



# Intacct Webinar

Financial Report Writing Tips and Tricks #2

August 31<sup>st</sup>, 2021

WEALTH ADVISORY | OUTSOURCING | AUDIT, TAX, AND CONSULTING

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# Learning Objectives

- Identify how to set up Account Groups to help drive data insight for various types of reporting needs
- Indicate how to create computations in reports to analyze your data
- Identify how to use statistical data to drive home the ins and outs of how your organization is performing





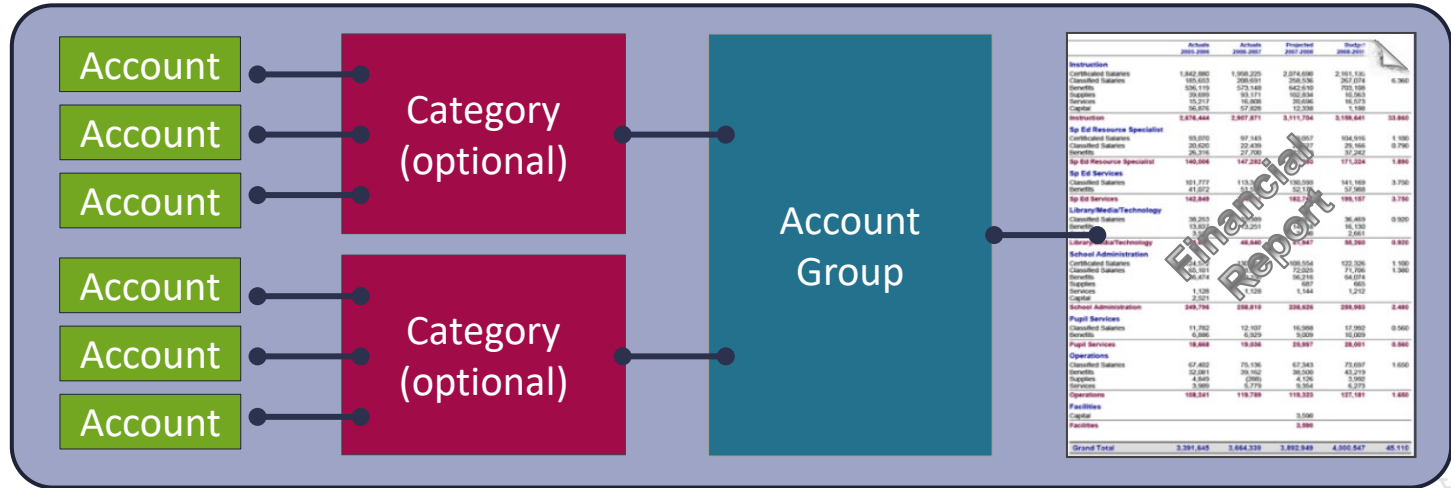
# Account Groups to drive Insight for various reporting needs

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# Account Groups vs Category

- **Account Groups:** groups of GL accounts that are tailored to meet your needs. Fundamental building blocks of financial reports in Sage Intacct
- **Categories:** pre-defined account groups assigned per GL account and already mapped to out-of-box financial reports



# Account Group in Action

- Each account group is displayed as a row
- Balance for each account in a group
- Total for each account group
- Indentation indicates group hierarchy

## Statement of Financial Summary

	Primary Entity Year Ending 12/31/2017	Primary Entity Year Ending 12/31/2016	Primary Entity Year Ending 12/31/2017
	Current Year	Previous Year	Difference
▼ <b>Assets</b>			
▼ <b>Cash and Cash Equivalents</b>			
Operating Cash	6,253,348.27	6,468,643.27	(215,295.00)
Eastlake Operating Account	12,000.00	0.00	12,000.00
Payroll Cash	963,080.99	840,605.35	122,475.64
Petty Cash	19,959.84	19,959.84	0.00
Undeposited Receipts	1,000.00	1,000.00	0.00
Total Cash and Cash Equivalents	7,249,389.10	7,330,208.46	(80,819.36)
▶ <b>Investments</b>	23,805,069.71	23,805,269.71	(200.00)



# When and How to create Account Groups

- When the out-of-the-box categories do not meet your needs
- Create Account Groups by:
  - Starting at the lowest level in the account group hierarchy
  - Work your way up the account group hierarchy, ending with the 'Grand Total' account group
  - Note: you can also import account groups
- Run the Account Group Hierarchy report
  - Run report for just the 'Grand Total' account group
  - Confirm that all accounts are present and in the correct spot

[https://www.intacct.com/ia/docs/en\\_US/help\\_action/Reporting/Setup/Account\\_groups/mapping-of-accounts-to-account-groups.htm?tocpath=Reporting%7CSetup%7CAccount%20groups%7C](https://www.intacct.com/ia/docs/en_US/help_action/Reporting/Setup/Account_groups/mapping-of-accounts-to-account-groups.htm?tocpath=Reporting%7CSetup%7CAccount%20groups%7C) 7



# Account Group Creation Tips & Tricks

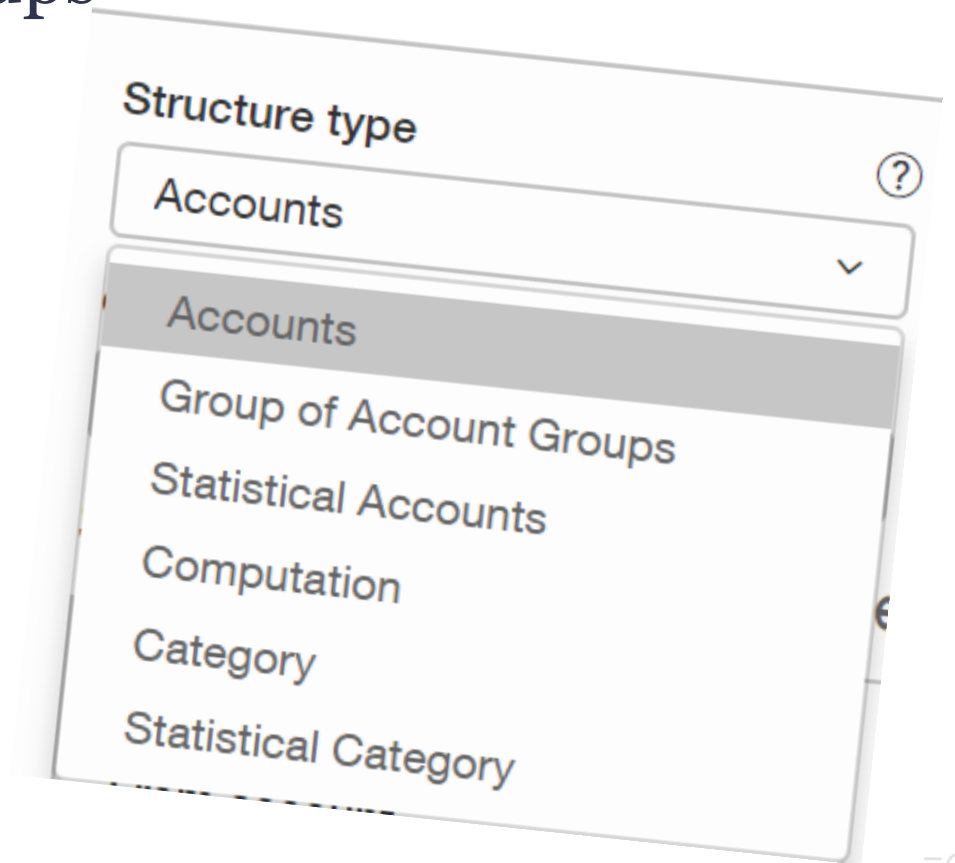
- Naming conventions are important when creating account groups
- Utilize the new 'Purpose' and 'Manager' fields
- Account Group Flip view
- Import/Export Account Groups
- Dimension Filters in Account Groups





# Types of Account Groups

- Category
- Statistical Category
- Accounts
- Group of Account Groups
- Statistical Accounts
- Computation



# Create an Account Group of Accounts

## Account Group Information

[Learn about account groups](#)

Name \*

IS: Salary & Wages

Normal balance

Debit

Display on report as

Salary & Wages

Account group purpose

Display total line as

Total Salary & Wages

Account group manager

Structure type ?

Accounts

Calculation method

For period

### Specify accounts to include

Select range from accounts

or use account #

From account

To account

Specify one or more accounts or account ranges. Select from the drop-down list or type the account number. Adding a new account within the numerical range will be included in the group.

Add

### Group members

5121 ... 5128



# Create an Account Group of Groups

## Account Group Information

Save Cancel

[Learn about account groups](#)

Name *	IS: Total Expenses	Normal balance	Debit
Display on report as	Expenses	Account group purpose	
Display total line as	Total Expenses	Account group manager	Ashley Klapperick

Structure type ?  
Group of Account Groups

### Specify Account groups to include

Account group purpose

Account Group

The Group of Account Groups contains other account groups.  
Example: An Assets Account groups might consist of 2 other Account Groups: current assets and long-term assets.

Add

### Account groups

- IS- Advertising and Promotion Expe... x
- IS - Telecommunication Expense x





# Computations

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# Computations – 3 ways


- **Columns:** summary on columns uses static referencing for column header
- **Account Groups:** best utilized in performance cards, dimension-structured reports or rows in financial reports to see a value based on a mathematical equation
- **Financial Report Computations:** calculations defined are to use on the Columns tab of your financial report (account-structured reports only)

	Actual Expenses	% of Total Expenses
<b>Expenses</b>		
General Expenses	50,000	14%
Payroll Expenses	200,000	57%
Utilities and Facilities	100,000	29%
<b>Total Expenses</b>	<b>350,000</b>	<b>100%</b>



# Column Computations


For quick calculations specific to certain reports.

	Column 4 ▾	
Rows		Summary
Columns	Column type	Column type <input type="text" value="Summary on columns"/> ▾ ⓘ
Computations	Calculation details	
Filters		Summary <input type="text" value="Div(2,3)"/> 



# Computation Account Groups

For financial and operational calculations used in several reports and dashboards (KPIs).

Structure type 

Computation

### Specify computation formula

**Operands**

Account group

Account Group \*  ÷  Account Group \*

You can mix and match account groups, accounts, or constants in your formula.  
Formula: Expenditures - FC Mgmt & Gen ÷ Expenditures  
Example: Enter Net income / sales to compute profit margin.

### Display options

Decimal places

Percent

Unit

Example: \$ or sq. feet



# Computations by Account Group Rows

Computations can be variable by account group rows for Account-structured financial reports.

		Computation 1 ▾
		<input checked="" type="checkbox"/> Apply account group filters to computations ?
Rows	<b>Computations on groups ?</b>	
Columns	<b>Change In Net Assets</b>	Multiply 1
Computations	Operating Revenue	Multiply 1
	Federated Campaign Contributions	Multiply 1
Filters	Fundraising Events Revenue	Multiply 1
	Grant Revenues	Multiply 1
Next Steps	Grant Revenue - Other	Multiply 1
	Contributions	Multiply 1.3
	Member Fees	Multiply 1
	Revenue - Sales	Multiply 1.2
	Revenues Released	Multiply 1
	Revenue - Other	Multiply .9





# DEMO





# Statistical Data to track how the organization is performing

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# Why Statistical Data


- Statistical Accounts are used to track non-financial data such as:
  - Employee Headcount
  - Number of Hospital beds/hotel beds
  - Square Footage
  - Number of Contracts
  - Business Days in a month
- Statistical accounts allow you to analyze data in Financial reports and create computations



# Create Statistical Account Groups

Name	# Girls Served	Normal balance	Debit
Display on report as	# Girls Served	Account group purpose	
Display total line as	Total # Girls Served	Account group manager	

---

Structure type 

Statistical Accounts

Calculation method

For period

Specify statistical accounts to include

Select range from accounts or use account #

From account

To account

Statistical Account Group contain accounts with non-financial data, such as hotel rooms or deal size. They're typically used in computations to obtain business metrics such as revenue per room or average deal size.

Add

Group members

S250--Girls Served



# Statistical Account Scenario

- Use Case
  - You want to create a Financial report showing expense amount per employee
  - Two ways to handle depending on report structure:
    - Column computation
    - Computation Account Group included as row in financial report



# DEMO





# Intacct Resources

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- Intacct Learning Center Training and Release Notes
- View and Subscribe to our CLA Intacct Blog
- Continue to join our monthly Intacct Webinars

<https://blogs.claconnect.com/intacct/>



## Top 3 Sage Intacct Financial Report Writing Tips and Tricks

March 3, 2018 | by Kathy Jastrzebski

As with anything in life, expertise comes with experience. That's why we're here to bring you the top 3 tips to transform you into a Sage Intacct reporting ninja. In this post you'll learn how to troubleshoot reports, build account groups like a rockstar, and format reports that shine so why not read on?



Thank you!



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