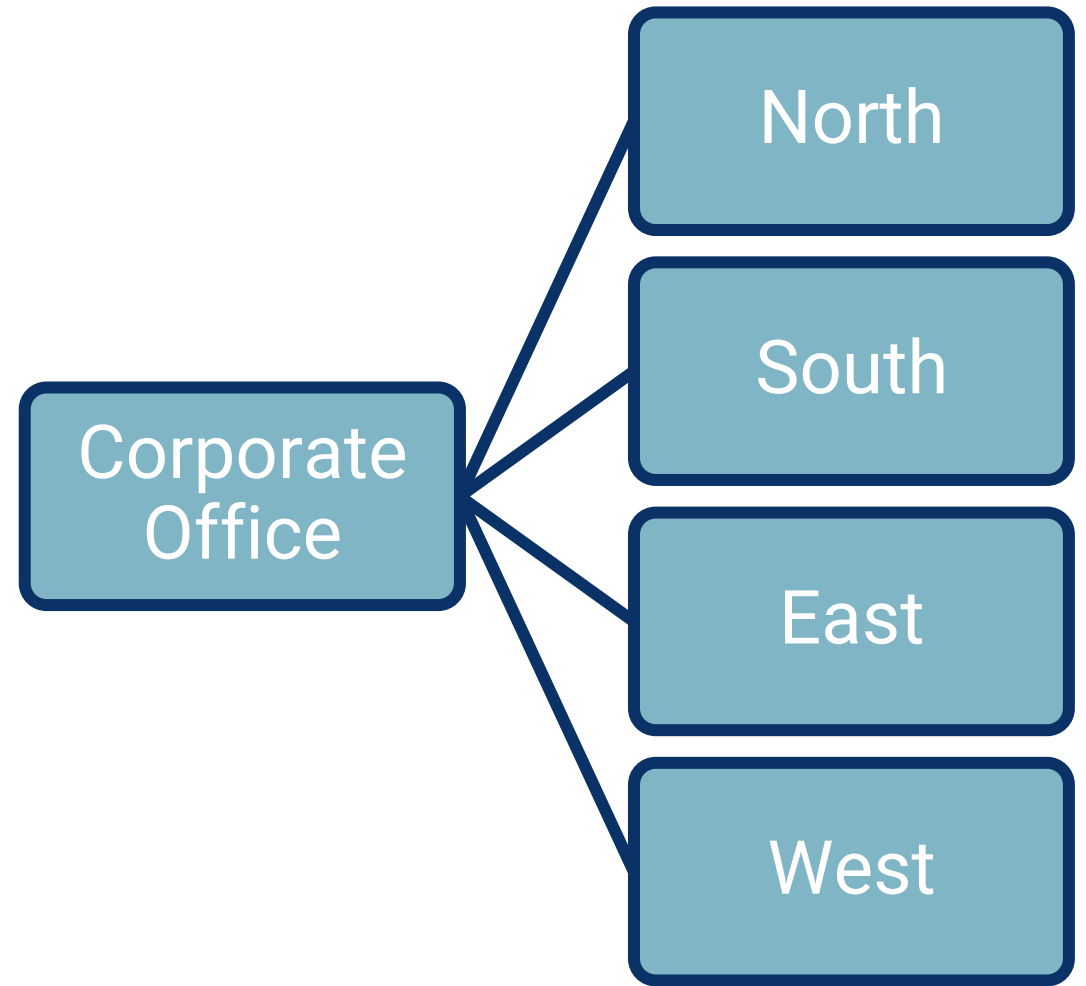
Filters:

Lookup: ☐ Include Obsolete

Code	Description
1000	North
2000	South
3000	East
4000	West

Rollup Region Other

Read Total: 4 Selected: 0 Order: ▲Code



## Region Rollup

Rollup - "Region" for Demo Casa Blanca IA2020 SEB - Sarah Brewster

Rollup for Demo Casa Blanca IA2020 SEB

Name: Region

Region Rollup Items

Options: Personal

Filters:

Lookup: ☐ Include Obsolete

Code	Description
1000	North
2000	South
3000	East
4000	West

Rollup Region Other

Read Total: 4 Selected: 0 Order: ▲Code

## North Region Rollup Item

Region Rollup Item - "1000" for Demo Casa Blanca IA2020 SEB - Sarah Brew...

Region Rollup Item for Demo Casa Blanca IA2020 SEB

Code: 1000 Description: North

Short Description: Sort Order: 1

Line	Rule	Item	Mask	Begin	End
1	Include	ABI			
2	Include	BAK			
3	Include	CAM			
4	Include	CON			
5	Include	HAR			
6	Include	LEA			
7	Include	NEW			
8	Include	WES			

Region Address Chart of Accounts Journal Detail Financial Views Other

Edit





## Region Rollup

Rollup - "Region" for Demo Casa Blanca IA2020 SEB - Sarah Brewster

Rollup for Demo Casa Blanca IA2020 SEB

Name:

Region Rollup Items

Options:

Filters:

Lookup:  ☐ Include Obsolete

Code	Description
1000	North
2000	South
3000	East
4000	West

Rollup Region Other

Read Total: 4 Selected: 0 Order: ▲Code

## South Region Rollup Item

Region Rollup Item - "2000" for Demo Casa Blanca IA2020 SEB - Sarah Brew...

Region Rollup Item for Demo Casa Blanca IA2020 SEB

Code:  Description:

Short Description:  Sort Order:

Line	Rule	Item	Mask	Begin	End
1	Include	ACM			
2	Include	BAR			
3	Include	CAR			
4	Include	DEL			
5	Include	HIL			
6	Include	MCD			
7	Include	ROA			

Region Address Chart of Accounts Journal Detail Financial Views Other

Edit



## Region Rollup

Rollup - "Region" for Demo Casa Blanca IA2020 SEB - Sarah Brewster

Rollup for Demo Casa Blanca IA2020 SEB

Name:

Region Rollup Items

Options:

Filters:

Lookup:  ☐ Include Obsolete

Code	Description
1000	North
2000	South
3000	East
4000	West

Rollup Region Other

Read Total: 4 Selected: 0 Order: ▲Code

## East Region Rollup Item

Region Rollup Item - "3000" for Demo Casa Blanca IA2020 SEB - Sarah Brew...

Region Rollup Item for Demo Casa Blanca IA2020 SEB

Code:  Description:

Short Description:  Sort Order:

Line	Rule	Item	Mask	Begin	End
1	Include	ATW			
2	Include	BOS			
3	Include	CNQ			
4	Include	FLD			
5	Include	HUG			
6	Include	MED			
7	Include	TEC			

Region Address Chart of Accounts Journal Detail Financial Views Other

Edit



## Region Rollup

Rollup - "Region" for Demo Casa Blanca IA2020 SEB - Sarah Brewster

New Edit Save Report Previous Next Check

### Rollup for Demo Casa Blanca IA2020 SEB

Name:

Region Rollup Items

Options:

Filters:

Lookup:  ☐ Include Obsolete

Code	Description
1000	North
2000	South
3000	East
4000	West

Rollup Region Other

Read Total: 4 Selected: 0 Order: ▲Code

## West Region Rollup Item

Region Rollup Item - "4000" for Demo Casa Blanca IA2020 SEB - Sarah Brew...

New Read Save Report Previous Next

### Region Rollup Item for Demo Casa Blanca IA2020 SEB

Code:  Description:

Short Description:  Sort Order:

Line	Rule	Item	Mask	Begin	End
1	Include	AVE			
2	Include	BRY			
3	Include	COM			
4	Include	GAR			
5	Include	LAM			
6	Include	MEL			
7	Include	TRU			

Region Address Chart of Accounts Journal Detail Financial Views Other

Edit



## Region Rollup

Rollup - "Region" for Demo Casa Blanca IA2020 SEB - Sarah Brewster

**Rollup for Demo Casa Blanca IA2020 SEB**

Name:

Region Rollup Items

Options:

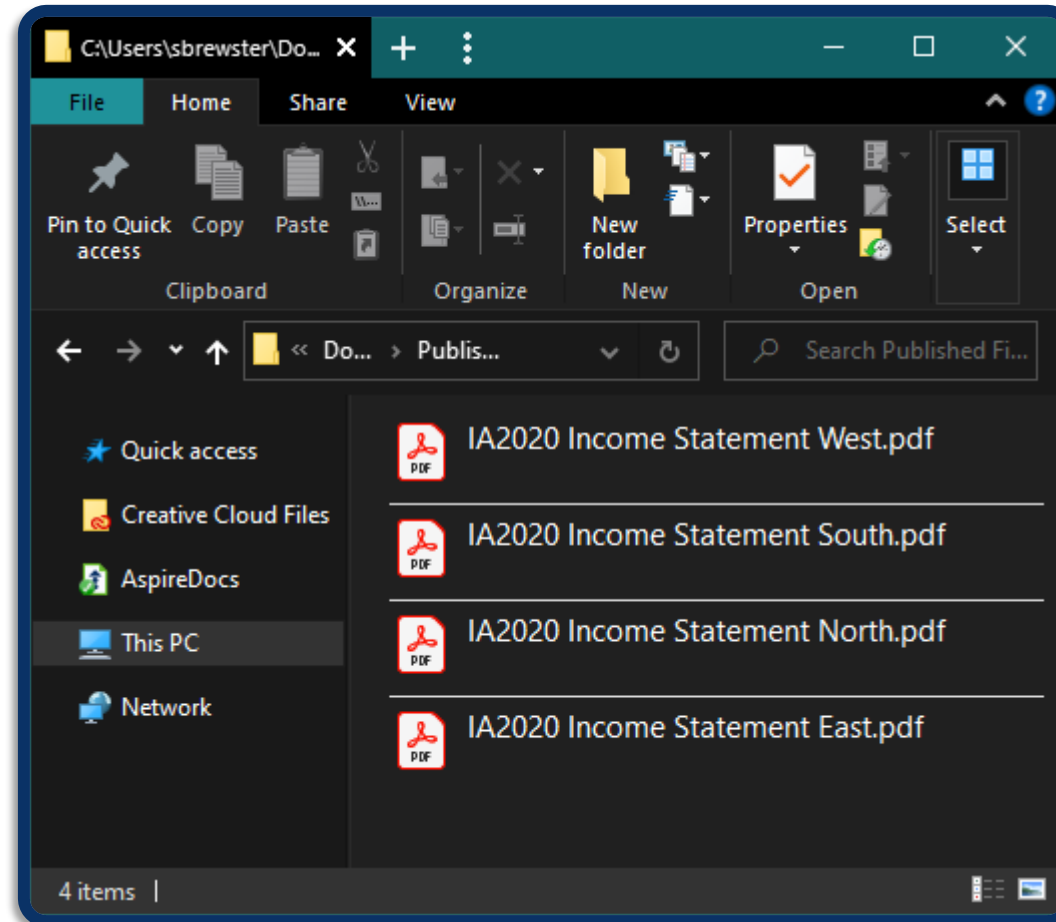
Filters:

Lookup:  ☐ Include Obsolete

Code	Description
1000	North
2000	South
3000	East
4000	West

Rollup Region Other

Read Total: 4 Selected: 0 Order: ▲Code



## Best Practice Tip!

To set up a Financial Design for iteration:

1. Follow the normal process to create a consolidated design



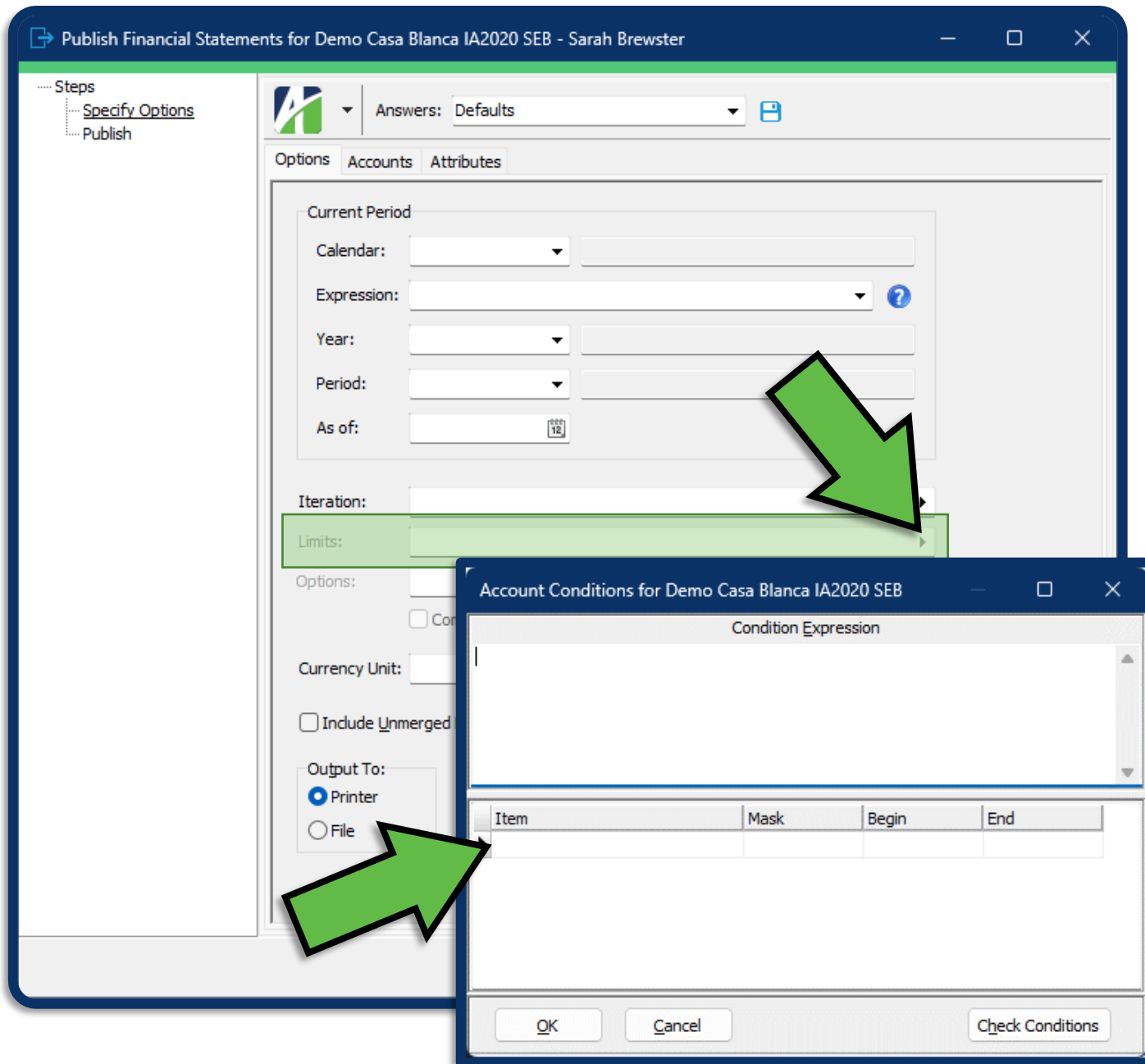
2. Include IterationDescription() function in header area (added by Layouts)

No extra set-up needed. You probably have designs you can produce multiple financial statements with ***RIGHT NOW!***

# Iteration

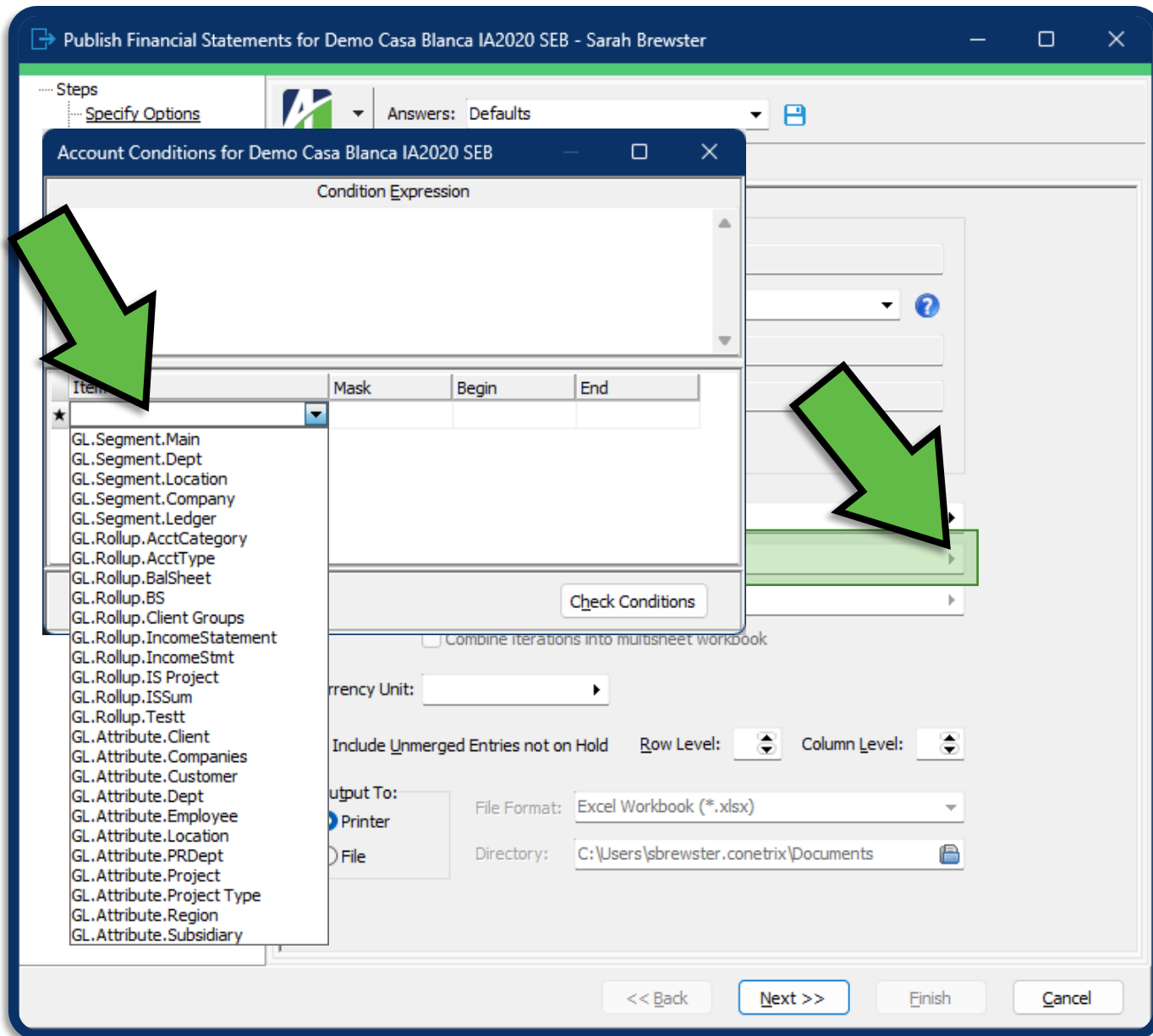
## *Iteration Limits*





## Iteration Limits

Limit reports created with iteration to specific segment, rollup, or attribute items



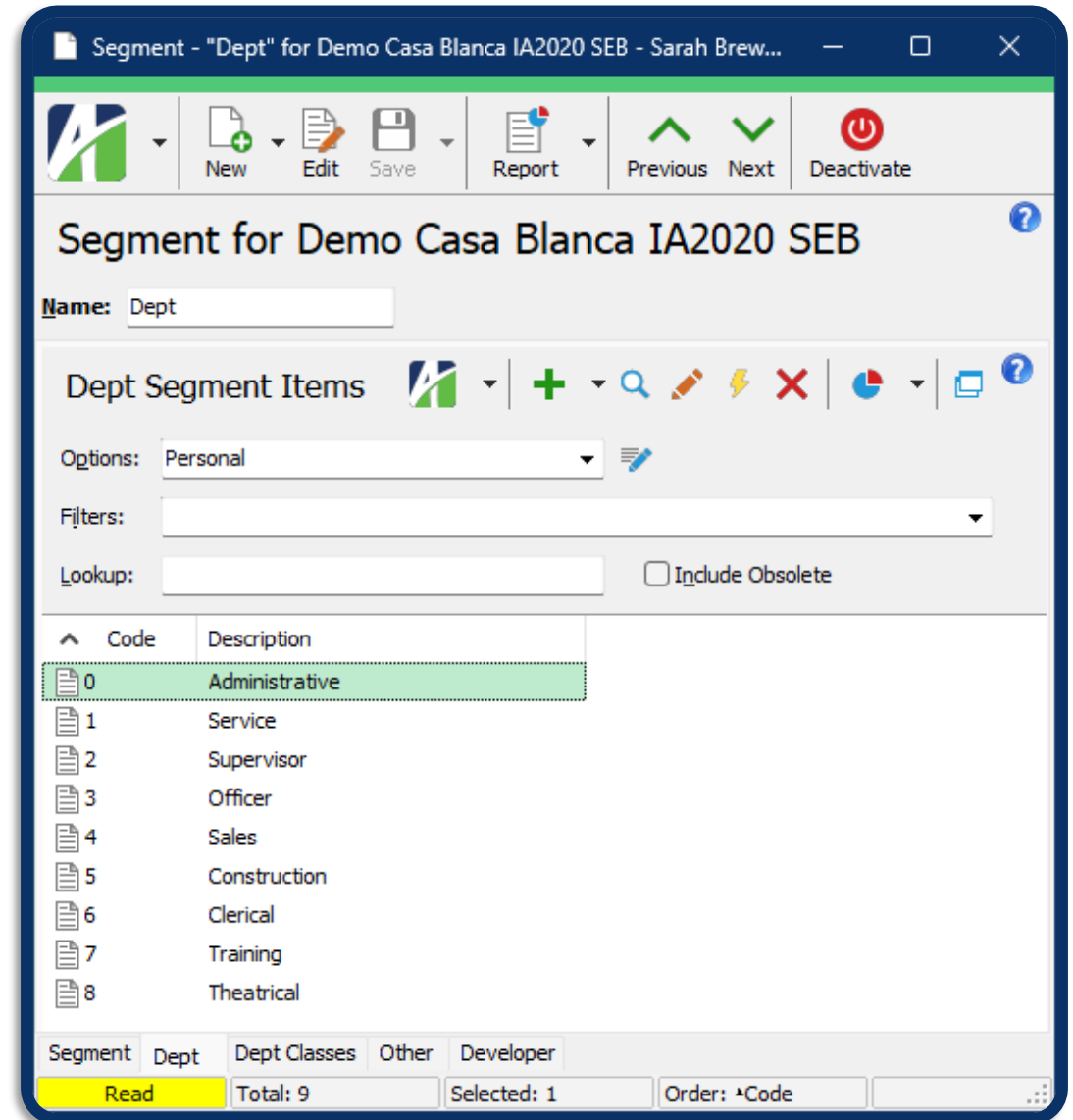
## Iteration Limits

Limit reports created with iteration to specific segment, rollup, or attribute items



**Need:** Budget to actual reports for all nine departments

**Should:** Create one financial design and publish all nine financials using iteration



**Need:** Budget to actual reports  
for **departments 1 through 5**

Segment - "Dept" for Demo Casa Blanca IA2020 SEB - Sarah Brew...

Segment for Demo Casa Blanca IA2020 SEB

Name: Dept

Dept Segment Items

Options: Personal

Filters:

Lookup: ☐ Include Obsolete

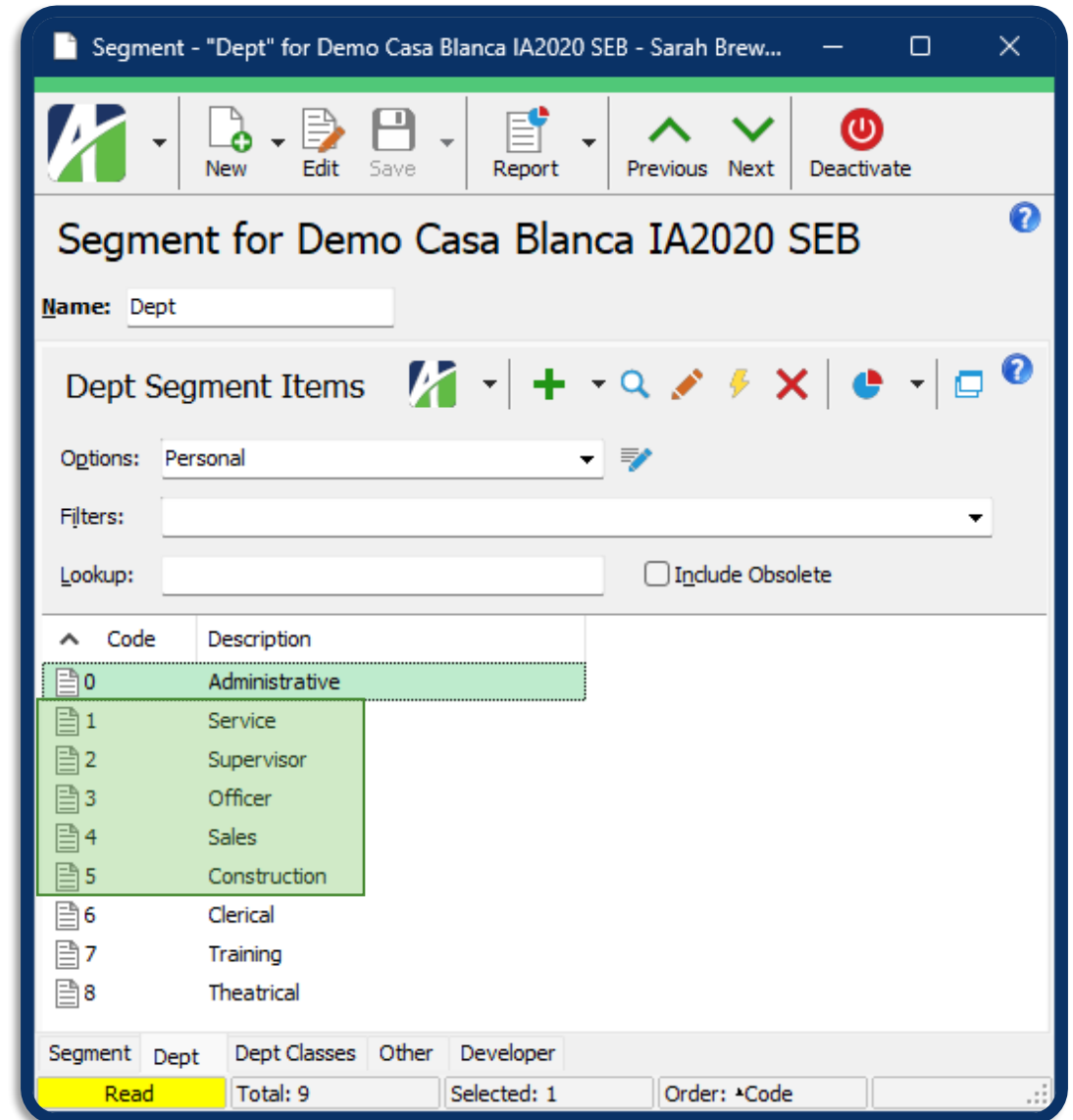
Code	Description
0	Administrative
1	Service
2	Supervisor
3	Officer
4	Sales
5	Construction
6	Clerical
7	Training
8	Theatrical

Segment Dept Dept Classes Other Developer

Read Total: 9 Selected: 1 Order: ▲Code

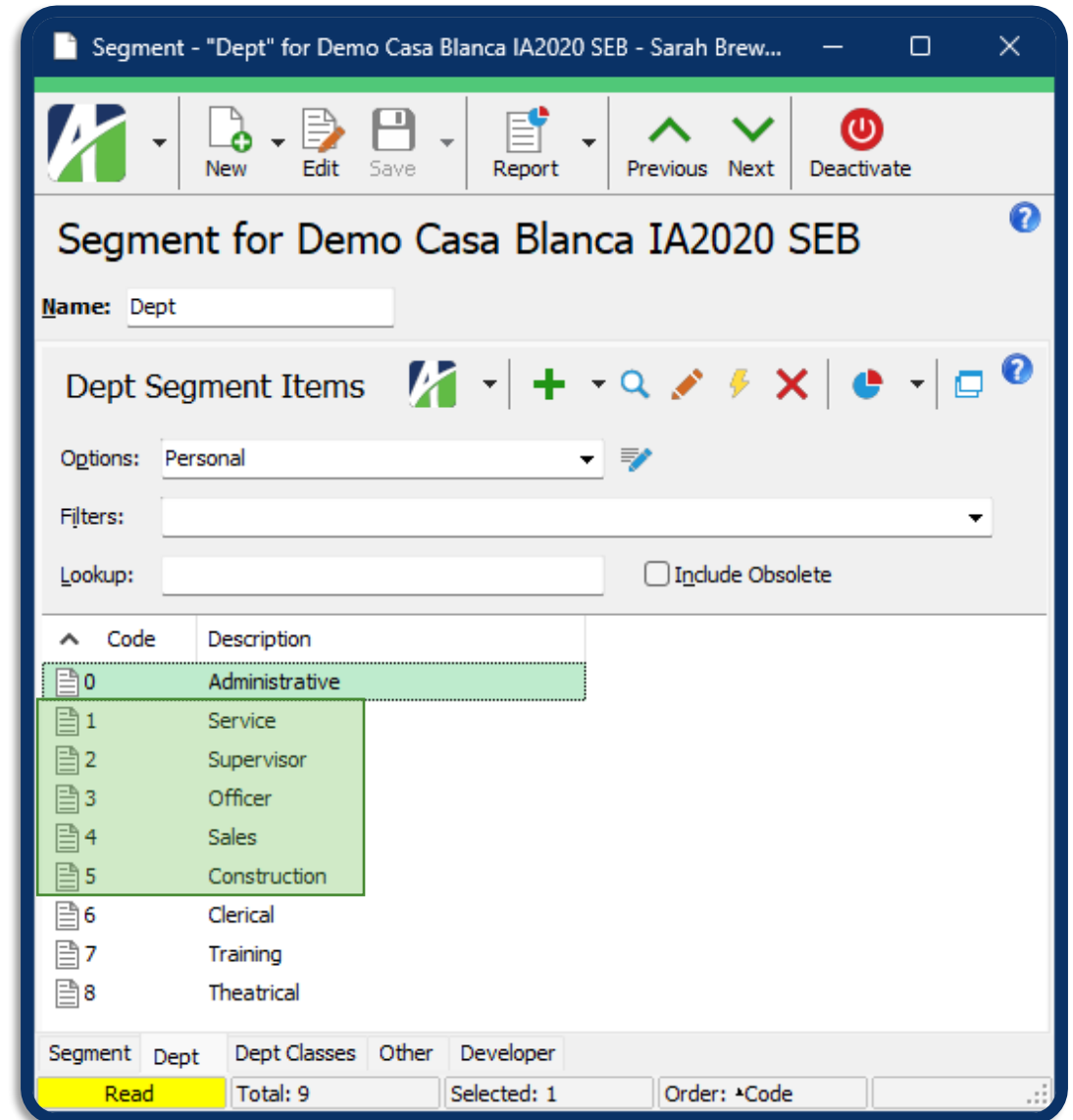
**Need:** Budget to actual reports for departments 1 through 5

**Could:** Create one financial design and publish all nine financials using iteration **then manually delete extra reports?**



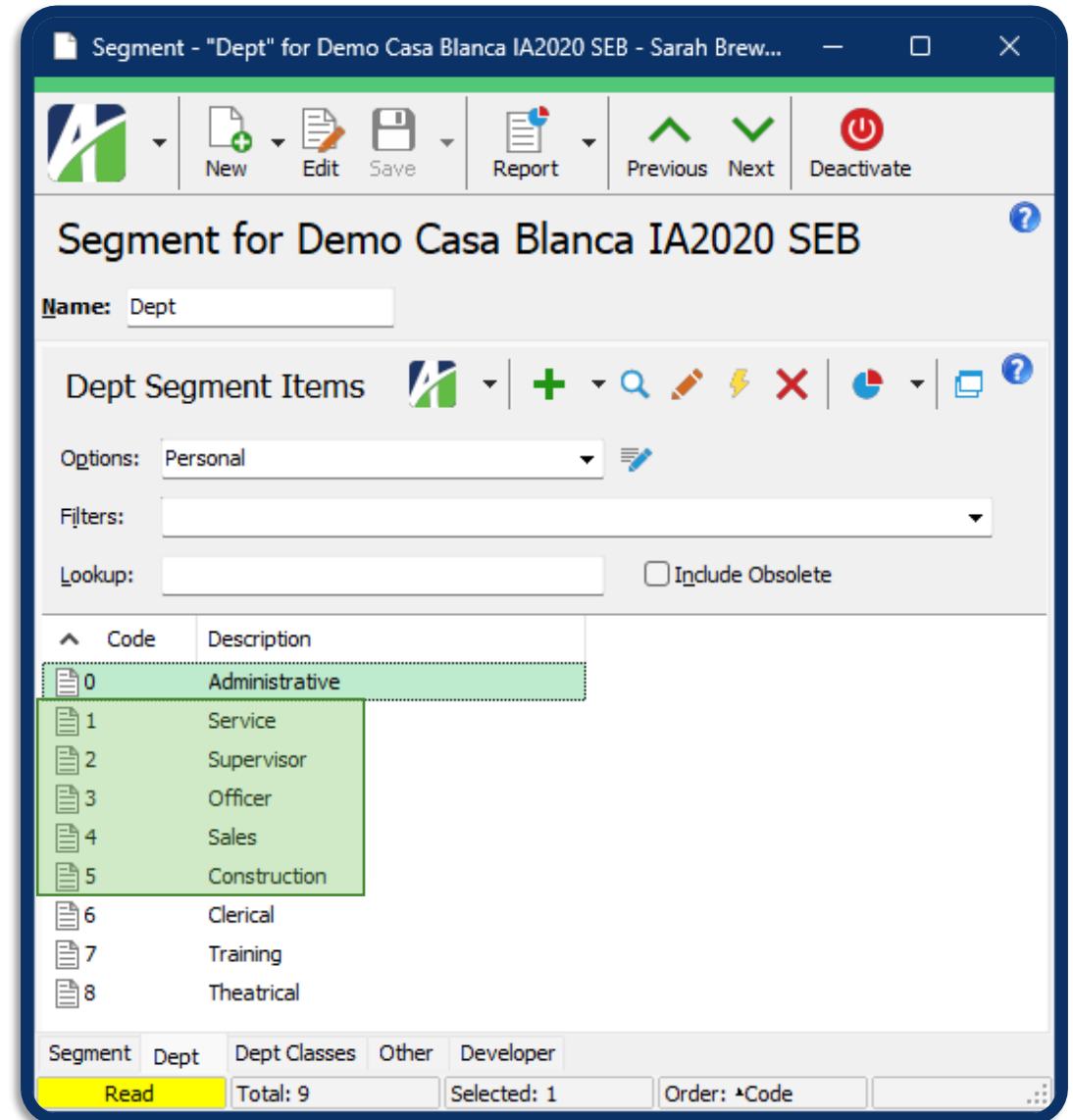
**Need:** Budget to actual reports for departments 1 through 5

**Could:** Create one financial design and publish all nine financials using iteration ~~then manually delete extra reports?~~

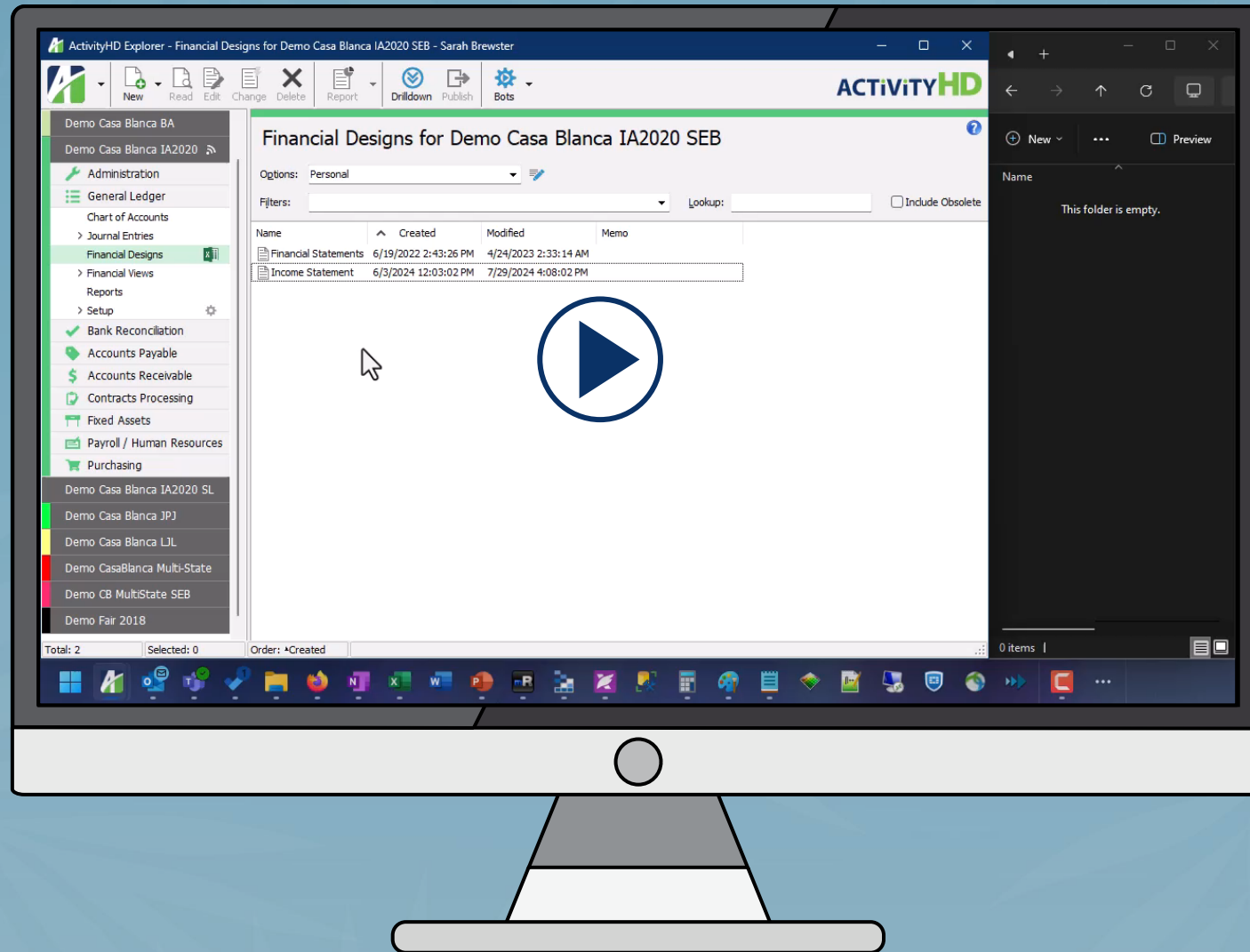


**Need:** Budget to actual reports for **departments 1 through 5**

**Should:** Create one financial design and publish **only five** financials using iteration **and iteration limits**



# VIDEO: USE ITERATION LIMITS WITH A FINANCIAL DESIGN



1. Open the design record, click Publish
2. Click anywhere in the Iteration field
3. Double-click the segment, rollup, or attribute to iterate over and click OK
4. Click the left pointing arrow at the far right of the Limits field
5. Use the grid to select which segment, rollup, or attribute items to include or exclude and click OK
6. Set the printer or file format and location and click Next
7. Watch as a report is published for each segment, rollup, or attribute item, limited to those specified

# Iteration

## *Consolidation Options*



Publish Financial Statements for Demo Casa Blanca IA2020 SEB - Sarah Brewster

Steps  
Specify Options  
Publish

Answers: Defaults

Options Accounts Attributes

Current Period

Calendar:

Expression:  ?

Year:

Period:

As of:

Iteration:

Limits:

Options:

Currency Unit:

☐ Include Unmerged E

Output To:  
☒ Printer  
☐ File

Consolidated Options

Specify if a Consolidated report should be included by choosing an option below.  
Enter a Consolidated Code or abbreviation to include in the filename and Excel sheet name.  
Enter a Consolidated Description to appear in the report as the Iteration Description.

Option:

Code:

Description:

OK Cancel

**Consolidation Options**

Choose to include, exclude, or only include a consolidated report and set a code and description for the consolidated report



Publish Financial Statements for Demo Casa Blanca IA2020 SEB - Sarah Brewster

Steps  
Specify Options  
Publish

Answers: Defaults

Options Accounts Attributes

Current Period

Calendar:

Expression:  ?

Year:

Period:

As of:

Iteration:

Limits:

Options:

Currency Unit:

☐ Include Unmerged E

Output To:  
☒ Printer  
☐ File

Consolidated Options

Specify if a Consolidated report should be included below.  
Enter a Consolidated Code or abbreviation to include in the Consolidated report and Excel sheet name.  
Enter a Consolidated Description to appear in the Consolidated report and Excel sheet name.

Option:

Code:

Description:

OK Cancel

## Consolidation Options

Choose to include, exclude, or only include a consolidated report and set a code and description for the consolidated report

Publish Financial Statements for Demo Casa Blanca IA2020 SEB - Sarah Brewster

Steps  
Specify Options  
Publish

Answers: Defaults

Options Accounts Attributes

Current Period

Calendar:

Expression:  ?

Year:

Period:

As of:  12

Iteration:

Limits:

Options:

Currency Unit:

☐ Include Unmerged E

Output To:

Consolidated Options

Specify if a Consolidated report should be included by choosing an option below.  
Enter a Consolidated Code or abbreviation to include in the filename and Excel sheet name.  
Enter a Consolidated Description to appear in the report as the Iteration Description.

Option:  Include Consolidated

Code:  Consolidated

Description:  Consolidated

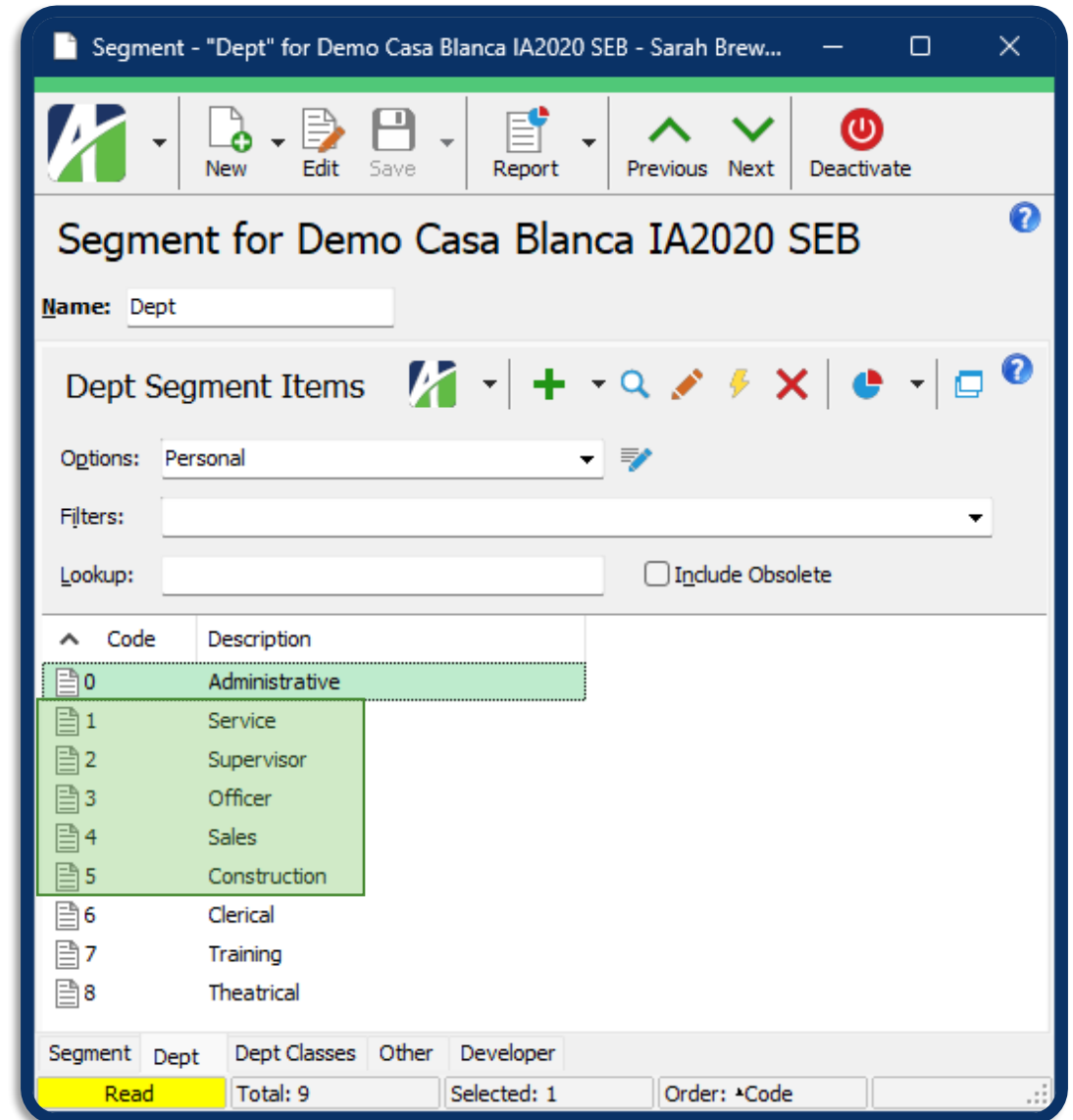
OK Cancel

**Consolidation Options**

Choose to include, exclude, or only include a consolidated report and set a code and description for the consolidated report

**Need:** Budget to actual reports for departments 1 through 5

**Should:** Create one financial design and publish only five financials using iteration and iteration limits



**Need: Consolidated** budget to actual report for departments 1 through 5

Segment - "Dept" for Demo Casa Blanca IA2020 SEB - Sarah Brew...

Segment for Demo Casa Blanca IA2020 SEB

Name: Dept

Dept Segment Items

Options: Personal

Filters:

Lookup:

☐ Include Obsolete

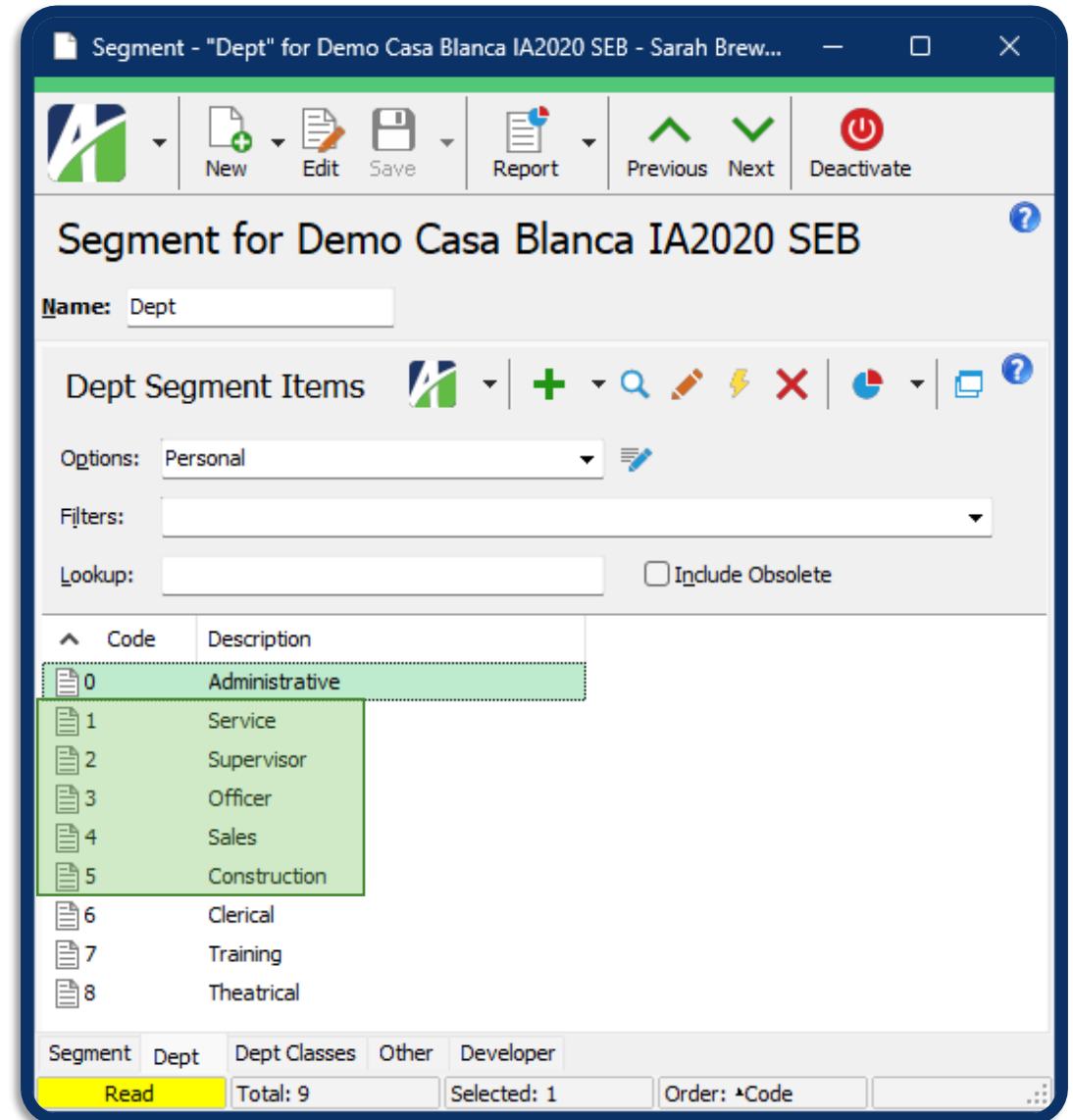
Code	Description
0	Administrative
1	Service
2	Supervisor
3	Officer
4	Sales
5	Construction
6	Clerical
7	Training
8	Theatrical

Segment Dept Dept Classes Other Developer

Read Total: 9 Selected: 1 Order: ▲Code

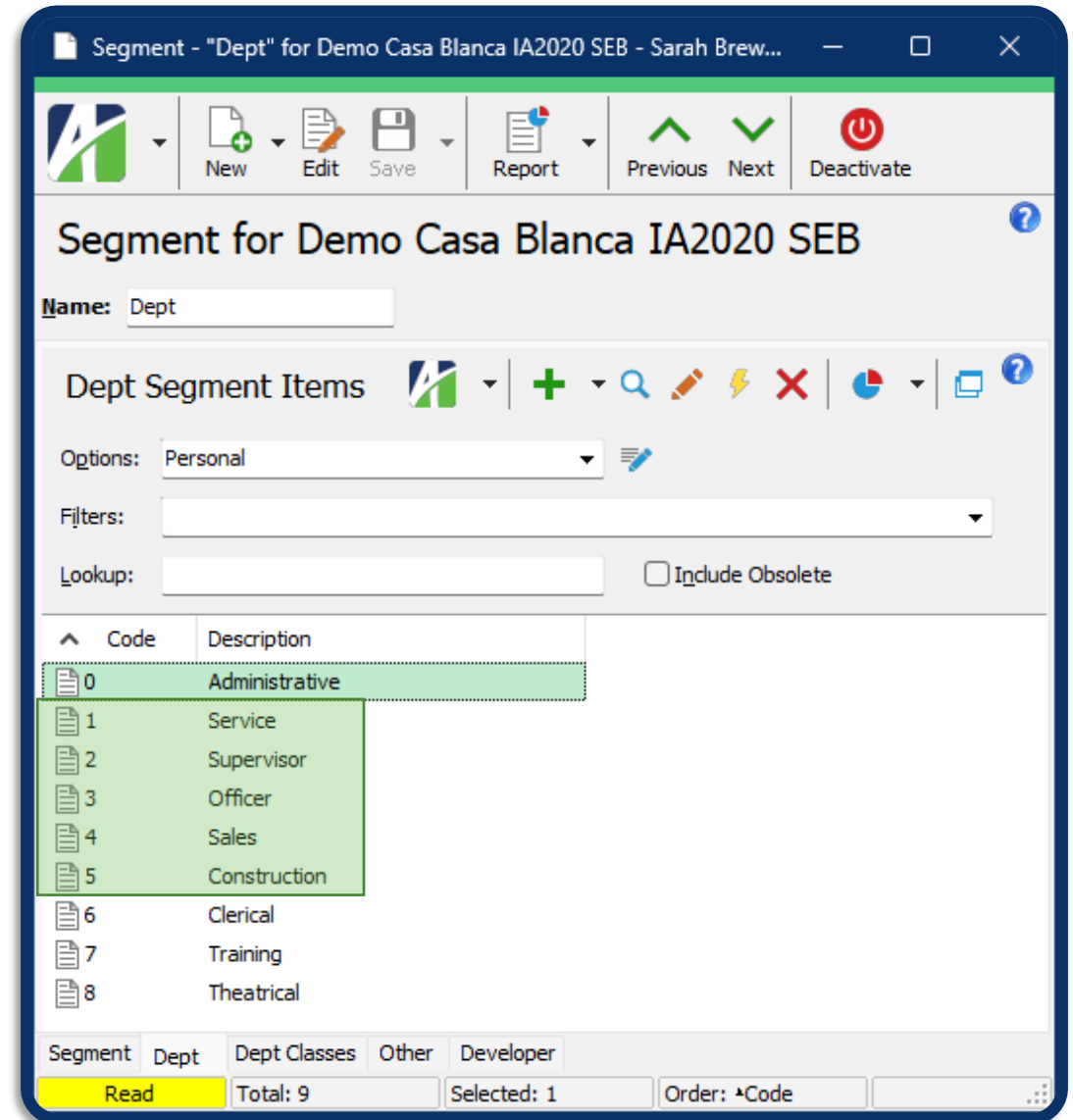
**Need: Consolidated** budget to actual report for departments 1 through 5

**Could:** Create one financial design, publish only five financials using iteration and iteration limits, **and manually delete extra individual reports?**



**Need: Consolidated** budget to actual report for departments 1 through 5

**Could:** Create one financial design, publish only five financials using iteration and iteration limits, ~~and manually delete extra individual reports?~~



**Need: Consolidated** budget to actual report for departments 1 through 5

**Should:** Create one financial design, publish only **one** financial using iteration, iteration limits, **and consolidation options**

Segment - "Dept" for Demo Casa Blanca IA2020 SEB - Sarah Brew...

Segment for Demo Casa Blanca IA2020 SEB

Name: Dept

Dept Segment Items

Options: Personal

Filters:

Lookup:

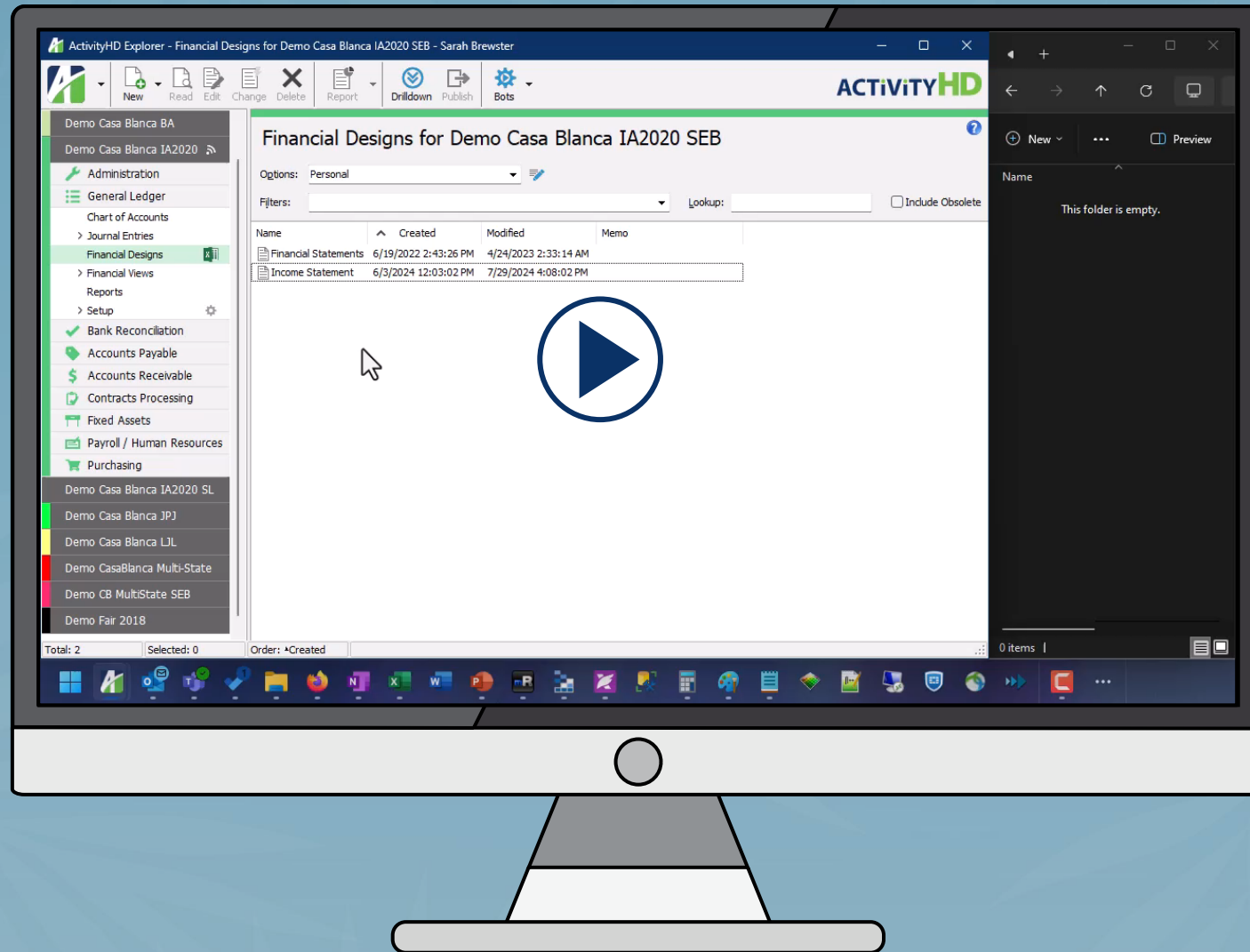
☐ Include Obsolete

Code	Description
0	Administrative
1	Service
2	Supervisor
3	Officer
4	Sales
5	Construction
6	Clerical
7	Training
8	Theatrical

Segment Dept Dept Classes Other Developer

Read Total: 9 Selected: 1 Order: ▲Code

# VIDEO: USE CONSOLIDATION OPTIONS WITH A FINANCIAL DESIGN



1. Open the design record, click Publish
2. Click anywhere in the Iteration field
3. Double-click the segment, rollup, or attribute to iterate over and click OK
4. Click the right pointing arrow at the far right of the Limits field
5. Use the grid to select which segment, rollup, or attribute items to include or exclude and click OK
6. Click anywhere in the Options field
7. Choose to include, exclude, or only include a consolidated report, then set the code and description
8. Set the printer or file format and location and click Next
9. Watch as a report is published for each segment, rollup, or attribute item, limited to those specified



# Iteration

## *Combine Iterations*



Publish Financial Statements for Demo Casa Blanca IA2020 SEB - Sarah Brewster

Steps  
Specify Options  
Publish

Answers: Do More With Less

Options Accounts Attributes

Current Period

Calendar: Month Monthly Calendar

Expression: Current - 1 period

Year: 2024

Period: 6 June

As of: 6/15/2024

Iteration: Dept

Limits: ('GL.Segment.Dept' >= '1' AND 'GL.Segment.Dept' <= '5')

Options: Include Consolidated 'Dept 1-5' : 'Departments 1-5'

☒ 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)

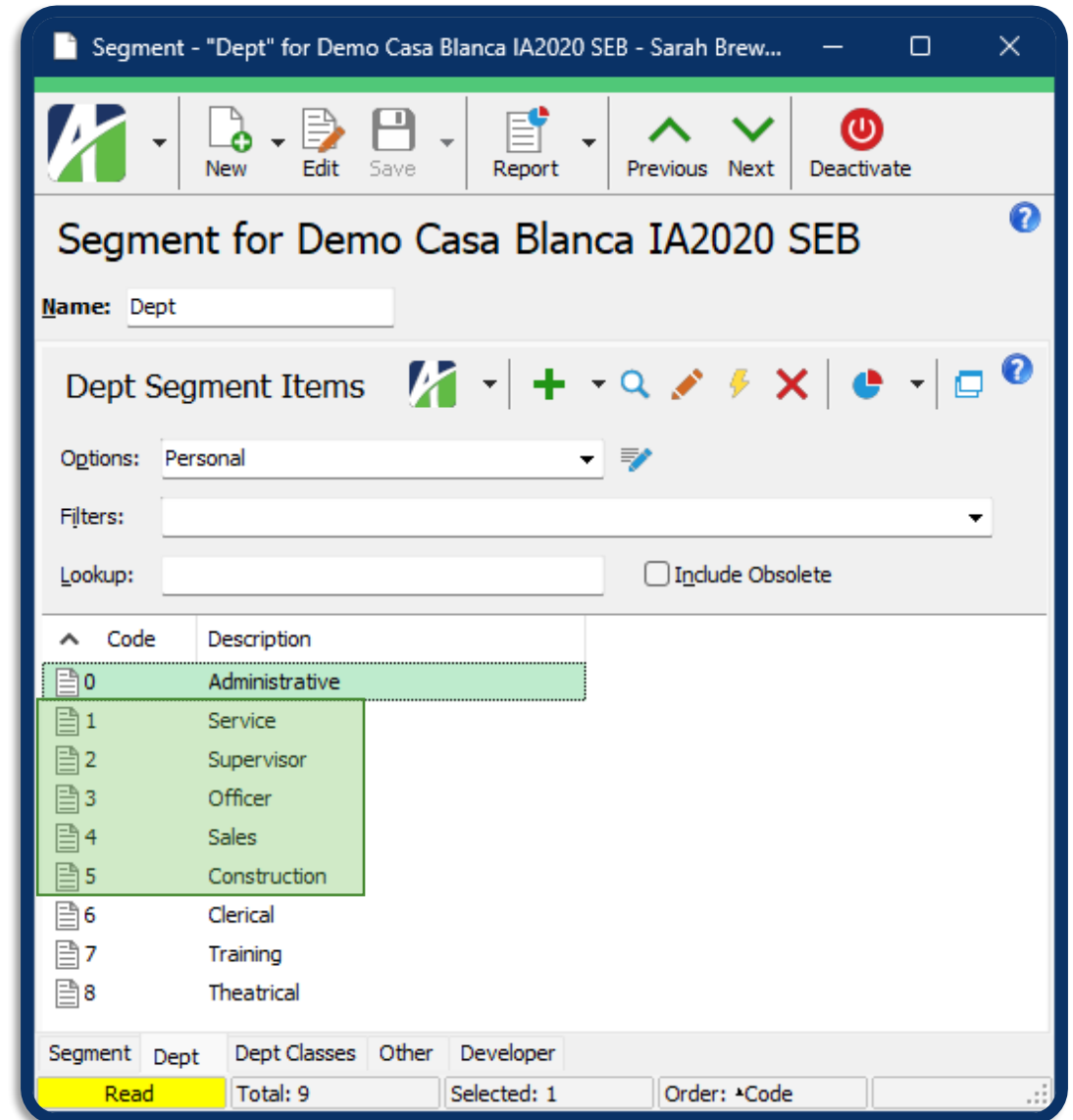
Directory: U:\01 ActivityHD\Published Financials

<< Back Next >> Finish Cancel

**Combine Iterations**  
Combine all iterations  
into one Excel  
spreadsheet or one PDF  
file

**Need:** Consolidated budget to actual report for departments 1 through 5

**Should:** Create one financial design, publish only one financial using iteration, iteration limits, and consolidation options



**Need:** Consolidated budget to actual report for departments 1 through 5 and reports for each department combined in one workbook

Segment - "Dept" for Demo Casa Blanca IA2020 SEB - Sarah Brew...

AV | New | Edit | Save | Report | Previous | Next | Deactivate

Segment for Demo Casa Blanca IA2020 SEB

Name: Dept

Dept Segment Items | AV | + | Search | Edit | Lightning | X | Pie Chart | Print | ?

Options: Personal

Filters:

Lookup:  ☐ Include Obsolete

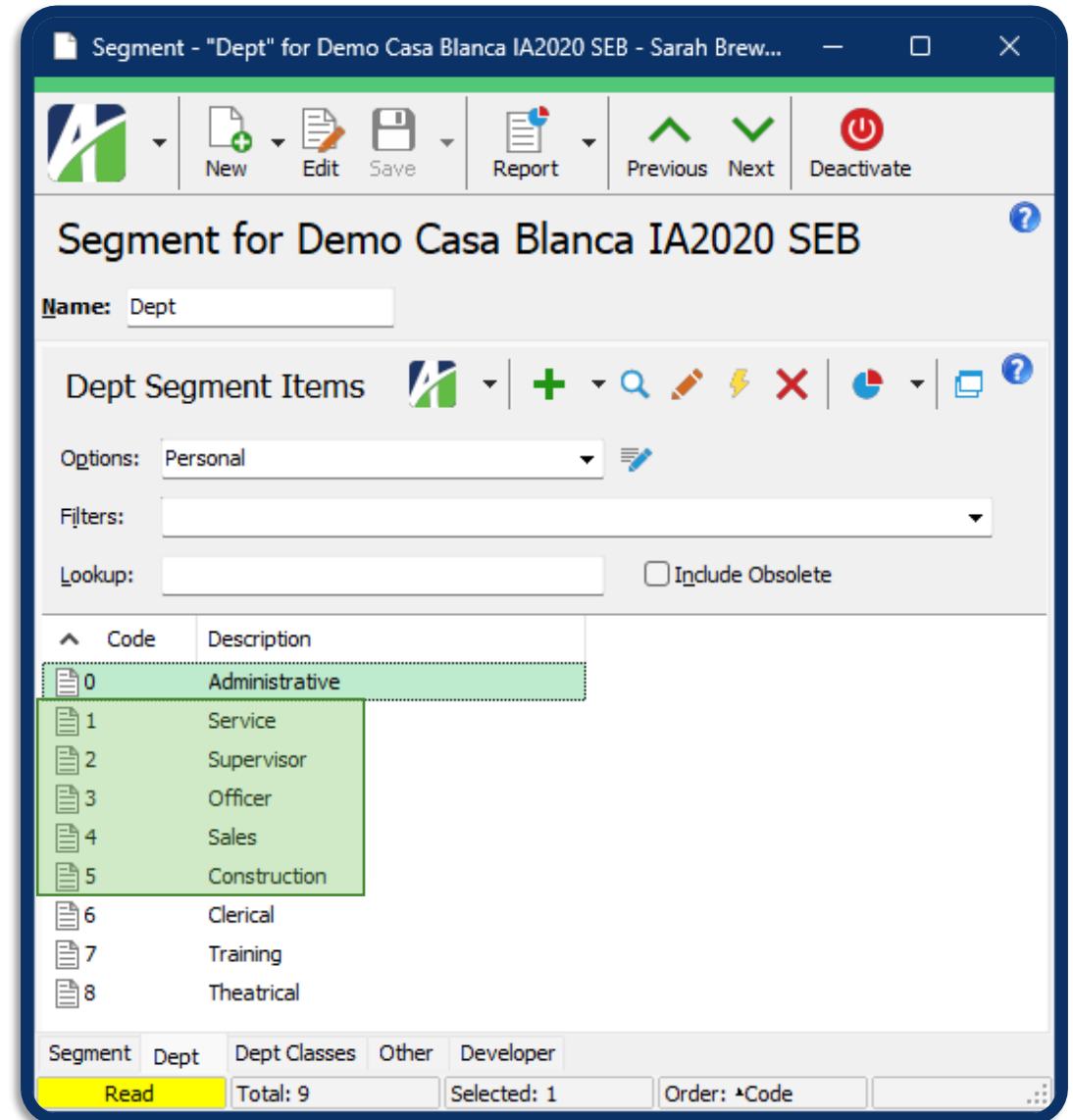
Code	Description
0	Administrative
1	Service
2	Supervisor
3	Officer
4	Sales
5	Construction
6	Clerical
7	Training
8	Theatrical

Segment | Dept | Dept Classes | Other | Developer

Read | Total: 9 | Selected: 1 | Order: ▲Code

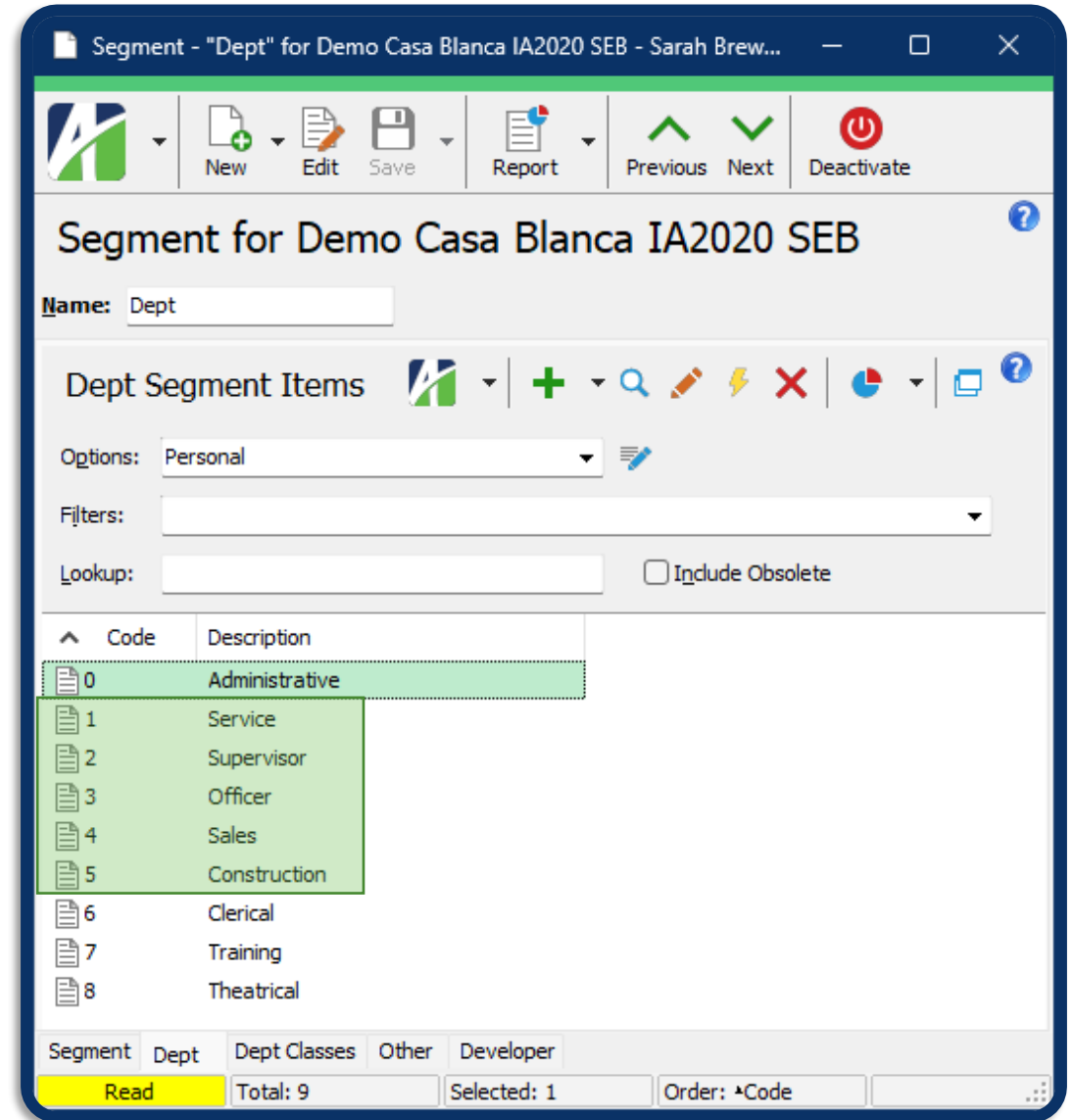
**Need:** Consolidated budget to actual report for departments 1 through 5 and reports for each department combined in one workbook

**Could:** Create one financial design, publish six financials using iteration, iteration limits, and consolidation options, **then manually copy worksheets into one workbook?**



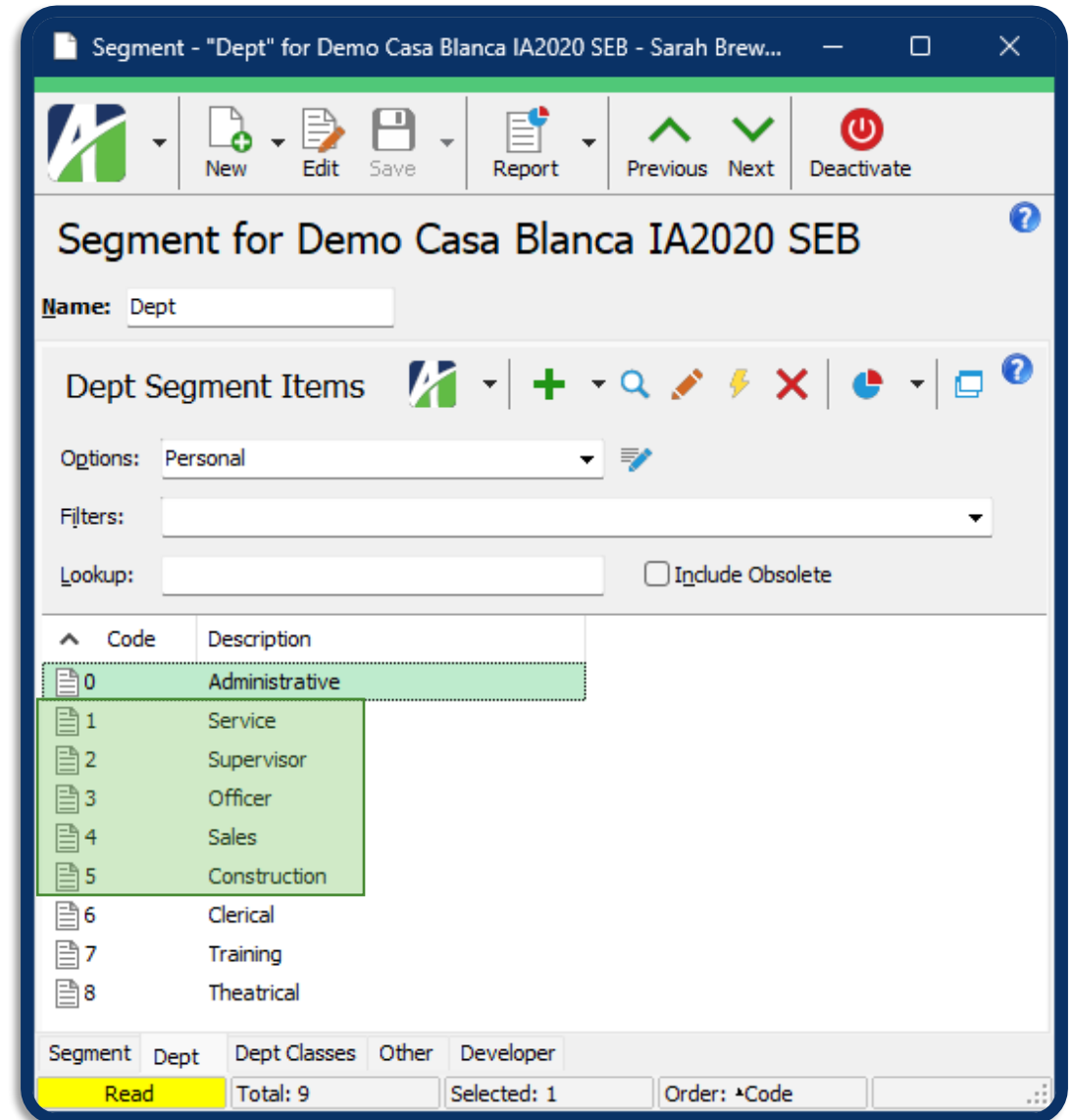
**Need:** Consolidated budget to actual report for departments 1 through 5 and reports for each department combined in one workbook

**Could:** Create one financial design, publish six financials using iteration, iteration limits, and consolidation options, ~~then manually copy worksheets into one workbook?~~

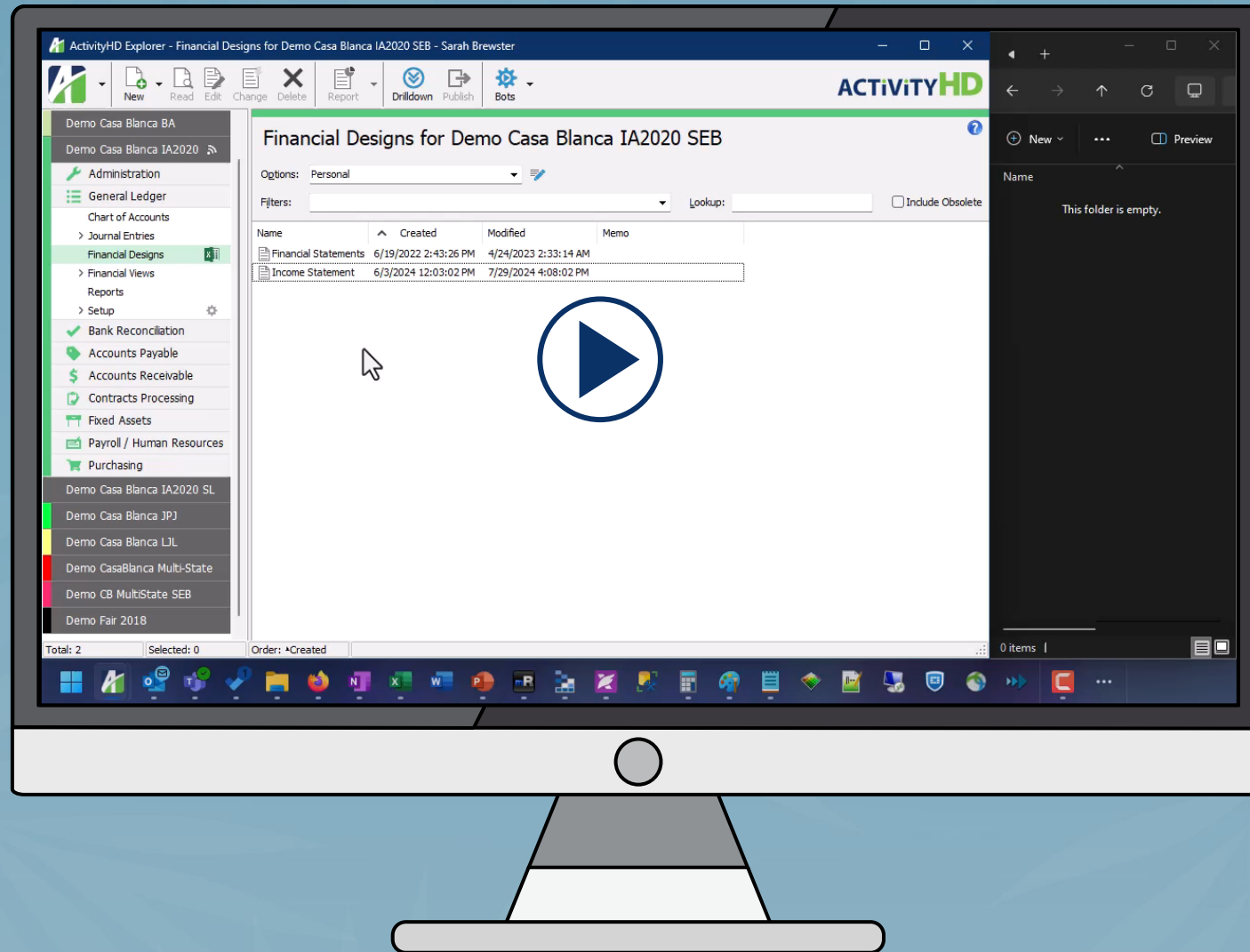


**Need:** Consolidated budget to actual report for departments 1 through 5 **and reports for each department combined in one workbook**

**Should:** Create one financial design, create **six** financials using iteration, iteration limits, consolidation options, **and combine iterations**



# VIDEO: COMBINE ITERATIONS



1. Select the design and click Publish
2. Click anywhere in the Iteration field
3. Double-click the segment, rollup, or attribute to iterate over and click OK
4. Set the file format and location
5. Check the box to combine iterations and click Next
6. Watch as a report is published for each segment, rollup, or attribute item, then combined into one file



# Feeling overwhelmed?



Your reports have more  
customizations than your coffee  
order!

If only you could save all  
those customizations, the  
way an app can save your  
coffee order...

# Saved Answers



Publish Financial Statements for Demo Casa Blanca IA2020 SEB - Sarah Brewster

Steps  
Specify Options  
Publish

Answers: Do More With Less

Options Accounts Attributes

Current Period

Calendar: Month Monthly Calendar

Expression: Current - 1 period

Year: 2024

Period: 6 June

As of: 6/15/2024

Iteration: Dept

Limits: ('GL.Segment.Dept' >= '1' AND 'GL.Segment.Dept' <= '5')

Options: Include Consolidated "Dept 1-5" : "Departments 1 -5"

☒ 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: U:\01 ActivityHD\Published Financials

<< Back Next >> Finish Cancel

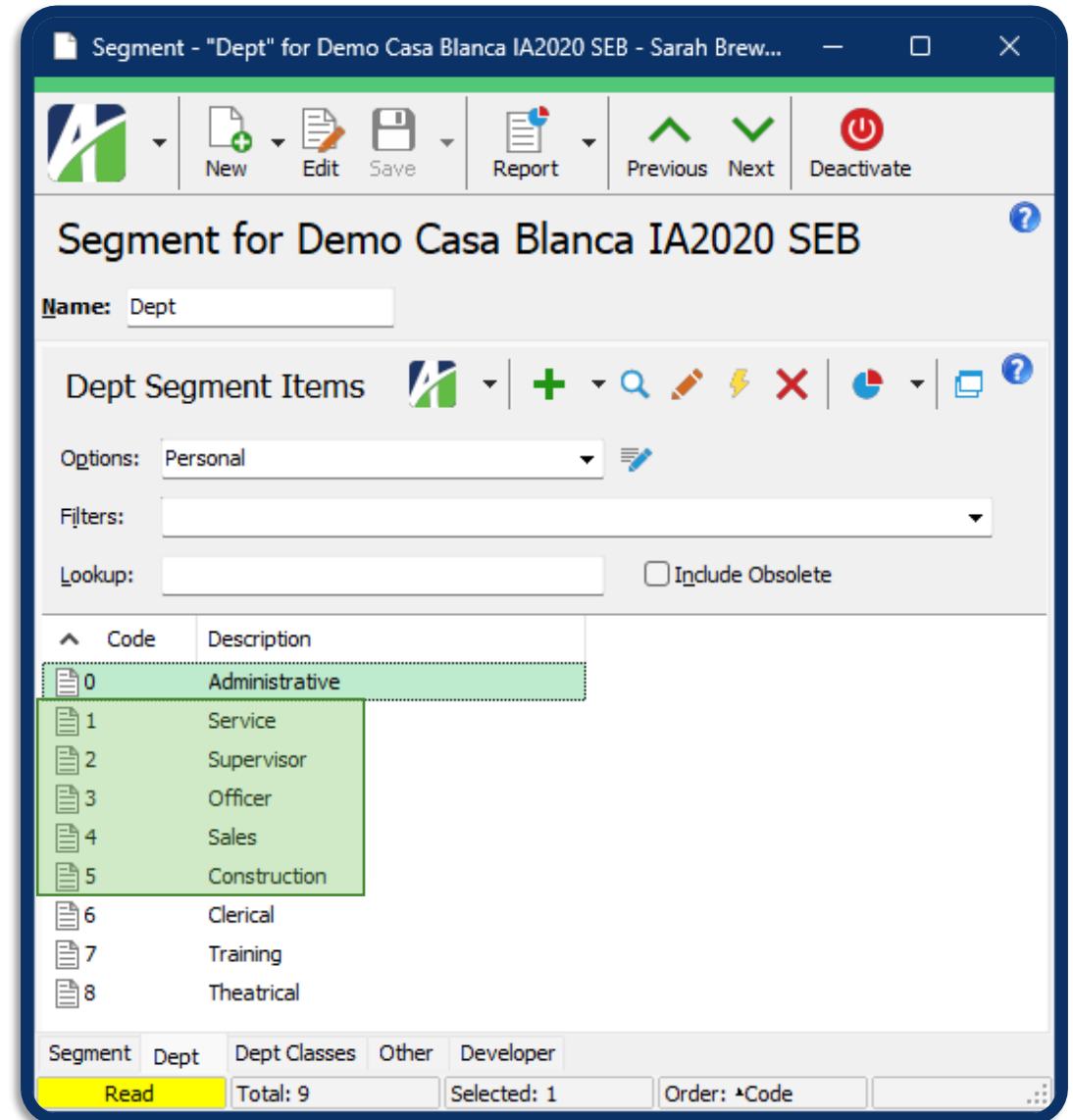
## Saved Answers

All the features we just covered?

Save your preferred selections in Publish to use over and over again!









**Need:** Consolidated budget to actual report for departments 1 through 5 and reports for each department combined in one workbook

**Should:** Create one financial design, create six financials using iteration, iteration limits, consolidation options, and combine iterations










**Need:** Consolidated budget to actual report for departments 1 through 5 and reports for each department combined in one workbook, **every month**

Segment - "Dept" for Demo Casa Blanca IA2020 SEB - Sarah Brew...

Segment for Demo Casa Blanca IA2020 SEB

Name: Dept

Dept Segment Items       

Options: Personal

Filters:

Lookup:  ☐ Include Obsolete

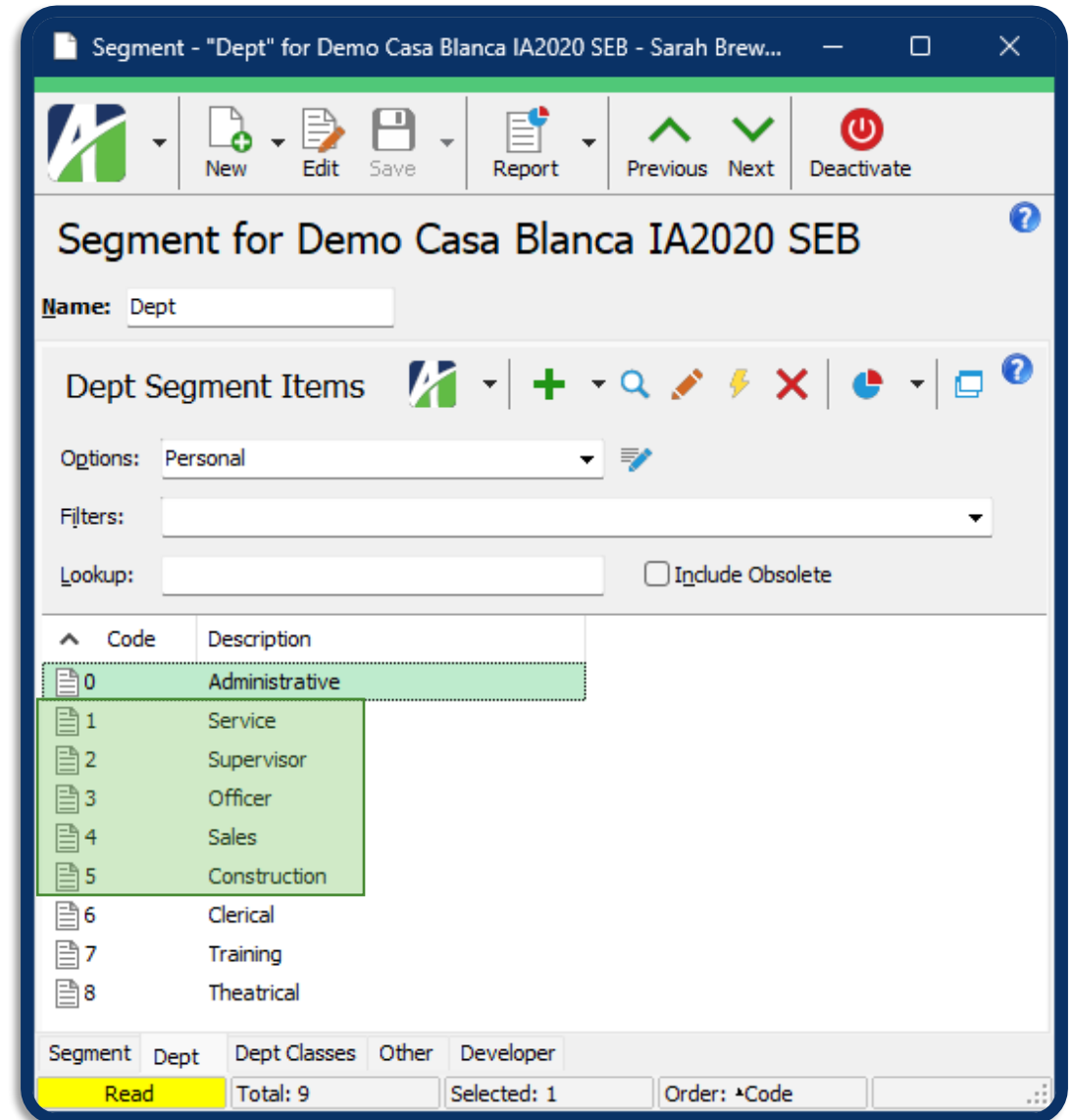
Code	Description
0	Administrative
1	Service
2	Supervisor
3	Officer
4	Sales
5	Construction
6	Clerical
7	Training
8	Theatrical

Segment Dept Dept Classes Other Developer

Read Total: 9 Selected: 1 Order: ▲Code

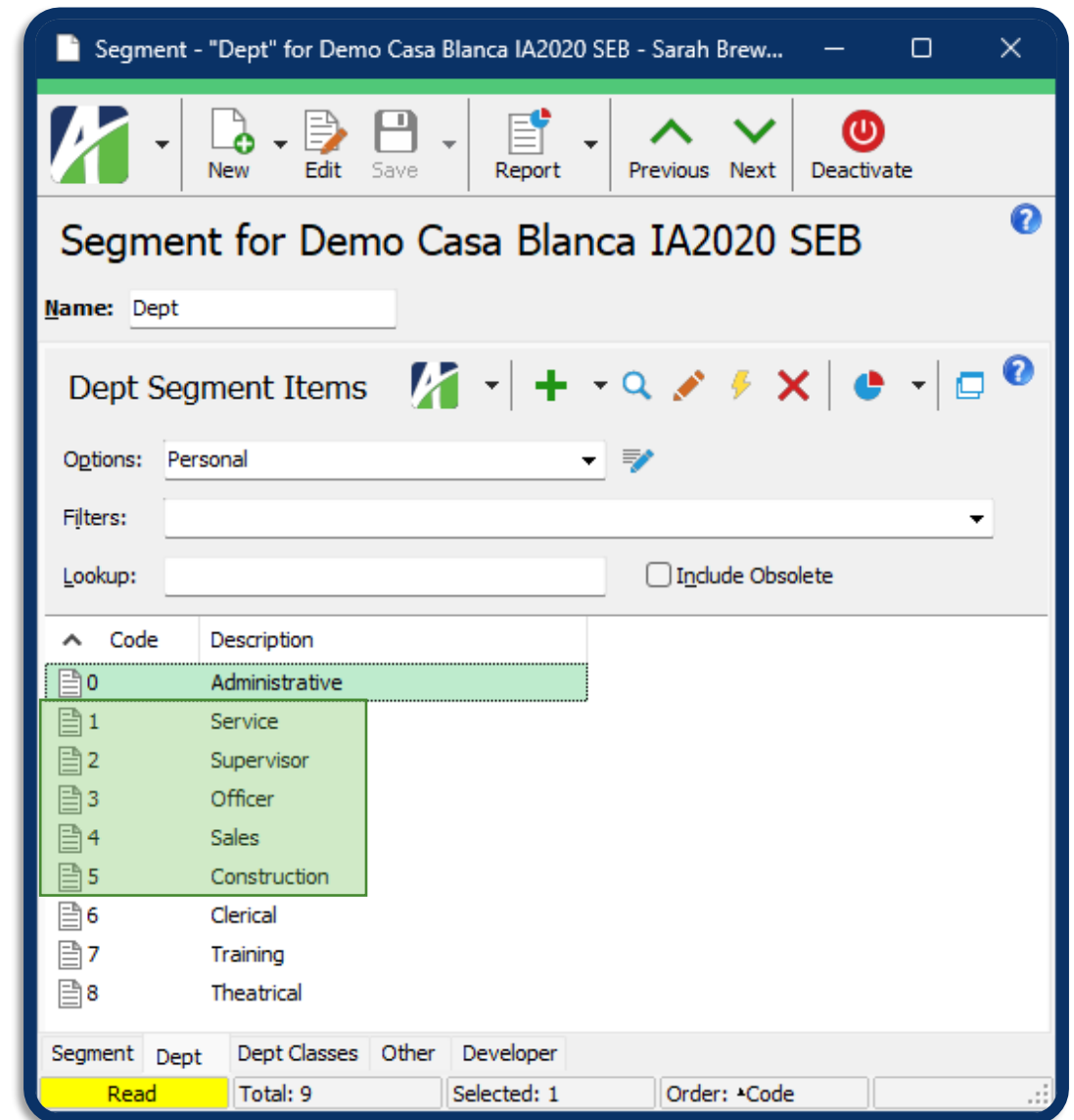
**Need:** Consolidated budget to actual report for departments 1 through 5 and reports for each department combined in one workbook, **every month**

**Could:** Create one financial design, create six financials using iteration, iteration limits, consolidation options, and combine iterations, **every month?**



**Need:** Consolidated budget to actual report for departments 1 through 5 and reports for each department combined in one workbook, **every month**

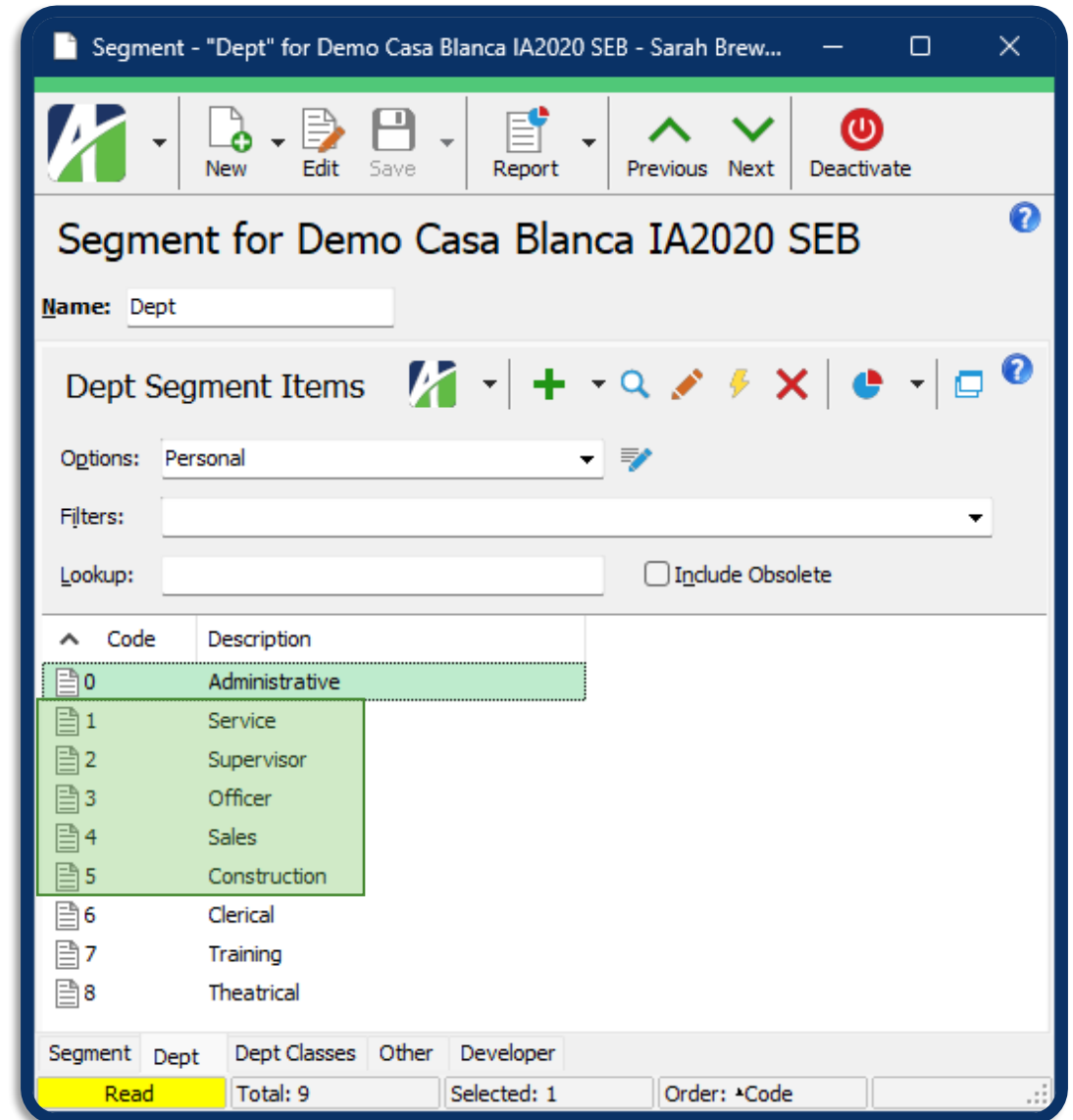
**Could:** Create one financial design, create six financials using iteration, iteration limits, consolidation options, and combine iterations, ~~every~~ **month?**






**Need:** Consolidated budget to actual report for departments 1 through 5 and reports for each department combined in one workbook, **every month**


**Should:** Create one financial design, create six financials using a **saved answer**



# SAVED ANSWER EXAMPLE: PERIOD EXPRESSION

 Publish Financial Statements for Demo Casa Blanca IA2020 SEB - Sarah Brewster

Steps  
    Specify Options  
    Publish

Answers: Previous Month 

Options Accounts Attributes


Current Period

Calendar: Month Monthly Calendar

Expression: Current - 1 period


Year: 2024

Period: 7 July


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

Save Answers "Previous Month"

☒ Save As ☐ Save

Name: Previous Month

☒ Shared ☒ Auto Restore

OK Cancel

# SAVED ANSWER EXAMPLE: PERIOD EXPRESSION

Publish Financial Statements for Demo Casa Blanca IA2020 SEB - Sarah Brewster

Steps  
Specify Options  
Publish

Answers: Previous Month

Options Accounts Attributes

Current Period

Calendar: Month Monthly Calendar

Expression: Current - 1 period

Year: 2024

Period: 7 July

As of: 12

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

Save Answers "Previous Month"

☒ Save As ☐ Save

Name: Previous Month

☒ Shared ☒ Auto Restore

OK Cancel

## Steps

Specify Options  
Publish



Answers: By Department

Defaults  
As Of the 15th  
By Project  
By Region  
Client Attribute  
Client Segment  
Defaults  
Do More With Less  
Power of Publish  
By Department  
Previous Month

Options

Accounts

Att

Current Period

Calendar: Month

Expression: Current

Year: 2024

Period: 7

As of:

Iteration: Dept

Limits:

Options: Include Consolidated "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\Documents

&lt;&lt; Back

Next &gt;&gt;

Finish

Cancel

# SAVED ANSWER EXAMPLE: AS OF DATE

Publish Financial Statements for Demo Casa Blanca IA2020 SEB - Sarah Brewster

Steps  
Specify Options  
Publish

Answers: As Of the 15th

Options Accounts Attributes

Current Period

Calendar: Month Monthly Calendar

Expression: Current - 1 period

Year: 2024

Period: 7 July

As of: 7/15/2024

July 2024

Su	Mo	Tu	We	Th	Fr	Sa
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Date Expression (F2)

Date Expression  
beginning of prior month + 14 days

OK Cancel

Consolidated\*

into multisheet workbook

☐ 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

<< Back Next >> Finish Cancel

# SAVED ANSWER EXAMPLE: ALL TOGETHER

Steps

Specify Options

Publish

Answers: Do More With Less

OptionsAccountsAttributes

Current Period

Calendar:MonthMonthly Calendar

Expression:Current - 1 period?

Year:2024

Period:7July

As of:7/15/2024

Iteration:Dept

Limits:('GL.Segment.Dept' >= '1' AND 'GL.Segment.Dept' <= '5')

Options:Include Consolidated "Dept 1-5" : "Departments 1-5"

☒ Combine iterations into multisheet workbook

Currency Unit:

☐ Include Unmerged Entries not on HoldRow Level:Column Level:

Output To:

Printer

File


File Format:Excel Workbook (\*.xlsx)Directory:C:\Users\sbrewster.conetrix\Documents\Publish

<< Back

Next >>

Finish

Cancel

 AccountingWare.

Publish Financial Statements for Demo Casa Blanca IA2020 SEB - Sarah Brewster

Steps  
Specify Options  
Publish

Answers: Do More With Less

Options Accounts Attributes

Current Period

Calendar: Month Monthly Calendar

Expression: Current - 1 period

Year: 2024

Period: 6 June

As of: 6/15/2024

Iteration: Dept

Limits: ('GL.Segment.Dept' >= '1' AND 'GL.Segment.Dept' <= '5')

Options: Include Consolidated "Dept 1-5" : "Departments 1 -5"

☒ 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: U:\01 ActivityHD\Published Financials

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Do more  
reporting,  
with less  
work!

Publish Financial Statements for Demo Casa Blanca IA2020 SEB - Sarah Brewster

Steps  
Specify Options  
Publish

Answers: Do More With Less

Options Accounts Attributes

Current Period

Calendar: Month Monthly Calendar

Expression: Current - 1 period

Year: 2024

Period: 6 June

As of: 6/15/2024

Iteration: Dept

Limits: ('GL.Segment.Dept' >= '1' AND 'GL.Segment.Dept' <= '5')

Options: Include Consolidated "Dept 1-5" : "Departments 1 -5"

☒ 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: U:\01 ActivityHD\Published Financials

<< Back Next >> Finish Cancel

# Period Expressions

As Of Date

Iteration

*Iteration Limits*

*Consolidation Options*

*Combine Iterations*

Saved Answers



Publish Financial Statements for Demo Casa Blanca IA2020 SEB - Sarah Brewster

Steps  
Specify Options  
Publish

Answers: Do More With Less

Options Accounts Attributes

Current Period

Calendar: Month Monthly Calendar

Expression: Current - 1 period

Year: 2024

Period: 6 June

As of: 6/15/2024

Iteration: Dept

Limits: ('GL.Segment.Dept' >= '1' AND 'GL.Segment.Dept' <= '5')

Options: Include Consolidated "Dept 1-5" : "Departments 1 -5"

☒ 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: U:\01 ActivityHD\Published Financials

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Period Expressions

As Of Date

Iteration

Iteration Limits

Consolidation Options

Combine Iterations

Saved Answers

Publish Financial Statements for Demo Casa Blanca IA2020 SEB - Sarah Brewster

Steps  
 Specify Options  
 Publish

Answers: Do More With Less

Options Accounts Attributes

Current Period

Calendar: Month Monthly Calendar

Expression: Current - 1 period

Year: 2024

Period: 6 June

As of: 6/15/2024

Iteration: Dept

Limits: ('GL.Segment.Dept' >= '1' AND 'GL.Segment.Dept' <= '5')

Options: Include Consolidated "Dept 1-5" : "Departments 1 -5"

☒ 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)

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Period Expressions

As Of Date

Iteration

*Iteration Limits*

*Consolidation Options*

*Combine Iterations*

Saved Answers

Publish Financial Statements for Demo Casa Blanca IA2020 SEB - Sarah Brewster

Steps  
Specify Options  
Publish

Answers: Do More With Less

Options Accounts Attributes

Current Period

Calendar: Month Monthly Calendar

Expression: Current - 1 period

Year: 2024

Period: 6 June

As of: 6/15/2024

Iteration: Dept

Limits: ('GL.Segment.Dept' >= '1' AND 'GL.Segment.Dept' <= '5')

Options: Include Consolidated "Dept 1-5" : "Departments 1 -5"

☒ 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: U:\01 ActivityHD\Published Financials

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Period Expressions

As Of Date

Iteration

*Iteration Limits*

*Consolidation Options*

*Combine Iterations*

**Saved Answers**

Publish Financial Statements for Demo Casa Blanca IA2020 SEB - Sarah Brewster

Steps  
Specify Options  
Publish

Answers: Do More With Less

Options Accounts Attributes

Current Period

Calendar: Month Monthly Calendar

Expression: Current - 1 period

Year: 2024

Period: 6

As of: 6/15/2024

Iteration: Dept

Limits: ('GL.Segment.Dept' >= '1' AND 'GL.Segment.Dept' <= '5')

Options: Include Consolidated "Dept 1-5" : "Departments 1 -5"

☒ 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: U:\01 ActivityHD\Published Financials

<< Back Next >> Finish Cancel

1. Period Expressions

2. As Of Date

3. Iteration

*Iteration Limits*

*Consolidation Options*

*Combine Iterations*

4. Saved Answers

## The moral of the story:

There are lots of ways you ***could*** get exactly the financial statements you need.

Just because you ***can***, doesn't mean you should!

You ***should*** use the way that meets your needs most efficiently, easily, and consistently.

**SUBMIT YOUR  
QUESTIONS!**

# Next Session

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## Back to Basics

Thursday, August 1<sup>st</sup>  
12:30 PM (CT)

Aidan Culwell and Zach Montandon

## 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

# Do More With Less: Publishing Financial Designs

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Sarah Brewster

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