



Intacct Webinar

Working within Sage Intacct's Financial Report Writer

February 22, 2022

WEALTH ADVISORY | OUTSOURCING | AUDIT, TAX, AND CONSULTING

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Learning Objectives

- Determine style of reports available
- Identify how to utilize columns to expand and calculate values
- Recognize how to efficiently format reports to provide your team and executive team with clear cut reporting packages





Report styles within Sage Intacct

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Financial Report Writer Report Types

- Financial Reports using the Financial Report Writer
 - Month end financial reports
 - Role specific reports
 - Comparative reports
 - Dimensional trend reports
 - Periodic trend reports
 - Financial ratios
 - Statistical/metric reports

Edit	Bal Sheet - Health Initiative 1 Grant
Edit	Balance Sheet - Comparative
Edit	Balance Sheet - Primary NFP
Edit	Balance Sheet - Wallace Trust
Edit	Balance Sheet Consolidated [Primary & Trust]
Edit	Balance Sheet Consolidated Comparison [Primary & Trust]
Edit	Balance Sheet Consolidated View
Edit	Cash Balance - Weekly
Edit	Cash Balance Monthly with Trend Lines
Edit	Cash Balances - Monthly
Edit	DBB Balance Sheet Composition
Edit	DBB Expenses
Edit	DBB Liquidity
Edit	DBB Profitability



Report Structures

- First step in determining the style of your reports is to determine the report structure:
 - Accounts
 - Dimensions

Report structure Accounts Dimensions

Determine the basic report structure by selecting what appears in rows.

Note: The current report structure can't be changed. To select a different report structure, you must create a new report.

Filter by dimension structure on rows

Balance Sheet	Current Year	Prior Year
	Actual	Actual
Assets		
Current Assets	60,000	50,000
Long Term Assets	30,000	25,000
Total Assets	90,000	75,000

Accounts in rows

Select to show account data, such as Assets and Liabilities, along the left side of the report.

Tip: Includes option to compare by dimension across columns, such as comparisons by product line or location.





Utilize column features to
expand information or run
calculations

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Computations

- Computation on Actual
- Computation on Budget
- Summary on Columns

Financial Report Writer As of date

Report Info	Create column computations — **AK** WEBINAR REPORT	
Rows	Computation 1 <input checked="" type="checkbox"/> Apply account group filters to computations	
Columns	Name*	Computation 1
Computations	Description	
	Change In Net Assets	
Filters	Operating Revenue	
	Grant Revenue	
	Program Revenue	
	Contributions	
	Tuition	
	Member Fees	
	Sales	
	Subscriptions	
Next Steps	Service Fees	
	Investment Earnings	

Column 4 ▼

Remaining Budget

Column type Summary on columns

Summary

Column heading 1

Column heading 2

Column title

-- Choose Column Type --

Account

Account name

Account number

Account number & name

Account attribute

Account

Statistical Account

Actual

Actual

Computation

Computation on actual

Computation on budget

Summary on columns

Period comparison

Period variance

Period variance (normalized)

Period difference

Period difference (normalized)



Summary on Columns

Column 3 ▾	Column 4 ▾	Column 5 ▾
Actual	Actual YTD	YTD Variance
Actual	Actual	Column type <input type="text" value="Summary on columns"/>
		Summary <input type="text" value="Avg(3,4)"/>
default	default	
Current Quarter	Prior Quarter	
10/01/2020 - 12/31/2020	07/01/2020 - 09/30/2020	
Period name	Period name	
Period date	Period date	
		Column heading 1 <input type="text" value="No title"/> ⓘ
		Column heading 2 <input type="text" value="No title"/>
		Column title <input type="text" value="YTD Variance"/>

Statement of Revenues & Expenditures - Actual vs Budget

	Current Quarter	Prior Quarter	Average
	12/31/2020	12/31/2019	
	Actual	Actual YTD	
Revenues & Expenditures			
Operating Revenue			
▶ Contributions	50,581.17	90,000.00	70,290.59
▶ Member Fees	1,490.00	-	745.00
▶ Sales	4,500.00	-	2,250.00
▶ Service Fees	1,800.00	-	900.00
▶ Other Revenue	245.00	-	122.50
Total Operating Revenue	58,616.17	90,000.00	74,308.09
Expenditures			
▶ Personnel Expenses	623,469.06	-	311,734.53
▶ Professional Fees	28,547.50	-	14,273.75
▶ Program Expenses	25,425.00	60,000.00	42,712.50
▶ Occupancy	1,221.52	-	610.76
General and Administrative Expenses			
▶ Conferences, Conventions, and Meetings	1,275.00	-	637.50
▶ Depreciation	1,026.12	-	513.06
▶ Insurance	88,780.00	77,040.00	82,910.00
▶ Office Supplies	4,985.00	8,849.00	6,917.00
▶ Other Expenses	2,243.14	-	1,121.57
▶ Telecommunication	6,050.00	-	3,025.00
▶ Travel Expenses	548.20	-	274.10
Total General and Administrative Expenses	104,907.46	85,889.00	95,398.23
Total Expenditures	783,570.54	145,889.00	464,729.77
Net Revenues over Expenditures	(724,954.37)	(55,889.00)	(390,421.69)



Expand Columns

Statement of Revenues & Expenditures - Actual vs Budget

	Accounting	Counseling Services	Education & Research	Executive	Executive Office	Facilities	Food Service	Fundraising	IT	Management & General
	Year To Date	Year To Date	Year To Date	Year To Date	Year To Date	Year To Date	Year To Date	Year To Date	Year To Date	Year To Date
	12/31/2021	12/31/2021	12/31/2021	12/31/2021	12/31/2021	12/31/2021	12/31/2021	12/31/2021	12/31/2021	12/31/2021
	Actual YTD	Actual YTD	Actual YTD	Actual YTD	Actual YTD	Actual YTD	Actual YTD	Actual YTD	Actual YTD	Actual YTD
▼ Revenues & Expenditures										
▼ Operating Revenue										
▶ Grant Revenue	0.00	0.00	0.00	0.00	0.00	0.00	180,000.00	0.00	0.00	0.00
▶ Contributions	150.00	250.00	75.00	100.00	0.00	0.00	300.00	100.00	0.00	0.00
▶ Tuition	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
▶ Sales	0.00	0.00	0.00	0.00	900.00	0.00	0.00	0.00	0.00	0.00
▶ Service Fees	0.00	0.00	0.00	0.00	35.00	0.00	0.00	0.00	0.00	0.00
Total Operating Revenue	150.00	250.00	75.00	100.00	935.00	0.00	180,300.00	100.00	0.00	0.00
▼ Expenditures										
▶ Personnel Expenses	22,976.12	0.00	25,394.72	5,196.40	0.00	6,581.84	18,139.08	105,600.52	5,891.08	0.00
▶ Professional Fees	700.00	1,055.00	0.00	1,200.00	0.00	25,000.00	0.00	0.00	0.00	20.00
▶ Program Expenses	0.00	0.00	0.00	1,000.00	0.00	1,217.50	0.00	0.00	0.00	0.00
▶ Occupancy	69.00	690.00	586.50	103.50	0.00	491.50	379.50	207.00	34.50	1,325.00
▶ General and Administrative Expenses	325.00	200.00	0.00	207.34	188.00	82,939.90	0.00	0.00	0.00	1,254.47
Total Expenditures	24,070.12	1,945.00	25,981.22	7,707.24	188.00	116,230.74	18,518.58	105,807.52	5,925.58	2,599.47
Net Revenues over Expenditures	(23,920.12)	(1,695.00)	(25,906.22)	(7,607.24)	747.00	(116,230.74)	161,781.42	(105,707.52)	(5,925.58)	(2,599.47)



Expand Rows

▼ Expenditures

▼ Personnel Expenses

Accounting	22,976.12
Education & Research	25,394.72
Executive	5,196.40
Facilities	6,581.84
Food Service	18,139.08
Fundraising	105,600.52
IT	5,891.08
Shared	131,917.08
Youth Center	92,949.20
Total Personnel Expenses	414,646.04

Statement of Revenues & Expenditures - Actual vs Budget

	Year To Date 12/31/2021
	Actual YTD
▼ Operating Revenue	
▶ Grant Revenue	180,000.00
▼ Contributions	
Accounting	150.00
Counseling Services	250.00
Education & Research	75.00
Executive	100.00
Food Service	300.00
Fundraising	100.00
Shared	(11,430.75)
Youth Center	(22,737.30)
Total Contributions	(33,193.05)
▼ Tuition	
Youth Center	6,500.00
Total Tuition	6,500.00
▼ Sales	
Executive Office	900.00
Youth Center	4,500.00
Total Sales	5,400.00





Efficient Report Formatting

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Formatting

- Financial Report Writer formatting is divided into 3 sections:
 - General
 - Page Setup & Columns
 - Rows & Totals
- What do these tabs determine?
 - Report title, header and footer
 - Formatting for individual rows and columns
 - How numbers appear, whether rows and columns ought to be displayed for zero numbers
 - Determine how the report fits on a printed page, page orientation, margins, page breaks and column breaks



Live Demo





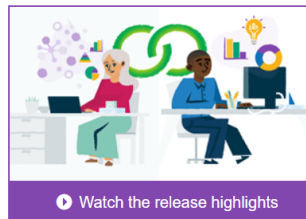
Intacct Resources

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What's Next...

- Behind on Intacct's Release notes? Join us next month as we review the 2021 R4 and 2022 R1 release highlights



Keep up with Sage Intacct

Between releases, we add [updates](#) and [notices](#) to respond to your needs, improve your Sage Intacct experience, and keep you informed about upcoming changes.

Be sure to read the [2021 R4 release notes](#) to learn about the latest major updates, including:

- **AP and AR usability enhancements:** Validate AP and AR transaction posting to the GL without running a report; use the audit trail to track which users opened and closed subledger books; and view negative and positive amounts for offset accounts in the GL report.
- **More automation:** Release nonprofit, purpose-based funds for qualified expenses from a restricted state; run scheduled financial reports after the close; generate Canadian tax files offline; and post credit card transactions and fees to the GL as soon as they're created.



Get the Training you need...

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<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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