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Building Reports in Sage Intacct Using the Custom Report Wizard

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Learning Objectives

Recognize

Recognize the difference between the Financial Report Writer and the Custom Report Wizard

Review

Review report writing capabilities with the Custom Report Wizard

Recall

Recall how to design reports using the Custom Report Wizard



Custom Report Wizard & Financial Report Writer Differences

Common Uses

Custom Report

- Enhancing System Standard Reports
- Data Tables
- Querying Various Intacct Data Sources
- Adding Fields that aren't available in Custom Views

Financial Report

- Standard Reporting
 - Actual vs Budget
 - Forecasting
 - Trend Analysis
- Shows GL Account Balances
- Reporting on Multiple Books



Differences

Custom Report

- Cannot select GL Account Range, must be “hardcoded”
- Object-Driven
- Reporting Using Record Details
 - Can include Transactions in Draft Status
- “Built from Scratch”
- Selective Interactivity

Financial Report

- Uses Account Groups and/or Dimension Structures
- “Out-of-the-box” reporting using Quickstart Categories via Library
- Interactive / Ability to drill down
- Visual Indicators
- Can only use existing reporting periods





Report Writing Capabilities

Custom Report Writer Capabilities

- Query various data sources
- Select Report Audience(s)
- Column Types
 - Data Points
 - Calculated Columns
 - Column Totals
- Data Grouping



Selecting a Data Source and Audience

- Primary Data Source
 - Allowed to select only one source
 - Many tables within each object
- Report Audience
 - Limits Access to Report
- Report Type

Custom Report Wizard

Step 1: Select a primary data source

Primary data source

Vendor

The selected reporting area provides the following information:

List of Vendors.

Report audience

Finance

Report type

Metrics



Selecting Columns

Custom Report Wizard

Step 2: Add columns to the report

Step 2 of 11 Add columns

Vendor

Select All | Deselect All

1099 Contact Record Number	Created at - Entity name	GL Group Record Number	Remittance Delivery Type
1099 Name	Credit Limit	ITEM	Remittance Email Address
ACH bank routing number	Default AP Account		Remittance Fax Number
AMEX bank account ID	Default Bill Payment Date	Last bill created on	Return-to Contact Record Number
AMEX bank account address ID	Default Currency	Last payment made on	Send Automatic Payment Notification
AP Account	Default expense account	Merge payment requests	Services state
AP Account Title	Default retainage percentage	Name of Bank	Status
Account Label	Discount (%)	Number	Tax ID
Account Label Record Number	Discrepancies	On Hold	Term
Account Number	Display Contact Record Number	One-time use	Term Record Number
Account Record Number	Display the term discount on the check stub	Organization ID generated by Amex for vendor	This vendor is an individual person
Account Type	Display the vendor-assigned account number, per entity, on the check stub	Organization address ID generated by amex for vendor	Total Due
Account Type	Do not pay	Parent ID	Vendor Account Number Key
Account classification	EPLS Verification	Parent Key	Vendor Billing Type
Account number	Enable ACH	Parent Vendor Name	Vendor Form 1099 Type
Amex ACH Services status	Enable American Express ACH Payment Service	Pay-to Contact Record Number	Vendor ID
Amex Credit Card Services state	Enable American Express Card Payment Service	Payment Method Record Number	Vendor Organization Check Delivery affiliate ID
Bank Routing Number	Enable Check Delivery Service	Payment Priority	Vendor Organization Corporate Card affiliate ID
CLASS	Enable Check Outsourcing	Payment country	Vendor Type ID
Comments	Enable Wire Transfer	Preferred Payment Method	Vendor Type Record Number
	File payment service type	Price Schedule	Vendor name
		Primary Contact Record Number	



- Drill Down Capability



- Custom Field



Column Options

- Add Calculated Columns Using Formula Editor
- Add Column Totals
 - Count, Sum, Variance
 - Average, Std. Deviation
 - Largest, Smallest
- Re-arrange Column Order
- Sort (up to 3 columns)
- Apply Filters
 - Equals, Greater/Less Than
 - Contains, Doesn't Not Contain
 - Starts/Ends With
 - Includes/Excludes
- Group by

Formula Editor [X]

Create a formula for your calculated column. Select from available report columns.
For example, if you want a column that gives insight into your profits, select **Total Revenue**, then the Subtract Operator, then **Total Expenses**.

Available Report Columns	Operators	Formula
<ul style="list-style-type: none">Vendor<ul style="list-style-type: none">Created at - Entity keyCredit LimitDefault retainage percentageDiscount (%)Total DueCreated At Entity InformationParent VendorGL AccountAP Account LabelBank File1099 ContactContactVendor GL GroupGL AccountPay to ContactPrice ListPrimary ContactProvider VendorReturn to ContactAP TermVendor typeRestrictionItem	<ul style="list-style-type: none">+ -* /()	<div>{VENDOR.TOTALDUE!}{VENDOR.CREDITLIMIT!}</div>

[Clear]

Calculated Column Type
Decimal ▼

Calculated Column Name
Credit Limit Usage Pct

[Save] [Cancel]



Group By

- Up to 3 columns can be selected
- Order is Important

Data can be grouped and totaled.

Group by customer

Totals for
Each grouping

Date	Rep	Invoice Amount	Paid	Due
Puget Networks				
2/14/2015	SRP	560.00	500.00	60.00
2/20/2015	SRP	220.00	0.00	220.00
Total for Puget Networks		780.00	500.00	280.00
Robinson Consulting				
2/14/2015	YRP	240.00	200.00	40.00
Total for Robinson Consulting		240.00	200.00	40.00
Grand Total		1,020.00	700.00	320.00



Demo






Recall How to Design Reports Using the Design Wizard

Duplicating Custom Reports

- Custom reports can be duplicated just like Financial Reports
- From the Custom Reports list click 'Duplicate' or Edit the report and click 'Duplicate'
- Go to the last step in the custom report writer and enter a new name for the report
- Make necessary changes in report and Save

Name ▾	Data source	Report audience	Report type	Run	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Bills to be reviewed for Fixed Assets	AP bill detail			Run	Duplicate
Custom Aging Report	Vendor aging report			Run	Duplicate
IET Report by Account and Location	Inter-entity transactions			Run	Duplicate
IET Report by Account and Location Graph	Inter-entity transactions			Run	Duplicate

Creating Graphs/Charts for Dashboards

- Display visual trends in a business that convey meaning beyond numbers
- Graphs can be displayed on their own or added to a dashboard
- Plan your report and the data to be included ahead of time
- Set output in report to Graph

≡ Custom report wizard - Custom Aging Report

Save Duplicate View audit trail Cancel View Print Graph Go

Step 11 Set the default date and add a title footer

Step 11 of 14 Set report date and title << Back Next >>

Show details ☒ Yes ☐ No

Report title 1

Report title 2



Creating Graphs/Charts for Dashboards

- Add component > Select Chart
- Select Memorized Chart
- From the Component dropdown select the custom report you created
- Update the Graph details as these do not automatically pick-up from the report settings
- Save and arrange your dashboard components as you wish

Component properties

Save

Component type

Chart

Chart type

Memorized chart

Component *

Custom Aging Report -- Vendor Aging

Custom Aging Report -- Vendor Aging Graph

Line

X label

Wrap

Legend

None

Font size

Medium

Height

200

☐ Show collapsed



Demo



Resources

- Sage University Training & Release Notes
- Intacct Customer Office Hours
- View and Subscribe to the CLA Intacct Blog

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

- Continue to join our monthly Sage Intacct Webinars

[2023 Sage Intacct Webinar Series :](#)
[2023 : Events : CLA \(CliftonLarsonAllen\)](#)
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Expand Your Reporting Horizons

February 27, 2021 | by Seth Pomeroy

With Intacct's recent introduction of the Interactive Visual Explorer (IVE), there are now eight distinct system options for reporting and data visualization. The purpose of this post is to help you better identify which option is most suitable for your objectives, and some of the trade-offs.

[Read More](#)



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