We'll get you there.

CPAs | CONSULTANTS | WEALTH ADVISORS

Building Reports in Sage Intacct Using the Custom Report Wizard

February 2023

The information herein has been provided by CliftonLarsonAllen LLP for general information purposes only. The presentation and related materials, if any, do not implicate any client, advisory, fiduciary, or professional relationship between you and CliftonLarsonAllen LLP and neither CliftonLarsonAllen LLP nor any other person or entity is, in connection with the presentation and/or materials, engaged in rendering auditing, accounting, tax, legal, medical, investment, advisory, consulting, or any other professional service or advice. Neither the presentation nor the materials, if any, should be considered a substitute for your independent investigation and your sound technical business judgment. You or your entity, if applicable, should consult with a professional advisor familiar with your particular factual situation for advice or service concerning any specific matters.

CliftonLarsonAllen LLP is not licensed to practice law, nor does it practice law. The presentation and materials, if any, are for general guidance purposes and not a substitute for compliance obligations. The presentation and/or materials may not be applicable to, or suitable for, your specific circumstances or needs, and may require consultation with counsel, consultants, or advisors if any action is to be contemplated. You should contact your CliftonLarsonAllen LLP or other professional prior to taking any action based upon the information in the presentation or materials provided. CliftonLarsonAllen LLP assumes no obligation to inform you of any changes in laws or other factors that could affect the information contained herein.

Learning Objectives

Recognize	Review	Recall
Recognize the difference between the Financial Report Writer and the Custom Report Wizard	Review report writing capabilities with the Custom Report Wizard	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

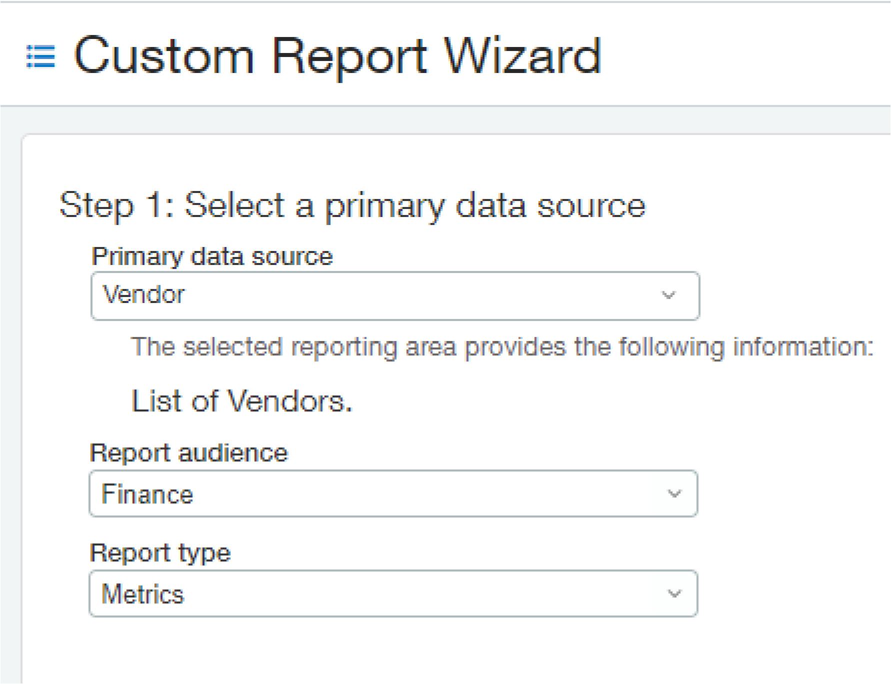
Report Writing Capabilities

Custom Report Writer Capabilities

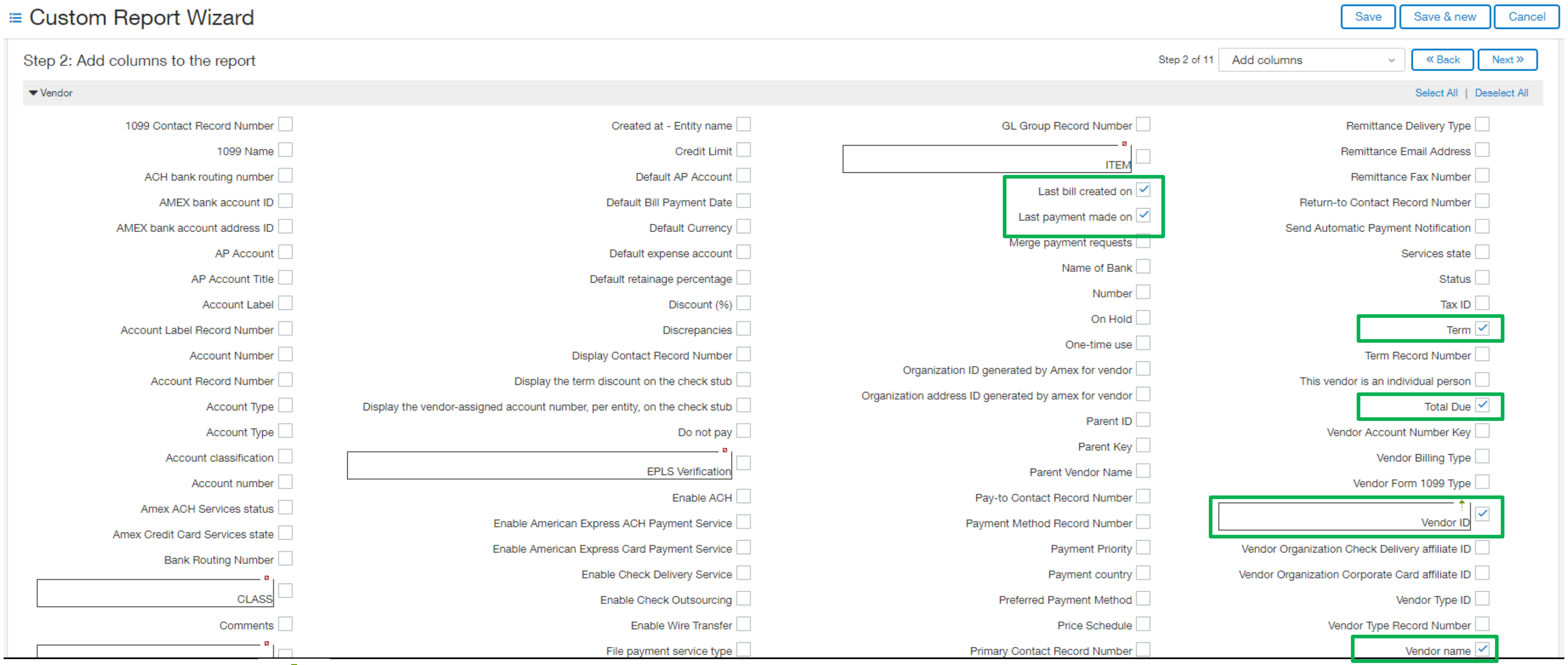
- Query various data sources
- Select Report Audience(s)
- Column Types
  - Data Points
  - Calculated Columns
  - Column Totals
- Data Grouping

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



Selecting Columns

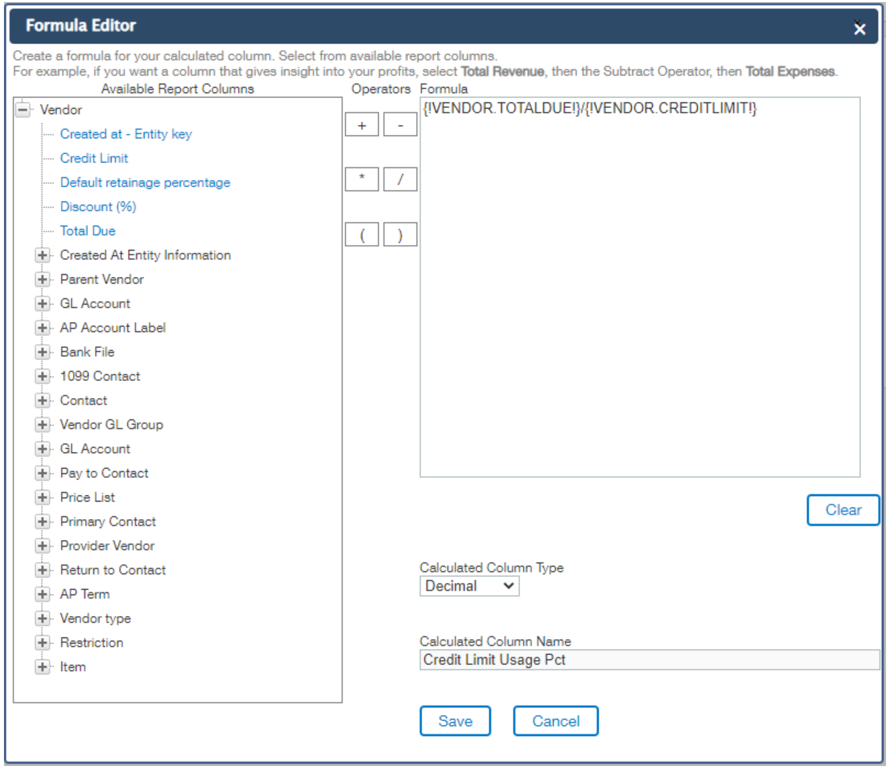


- Drill Down Capability

- 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



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

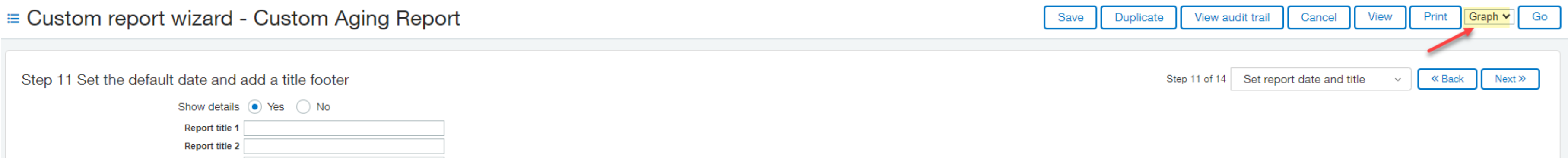
Duplicating Custom Reports

- 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	
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

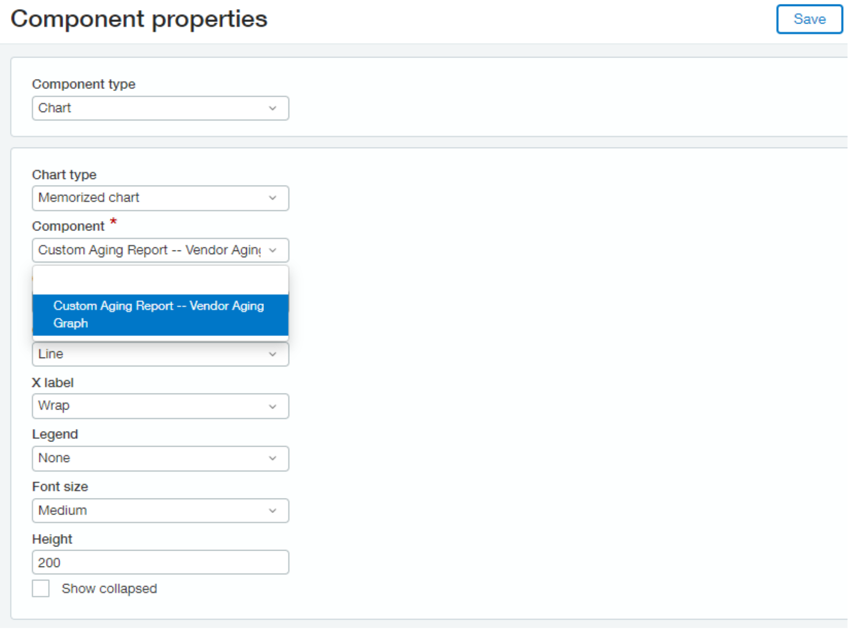
Creating Graphs/Charts for Dashboards

- 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



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



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) (claconnect.com)

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

Thank you!

CLAconnect.com

CPAs | CONSULTANTS | WEALTH ADVISORS