



# Intacct Webinar

Release 2 and Release 3 2021 Highlights  
September 28, 2021

WEALTH ADVISORY | OUTSOURCING | AUDIT, TAX, AND CONSULTING

Investment advisory services are offered through CliftonLarsonAllen Wealth Advisors, LLC, an SEC-registered investment advisor

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# Learning Objectives

- Explain the feature enhancements from Sage Intacct R2 and R3 releases
- Demonstrate utilizing several enhancements yourself where they are pertinent to your day-to-day tasks





# Company Enhancements

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# Checklist Enhancements



## Checklist Options

### User restrictions

Default for who can update checklists:

Any user with permission to update checklists

Default for who can update assignments:

Any user with permission to update assignments



## Checklist Options

### User restrictions

Default for who can update checklists:

- ☒ Any user with permission to update checklists
- ☐ Only checklist owners or creators
- ☐ Only checklist owners

Default for who can update assignments:

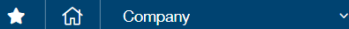
- ☒ Any user with permission to update assignments
- ☐ Only checklist owners or users assigned to the assignments of a specific checklist
- ☐ Only checklist owners or users assigned to a specific assignment



Wholesale Distribution

Top level

Denise Romanak Help & Support



Search

## Checklists

Add Delete Done Import Export

All Manage views Include inactive Include private Advanced filters Clear all filters

(1 - 2 of 2)

Checklist category	Checklist ID	Checklist name	Checklist description	Checklist status	Checklist owner	Delete
<a href="#">View</a> Monthly	CL02	Month End Close		In Progress	User, Preview	<input type="checkbox"/>
<a href="#">View</a> Quarterly	CL01	Quarter End Close		In Progress	User, Preview	<input type="checkbox"/>



Create Opportunities

# Checklist - Assignment Constraints

★ Home Company ▼

≡ Edit Assignment Information

The start date entered here occurs before the date in the assignment constraint 'AP02--Update AP'. Enter a start date that is on or after '05/07/2021', then try again.

General information

Assignment category ▼

Associated checklist ▼

Assignment ID  
AP03

Assignment name \*  
Reconcile bank accounts

Assignee \*  
User, Preview ▼

Assignment status ▼

Start date \*  
05/05/2021

Due date \*  
05/08/2021

Attachment ▼

Internal control reference ?

Status  
Active ▼

Description

Percent complete (%)

Actual end date

Comment

Constraints on this assignment

Constraint type *	Date type *	Assignment name *
Start on or after	Due date of	AP02--Update AP
--Select--	--Select--	

★ Home Company ▼

≡ Edit Assignment Information

General information

Assignment category ▼

Associated checklist ▼

Assignment ID  
AP02

Assignment name \*  
Update AP

Assignee \*  
User, Preview ▼

Assignment status ▼

Start date \*  
05/01/2021

Due date \*  
05/07/2021

Attachment ▼

Internal control reference ?

Status  
Active ▼

Description

Percent complete (%)

Actual end date

Comment

Constraints on this assignment

Constraint type *	Date type *	Assignment name *	
--Select--	--Select--		+ 🗑
--Select--	--Select--		+

Constraints based on this assignment

Assignment name	Constraint type	Date type	
AP03--Reconcile bank accounts	Start on or after	Due date of	AP02--Update AP



# Report on Checklists/Assignments

- Custom report to analyze checklist and assignment information to share with organization and executives and/or on dashboards.

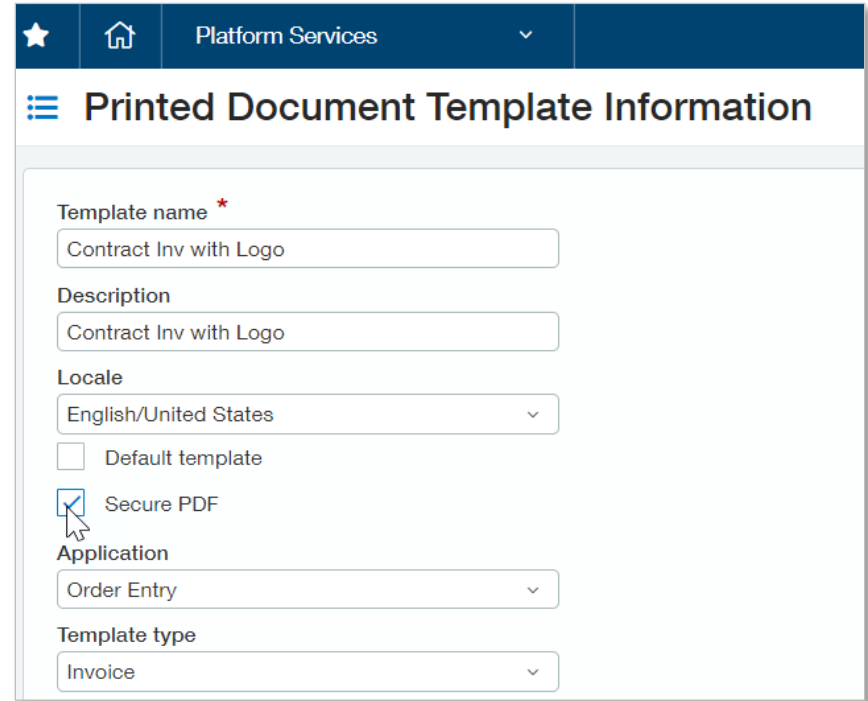
## Assignments

								⚙
▼ Subtotal name	Associated checklist	Assignee Name	Assignment ID	Assignment name	Start date	Due date	Actual end date	
▼ <a href="#">Month End Close</a>	Month End Close	User, Preview	AP01	Record Incoming Cash	05/01/2021	05/05/2021		
	Month End Close	User, Preview	AP02	Update AP	05/01/2021	05/07/2021		
	Month End Close	User, Preview	AP03	Reconcile bank accounts	05/07/2021	05/08/2021		



# Secure PDF

- Prevents altering of electronically printed documents
- No one can edit, sign, copy extract or comment on the PDF
- Setting is on the printed document template



The screenshot shows a web application interface for managing document templates. The header bar is dark blue with a star icon, a home icon, and the text 'Platform Services' with a dropdown arrow. Below the header, the title 'Printed Document Template Information' is displayed with a hamburger menu icon to its left. The form contains several fields: 'Template name' (required, marked with a red asterisk) with the value 'Contract Inv with Logo'; 'Description' with the value 'Contract Inv with Logo'; 'Locale' with a dropdown menu showing 'English/United States'; a 'Default template' checkbox which is unchecked; a 'Secure PDF' checkbox which is checked, with a mouse cursor hovering over it; 'Application' with a dropdown menu showing 'Order Entry'; and 'Template type' with a dropdown menu showing 'Invoice'.





# General Ledger Enhancements

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# GL Approval Cadence

- Send email notifications that approvals are pending
- Based on frequency that is set
- Setting is valid for all approvers of the journal or specific approvers of the journal

★ Home General Ledger ▾

### General Ledger Setup

#### Approvers

	Journal	Approver	Substitute approver	
1	PYRJ--Payroll Journal	Approvers--UserGroup	ExtUser SIAP-dromanz	+ 🗑
2	ADJ--Adjustment Jour	preview--Preview User	ExtUser SIAP-dromanz	+ 🗑
3				+

#### Email notification frequency

	Journal	Notify	How often	
1	ADJ--Adjustment Jour	Approver	Daily summary	+ 🗑
2	PYRJ--Payroll Journal ▾	Approver ▾	Individual transactions ▾	+ 🗑
3		None	None	+

Approver

Approvers--emma

Approvers--preview



# GL Approvals

- Comments on the History tab now contain the “Submit To” approver
- Easily view attachments from the list of approvals

★ 🏠 General Ledger ▾

☰ Payroll Journal - Journal Entries


Transaction **History**

	Date	Action	State	User	Comments
1	05/10/2021 15:00:21	Create	Submitted	dromanak	--
2	05/10/2021 15:00:21	Submit	Submitted	dromanak	Submitted to preview

★ 🏠 General Ledger ▾ 🔍 Search 📄

**Approve Journal Entries** [View All](#) [Approve](#) [Decline](#) [Done](#) [Export ▾](#)

All ▾ Manage views ▾ (1 - 1 of 1)

Select	Request status	Requester	Journal	Transaction type	No	Reference number	Description	Date requested	
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="checkbox"/>	<a href="#">View</a>	<a href="#">Approve</a>	<a href="#">Decline</a>	Submitted	Romanak, Denise	PYRJ--Payroll Journal	Journal Entry	5	May 2021 Payroll 05/10/2021 15:04:58 



# Dimension Balances Report

★ Home General Ledger

## Dimension Balances Report

**Time period**

Reporting period  
Current Month

As of date  
05/11/2021

OR

Opening balance date

Closing balance date

**Filters**

Reporting book  
ACCRUAL

Other books (Adjustment and user-defined)  
Select

**Content Selection**

☐ Actual ☐ Budget ☒ Actual and Budget

**Budget to include**  
Master Budget

### Select presentation view for dimensions

- ☒ Side by side
- ☐ Cascaded

☐ Show subtotals

☒ Retain YTD balances

### Select budget comparison

- ☒ Budget then Actual
- ☐ Actual then Budget

☐ Show difference column

- New content selection Options:
  - Actual (only available view prior)
  - Budget
  - Budget and Actual comparison
    - Set presentation order
    - Include differences
  - Retain YTD Balances





# Accounts Payable Enhancements

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# Cancel Payment Requests in Bulk

- All requests are sent back to the “Pay Bills” screen to be paid at a later time

Accounts Payable										Search	
Payment Requests										Done	Export
<input type="checkbox"/> Include private <a href="#">Clear all filters</a>											
										(1 - 2 of 2)	

# Vendor Remittance Flexibility

- Option to include or exclude the PDF attachment
- Can include payment details as a grid

A payment of \$1,000.00 was issued to you by record transfer on 05/09/2019.  
You'll find details about this payment below, as well as in the attached receipt.

Payment date 05/09/2019  
Payment method Record Transfer  
Amount \$1,000.00 CAD

Bill number	Date	Reference	Total billed	Amount outstanding	Discount	Credit/Advances applied	Payment amount
Test 2	31/08/2019		\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
							\$1,000.00



Don't include payment copy PDF in payment notification email



Include payment details in payment notification email



# Accounts Receivable Enhancements

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# Customer Drilldown on Aging Report

★

🏠

Accounts Receivable ▾

## Customer Aging Report



Based on: Invoice Date		As of Date: 05/11/2021					
Customer ID	Customer Name	-0	1-30	31-60	61-90	91-	Total
10001	Reasonable Security	0.00	25,000.00	0.00	0.00	693,382.98	718,382.98
10002	Universal Alarms	0.00	0.00	0.00	0.00	131,700.00	131,700.00
10003	John Jones	0.00	0.00	0.00	100.00	257,074.32	257,174.32
10004	Bedrock Industrial Systems	0.00	0.00	0.00	0.00	138,100.00	138,100.00
10005	All Secure	0.00	400.00	12.00	0.00	151,513.40	151,925.40
10006	Real Secure Solutions	0.00	0.00	0.00	0.00	262,000.00	262,000.00



# Un-apply Adjustments

- Un-apply credit adjustments from Posted Payments
- Once unapplied the credit and invoice, if applicable, becomes available again on the Receive Payments page
- If the invoice is paid with one of the payment methods and credits, you can reverse payment but can't un-apply credits
- Does not currently apply to inline credits that are posted automatically





# Cash Management Enhancements

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# Reopen Bank Reconciliation

- Before we knew an item was matched but didn't know what period it was matched in
- Now the system remembers matched items by date
- Best practice: download PDF of Reconciliation Report
- Doesn't remember ending balance
- Retro-active



# Posting Details Tab

- Posting Details tab has been added to the following transactions in Cash Management:
  - Funds Transfers
  - Other receipts
  - Bank and interest charges
  - Credit card charges and other fees

The screenshot displays the 'Posting details' tab for a 'Funds Transfer' transaction. The interface includes a top navigation bar with 'Cash Management' and a search bar. Below the transaction title, there are buttons for 'Duplicate', 'Done', and 'More actions'. The 'Posting details' tab is highlighted with a red box. The main content area is divided into two sections: 'General ledger journals posted' and 'Inter entity journals posted'. Each section contains a table with columns for Book ID, Journal, Journal no, Date, Line no, Account number, Account name, Location, Txn currency, Debit txn amount, Credit txn amount, Debit amount, Credit Amount, and Memo.

Book ID	Journal	Journal no	Date	Line no	Account number	Account name	Location	Txn currency	Debit txn amount	Credit txn amount	Debit amount	Credit Amount	Memo
ACCRUAL	CDJ	115	05/07/2021	1	10020	SVB Checking 2	USA2	USD	2,100.00	--	2,100.00	--	--
ACCRUAL	CDJ	115	05/07/2021	2	10010	SVB Checking	USA1	USD	--	2,100.00	--	2,100.00	--
Total									2,100.00	2,100.00	2,100.00	2,100.00	

Book ID	Journal	Journal no	Date	Line no	Account number	Account name	Location	Txn currency	Debit txn amount	Credit txn amount	Debit amount	Credit Amount	Memo
ACCRUAL	CDJ	115	05/07/2021	4	12900-200	100 Due from Entity 200	USA1	USD	2,100.00	--	2,100.00	--	Inter entity due from : 200
ACCRUAL	CDJ	115	05/07/2021	3	20800-100	200 Due to Entity 100	USA2	USD	--	2,100.00	--	2,100.00	Inter entity due to : 100
Total									2,100.00	2,100.00	2,100.00	2,100.00	

# Bank Feeds

- Automatically refreshes every 4 hours
- Can access Bank Transactions from Checking/Savings/Credit Card setup screens
- User must have permissions to Bank Transactions (*Ignore and Manual Match*)

☰ Checking Account Information Edit Duplicate

Details Check printing Bank file Banking cloud Restrictions Payment providers

Intacct WF--Wells Fargo - USD 435678940	Banking cloud Sage Demo Bank Demo Bank	Last bank feed 05/10/2021	Last transaction date 04/22/2020	Last reconciliation 03/31/2020	Last reconciliation type via Feed	Status Connected
-----------------------------------------------	----------------------------------------------	------------------------------	-------------------------------------	-----------------------------------	--------------------------------------	---------------------

State:  Transaction type:  Bank amount:  Check no / Doc no range:  More filters Apply filters Clear filters

<< < Page 1 of 21 > >>

	Date	Last reconcile	Check no / Doc no	Bank amount	Amount to match	Payee	Description	Txn type	State		
1	04/22/2020	--	--	1,034.99	0.00	123	123	Deposits/Credits	Matched	Match	Action ▼
2	04/22/2020	--	--	56.73	0.00	--	887	Checks/Debits	Cleared	Match	Action ▼
3	04/22/2020	--	--	10,561.49	10,561.49	C115	C115 C115	Deposits/Credits	Unmatched	Match	Action ▼
4	04/22/2020	--	--	9,971.55	0.00	--	D852	Checks/Debits	Matched	Match	Action ▼
5	04/22/2020	--	--	10.01	10.01	--	85	Deposits/Credits	Unmatched	Match	Action ▼
6	04/22/2020	--	--	84.53	0.00	--	--	Checks/Debits	Matched	Match	Action ▼
7	04/22/2020	--	--	36.99	36.99	--	--	Deposits/Credits	Unmatched	Match	Action ▼
8	04/22/2020	--	--	561.95	561.95	--	--	Checks/Debits	Unmatched	Match	Action ▼
9	04/22/2020	--	--	796.54	796.54	--	--	Deposits/Credits	Ignored	--	Action ▼
10	04/22/2020	--	--	99.67	44.77	--	--	Checks/Debits	Partially matched	Match	Action ▼

<< < Page 1 of 21 > >>



# Bank Transaction Rules

- Must grant permissions in order to set this up
- Replaces the systems matching rules that were previously in place. If you are using Bank Feeds with Auto-match, you must setup and configure Bank Transaction Rules
- Rules and Rule Sets
  - Rule is what logically makes the match
  - Rule set is the container of those rules
  - Rule sets allow you to specify the order and associate bank accounts or credit card accounts
  - May want all checking accounts to have the same rule set, or its own rule set
  - Each bank account can have 1 rule set



# Bank Transaction Rules

- Rules in set should progress from specific to general to prevent unintended matches
- Rule sets are not shared between bank and credit card accounts
- Rerunning a Rule Set will not cause manually unmatched transactions to be auto-matched
- Rules or Rule Sets once used can be put to inactive but cannot be deleted

**Rule Set**

Rule set Accounts

Details

ID \*

Name \*

Status   
 Active

Account type \*   
 Bank    
 Bank   
 Credit card

Rules

Items selected: 0

	<input type="checkbox"/> <input type="button" value="v"/>	Rule ID	Rule name	Status
		<input type="text"/>	<input type="text"/>	<input type="text"/>





# Other new enhancements

- Improved grouping – can now group bank transactions, not just Intacct transactions
- Can create rule that only looks at specific bank transactions
- Additional operators in the filter and matching conditions
- Flexible date comparisons using matching operator of 'within'

▼ Group transactions by

Intacct transactions

☐ Document number

☐ Posting date

Bank transactions

☐ Document number

☒ Posting date

▼ Matching conditions

		Bank transaction field	Operator
≡	1	Posting date ▼	Operator ▼
≡	2		equals
≡	3		within



# Purchasing and Order Entry Enhancements

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# GL insight on Transactions

- Added to both Order Entry and Purchasing
  - Any transaction that posts to the GL now has a tab that will show the posting details behind the transaction

## Vendor Invoice-VI0057

Transaction

Posting details

History

Payment Details

Posted AP Bills

Doc number	Reference number	Doc date	Txn amount	Txn amount
<a href="#">Example - Blanket PO B</a>	Example - Blanket PO	12/31/2019	25,000.00	
Total			25,000.00	

General ledger journals posted

Book ID	Journal	Journal no	Date	Type	Line no	Account number	Account name	Location	Txn currency	Debit txn amount	Credit txn amount
ACCRUAL	APJ	<a href="#">236</a>	12/31/2019	Subledger posting	1	60410	Professional Fees Expense	USA 1	USD	25,000.00	--
ACCRUAL	APJ	<a href="#">236</a>	12/31/2019	Subledger posting	2	20100	Accounts Payable	USA 1	USD	--	25,000.00
Total										25,000.00	25,000.00



# Purchasing Re-Approval Change

- Added option for when to trigger a new approval cycle if an approved transaction is changed:

Require a new approval cycle if an approved transaction is modified

☐ No reapproval needed

☐ Line amount changes only

☒ Any line or subtotal amount changes

- You can still select an option for no reapproval or an option the to send only transactions with changed line item amounts for reapproval. However, for greater visibility into all changes, you can use the new Any line or subtotal amount changes option to send transactions with any changed amounts for reapproval.



# Items Updates

- Add and update items in price lists using a CSV import
- For ease of Navigation, on the details for Items, Vendors, Customers, and transactions, the ID and Name are both now visible when navigating amongst tabs:

☰ 1007 -- Servers

General   Advanced   Contract term   Vendor history <u>Cross references</u> Item tax groups   Item attributes							
Cross reference entries							
	Reference type	Alternate item ID	Vendor ID	Customer ID	Cross-reference item ID	Cross-reference item description	Unit
1	Vendor	--	☰ 20001 -- Massachusetts Department of Revenue				

Vendor	<u>Additional information</u>	Contact list	Payment information	Bank file	Payment providers	F
Vendor details						



# Items Updates

- Faster entry of sales transactions with tracked items:
  - Added automatic lookup of serial, lot, and bin information to eliminate the work of manually finding and entering the information

Entries [Show defaults](#) What can I do here?

	Item ID *	Warehouse	Quantity *	Unit	Serial, lot, bin	Price *	Base price	Extended price	Extended Base Price	
1	1007--Servers	100--100	1	Each	Bin	7,150.0000000000	7,150.0000000000	7,150.00	7,150.00	+

DETAILS

Item description Servers	Price calculation memo	Transaction date --
Memo	Timesheet notes	Ship to Lee, Artem

SERIAL, LOT, BIN

Line	Quantity * unit
1	1

Bin	Quantity available	Quantity to fulfill	
1 B1	1	0	+





# Projects Enhancements

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# Projects Updates

- Mark corporate charge card transactions as billable and include in project invoicing
- New permissions allow project managers to change their own draft project invoices
  - Assign new permissions to project managers so they can edit or delete their own draft project invoices







# Report and Dashboard Enhancements

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# Dashboard Component Enhancements

- Closed Thru Summary
  - View last closed dates
  - Click navigation to each close area
  - Match the view to your close process
- Attachments
- Billboards
- Custom Navigation

Close Status

▼ Closed Thru Summary

Entity	Application	Closed Thru
100	General Ledger	06/30/2019
100	Accounts Payable	06/30/2019
100	Accounts Receivable	12/31/2020
100	Time & Expenses	12/31/2020
100	Cash Management	06/30/2019
200	General Ledger	06/30/2019
200	Accounts Payable	06/30/2019
200	Accounts Receivable	12/31/2020
200	Time & Expenses	12/31/2020
200	Cash Management	06/30/2019
300	General Ledger	01/31/2021
300	Accounts Payable	01/31/2021

Intacct - Component properties - Google Chrome

preview.intacct.com/ia/acc/editor:phtml?&op=2144&do=edit&dashboardkey=31...

### Component properties

Save Cancel Help

Component type  
General

Component \*  
Closed Thru Summary

Component title \*  
Closed Thru Summary

Height  
400

☐ Show collapsed

☐ Summary view  
☒ Entity view

# Financial Report Writer-Column Types

★
🏠
Reports

Financial Report Writer
Reporting Accounts
As of date today
Preview
Save

Report Info	Add columns — DR-Project Budget v. Actual				
Rows		Dimension name	Actual	Project Budget	Actual
Columns	Column type	Dimension name	Actual	Budget	Column type
Filters	Calculation details			Project Budget	
Format	Amount type		default	default	
Permissions	Reporting period		Current Month	Current Month	
Next Steps			05/01/2021 – 05/31/2021	05/01/2021 – 05/31/2021	
	Column header	Period name	Period name	Period name	
		Period date	Period date	Period date	
	Expand by				

Column type

Actual

Project  
Warehouse  
**Actual**  
Actual  
**Computation**  
Summary on columns  
**Period comparison**  
Period variance  
Period difference  
**Budget**  
Budget  
Budget variance  
Actual-Budget Difference  
Budget-Actual Difference  
Budget variance (normalized)  
Actual-Budget Difference (normalized)  
Budget ratio  
**Budget forecast**  
Remaining budget  
Forecast – Prorated



# Financial Report Writer-Column Types

- Already Existed
  - Actual-Budget Difference (normalized)
- Added
  - Budget-Actual (normalized)
  - Period Variance (normalized) – percentage
  - Period Difference (normalized)



# Financial Report Writer-Column Types

- Divider columns are now available
  - Does count as a column, keep in mind when working computation references and the like

**Expense Analysis**

Year Ending  
12/31/2012

	Actual	Total Contribution	Close into account
▼ Expense			
Financial Fees- Bank Service Charges	(490.00)	12.81 %	3100
Office Expense- Other	500.00	(13.07) %	3100
Office Expense- Postage & Delivery	40.00	(1.05) %	3100
Office Expense- Rent	(4,000.00)	104.58 %	3100
Utilities- Electric	125.00	(3.27) %	3100
Total Expense	(3,825.00)	100.00 %	

Column 4 ▼	Column 5 ▼	Column 6 ▼
Spacer	Period % Var Normal	Comp on Actual
Column type <input type="text" value="Spacer"/> ▼ ⓘ	Period variance (normalized)	Computation on actual
		Computation 1 on Column 5

# Rounding

- The report will disregard anything after the decimal mark, regardless of the currency

★ Home Reports

## Financial Report Writer

As of

Report Info

Format for screen and print — DR-Project Budget v. Act

General Page Setup & Columns Rows & Totals

Copy formatting from an existing report ?

Report

Copies selected formatting options from the select

Accounts

Reporting accounts Prompt

Report output will display using these accounts

Numbers

Negative numbers (1234)

Negative numbers color (PDF only) black

Rounding

Align currency symbol

Zero numbers

No rounding

No rounding

In whole number

In thousands

In millions

With activ

re periods





# Intacct Resources

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# Get the Training you need...

- View and Subscribe to our CLA Intacct Blog
  - <https://blogs.claconnect.com/intacct/>
- Continue to join our monthly Intacct Webinars
  - <https://www.claconnect.com/events/2021/2021-sage-intacct-webinar-series>
- For more information on Sage Intacct and how CLA can help
  - <https://www.claconnect.com/services/intacct>
- Sage Intacct Learning Center Training and Release Notes
  - Accessed upon logging into Sage Intacct



## Sage Intacct Blog

### Sage Intacct Statistical Accounts in Financial Reports

August 18, 2021 | by Ashley Klapperick

Would it help your organization to see average customer monthly recurring revenue, average donation amount, or operational expense per department with a click of a button? Statistical accounts are a powerful reporting tool that are often under-utilized or forgotten. Statistical accounts provide layers of invaluable insight into your business that may be invisible otherwise, allowing you to combine your operational and financial data.





Thank you!



CLAconnect.com



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