AcctTwo
Faith-Based Finance Collaborative

# REPORTING OPTIONS AND TIPS FOR NONPROFITS

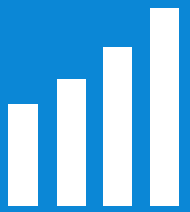
# AcctTwo is focused on delivering the future of finance and accounting to our customers.

Our dedicated team of over 100 people has helped more than 800 organizations optimize finance and accounting through software implementations, accounting outsourcing, and consulting.

AcctTwo has been recognized by Sage Intacct as its Partner of the Year from 2014 – 2019 and by our customers as a leader in overall satisfaction and popularity through their reviews on G2.

Learn more at www.accttwo.com

**CLOUD-BASED ACCOUNTING SOFTWARE**
Grow your organization with the Cloud ERP that's #1 in customer satisfaction.



**MANAGED ACCOUNTING SERVICES**
By outsourcing your accounting, you gain the freedom to focus on your mission.

**SOFTWARE DEVELOPMENT**
Go the last mile of your financial journey with Sage Intacct+ to create a customized application to fit your organization.

# CPE CREDIT FOR THIS COURSE

There are three things needed in order for you to receive CPE credit for the course you are attending:

1. Sign the sign-in sheet for each course.
2. At the end of each course, you will receive a reminder to complete your course survey, and it will have a link to all surveys. Please only fill out the one for the course you just attended. You can also do this after the event if you don't have time in between sessions. And PLEASE don't forget to include your name, so we will know who to give credit to.
3. There will also be printable certificates available for you to download at the end of the conference. Please be sure to attend our last session to find out more!

Without these items we are not properly able to credit you for this course.

# SESSION OBJECTIVES

At the end of this session you will be able to:

- Explain the benefits of each reporting type
- Choose a report type based on your requirements
- Understand tips and tricks for each reporting option
- Know how to create an ICRW report

# GLEN STRACK

Principle Solution Architect –Reporting and Analytics
AcctTwo Shared Services

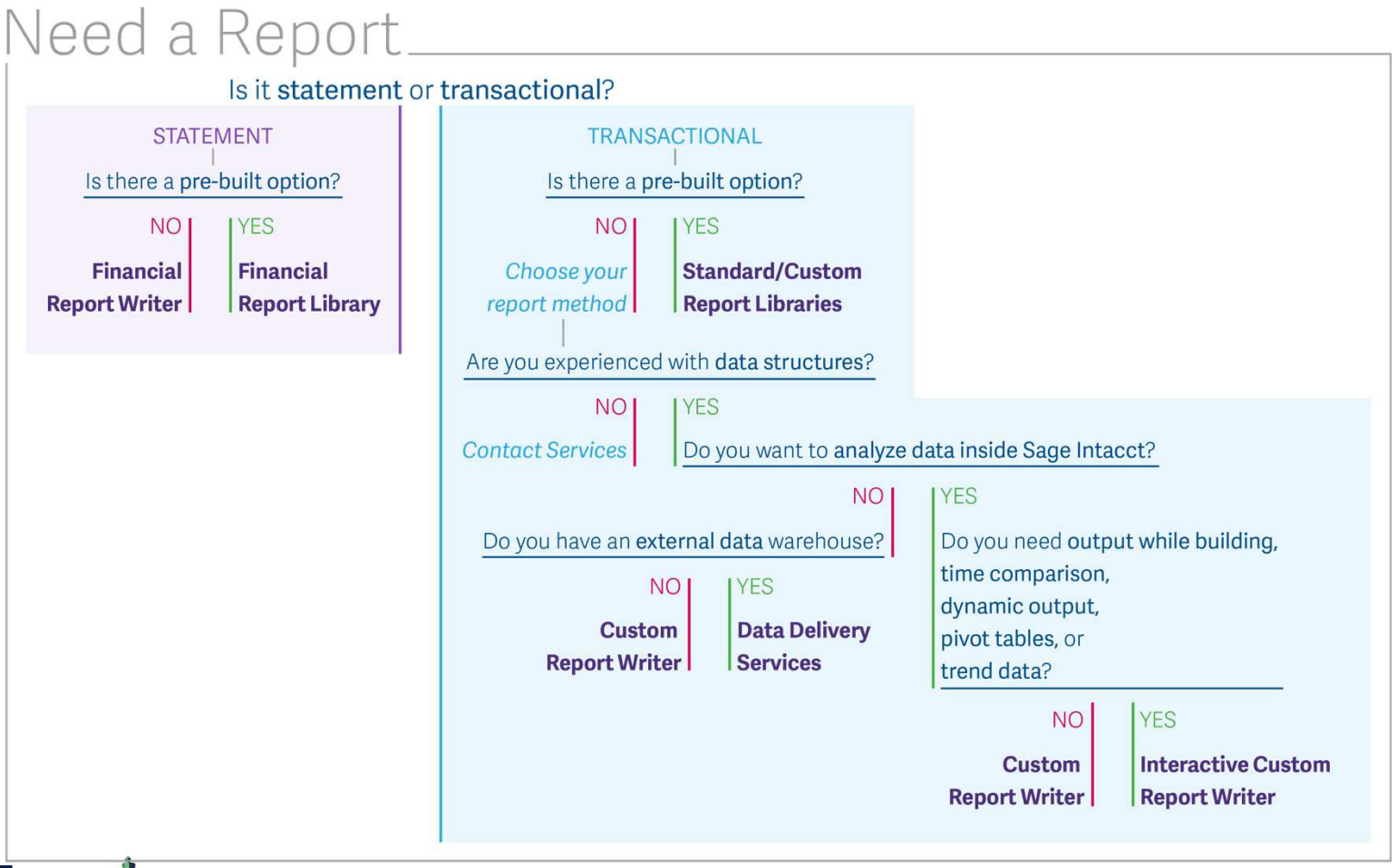
Glen Strack (Principle Solution Architect) leads the Reporting and Analytics practice at AcctTwo Shared Services. He has a unique perspective based on 30+ years of experience in reporting, accounting, finance, software development, and Sage Intacct. This includes 13 years as a Financial Analyst at a large organization in the Dallas area. Glen's focus is on empowering clients through training, report building, budgeting solutions, and analytics.

# REPORTING AREAS: OVERVIEW

# OVERVIEW

| Report Type | Capabilities | Examples |
|---|---|---|
| Standard Reports | ❑ Out of Box – Pre-defined Layouts<br>❑ Simple parameter selections<br>❑ Pre-defined layouts<br>❑ Drill down within results | ❑ Trial Balance<br>❑ AP Aging<br>❑ Sub-Ledger Balances<br>❑ Bills Register |
| Custom Reports | ❑ Transaction Level Data<br>❑ Custom Layouts<br>❑ Object Level Reporting<br>❑ Access to transactional fields | ❑ Positive Pay File<br>❑ Customized Aging<br>❑ Permissions Report<br>❑ Audit Trail |
| Financial Reports | ❑ Statement Reports<br>❑ Grouped by COA, Dimensions, and Time<br>❑ Budget Comparisons<br>❑ Formatting Ability<br>❑ Out of Box and Custom Layouts | ❑ Statement of Financial Position<br>❑ Statement of Activities<br>❑ 990 Functional Expenses<br>❑ Statement of Cash Flow<br>❑ Fund/Grant Balance |
| Interactive Custom Reports ICRW | ❑ Advanced formatting, filtering, timeline analysis<br>❑ Pivot Tables<br>❑ Out of the box and Custom Layouts<br>❑ Group by multiple Dimensions<br>❑ Customized drill capability | ❑ Transaction Report Grouped by Unique Combination of Dimensions<br>❑ Vendor Aging<br>❑ GL Account Activity |

# REPORTING DECISION TREE



# REPORTING AREA: STANDARD

Canned reports

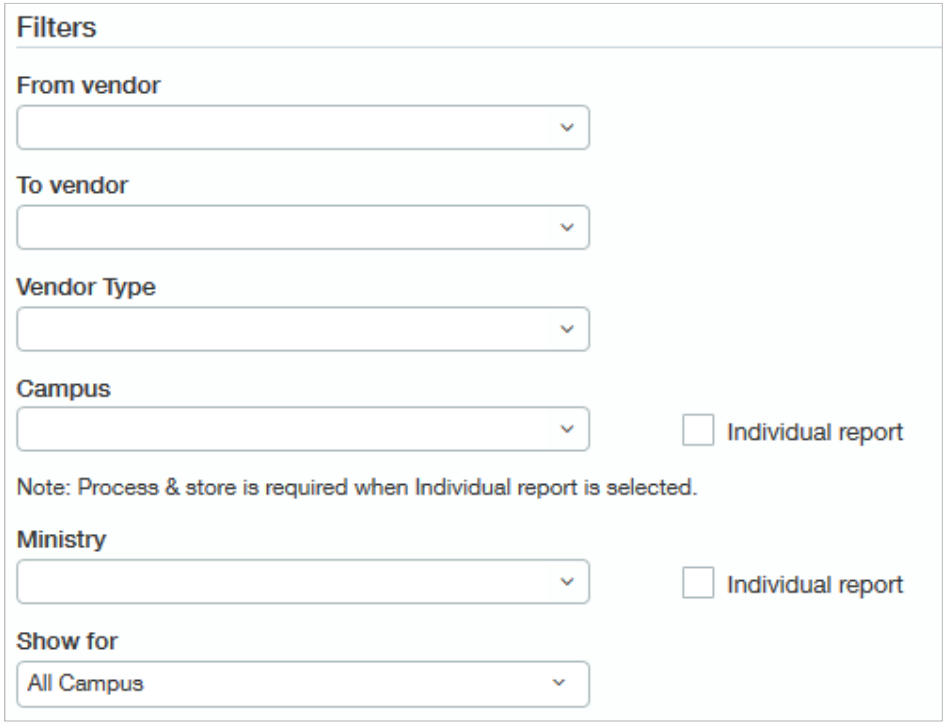
# STANDARD REPORTS: TYPICAL REPORTS

- General Ledger Report
- Trial Balance
- AP and AR Aging
- Account Groups Hierarchy
- Bills Register
- Check Register
- 1099 Reports
- Budget Report
- Cash Balances

| Application | Examples |
|---|---|
| Accounts Payable | ❑ Vendor aging<br>❑ Bills register<br>❑ Check register<br>❑ AP recurring<br>❑ 1099 reports |
| Accounts Receivable | ❑ Customer aging<br>❑ Invoice analysis |
| Cash Management | ❑ Cash balances<br>❑ Cash Analysis<br>❑ Bank Register |
| General Ledger | ❑ Account balances<br>❑ Trail balance<br>❑ Journals<br>❑ Chart of accounts<br>❑ Account group hierarchy<br>❑ Budget report |

# STANDARD REPORTS: BE AWARE OF

- Pre-defined canned reports
- Limited control of output look and feel
  - Meets most requirements
- Pre-defined filters



# STANDARD REPORTS: KEY CAPABILITIES

- Quick out of box pre-built reports
- Pre-defined layouts
- Report filters
- Drill down from results
- Ease of use
- Custom date ranges
- Meets many standard needs
- Memorize report to:
  - Add to dashboards
  - Add to a report group

# STANDARD REPORTS: TIPS AND TRICKS

- GL Report or Trial Balance
  - Retain YTD Balances
- Dimension Balances Report

| Posted Dt. | Doc Dt. | Doc | Memo / Description | Ministry | Fund Name | JNL | Debit | Credit | Balance |
|---|---|---|---|---|---|---|---|---|---|
| 30000 - Net Assets (Balance Forward As of 07/01/2017) | | | | | | | | | (292,759.00) |
| Totals for 30000 - Net Assets | | | | | | | 0.00 | 0.00 | (292,759.00) |
| 35000 - Net Assets for Posting (Balance Forward As of 07/01/2017) | | | | | | | | | (790,998.00) |
| Totals for 35000 - Net Assets for Posting | | | | | | | 0.00 | 0.00 | (790,998.00) |
| 40000 - Tithes and offerings - UNR (Balance Forward As of 07/01/2017) | | | | | | | | | 0.00 |
| 07/31/2017 | 07/31/2017 | | Month Summary | 1100 | Perm Restricted | GJ | | 76,919.00 | (76,919.00) |
| Totals for 40000 - Tithes and offerings - UNR | | | | | | | | | (76,919.00) |

☐ Retain YTD balances

| Posted Dt. | Doc Dt. | Doc | Memo / Description | Ministry | Fund Name | JNL | Debit | Credit | Balance |
|---|---|---|---|---|---|---|---|---|---|
| 30000 - Net Assets (Balance Forward As of 07/01/2017) | | | | | | | | | (276,800.00) |
| Totals for 30000 - Net Assets | | | | | | | 0.00 | 0.00 | (276,800.00) |
| 35000 - Net Assets for Posting (Balance Forward As of 07/01/2017) | | | | | | | | | (790,998.00) |
| Totals for 35000 - Net Assets for Posting | | | | | | | 0.00 | 0.00 | (790,998.00) |
| 40000 - Tithes and offerings - UNR (Balance Forward As of 07/01/2017) | | | | | | | | | (289,792.00) |
| 07/31/2017 | 07/31/2017 | | Month Summary | 1100 | Perm Restricted | GJ | | 76,919.00 | (366,711.00) |
| Totals for 40000 - Tithes and offerings - UNR | | | | | | | | | (366,711.00) |

☑ Retain YTD balances

# STANDARD REPORTS: DEMO

- What you need to know
- Typical examples
  - Dimension Balances report

| Application | Examples |
|---|---|
| Accounts Payable | • Vendor aging<br>• Bills register<br>• AP recurring |
| Accounts Receivable | • Customer aging<br>• Invoice analysis<br>• Sales tax report |
| Cash Management | • Cash balances<br>• Cash analysis<br>• Bank register |
| General Ledger | • Account balances<br>• Trial balances<br>• Journals<br>• Chart of accounts |

# REPORTING AREA: CUSTOM

Pull from Sage Intacct Data Tables

# CUSTOM REPORTS: TYPICAL REPORTS

- Permissions Report
- Positive Pay File
- Customized Aging
- Audit Trail
- Vendor or Customer List

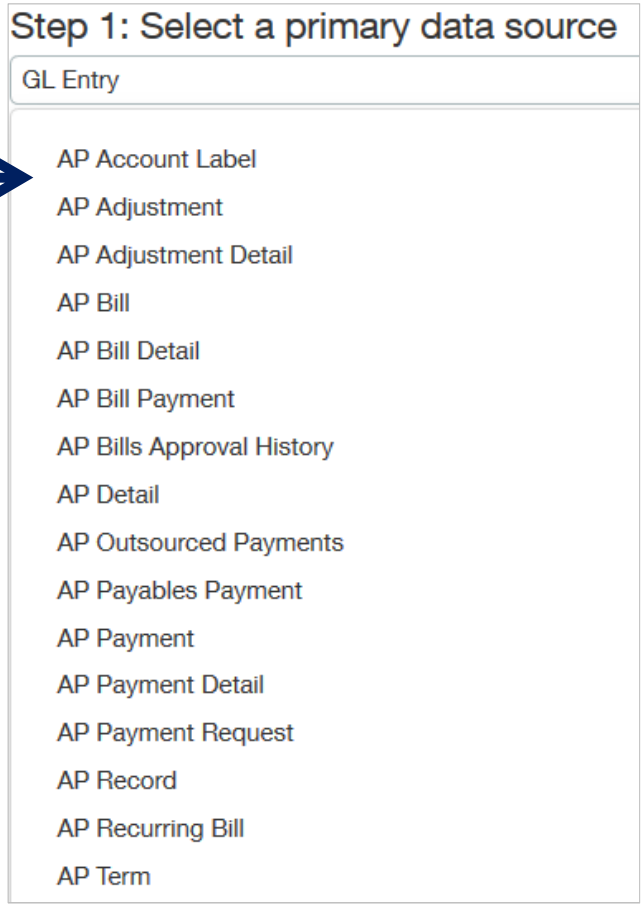
**Permissions report example**

This is an example of a permissions report for all direct users. You must have the correct permissions to be able to run this report.

| User ID | User name | User Key | Status | When Created | Created By | Application | Policy | Rights |
|---|---|---|---|---|---|---|---|---|
| Admin | Main Admin | 1 | Active | 9/28/2015 13:56 | 76 | Administration | Grant Admin Rights | Grant |
| Admin | Main Admin | 1 | Active | 9/28/2015 13:56 | 76 | Administration | Company Info | Edit |
| Admin | Main Admin | 1 | Active | 9/28/2015 13:56 | 76 | Administration | Messages | Add\|Edit\|Delete |
| Aaron | Mr. Aaron Singh | 70 | Active | 9/28/2015 13:49 | 76 | Administration | Application Subscriptions | List\|View\|Subscri Users |
| Aaron | Mr. Aaron Singh | 70 | Active | 9/28/2015 13:49 | 76 | Purchasing | Print/Email Documents | Run |
| Aman | Mr. Aman Harris | 71 | Active | 9/1/2015 10:41 | 71 | Purchasing | Approve Purchase Transaction | List |

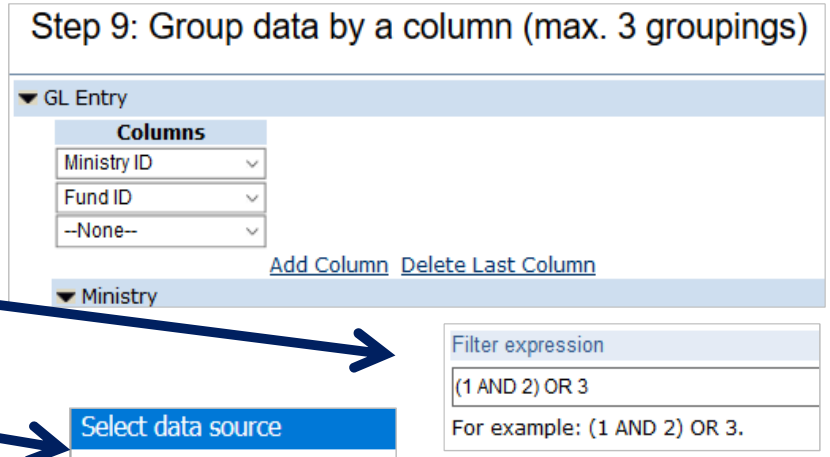
# CUSTOM REPORTS: BE AWARE OF

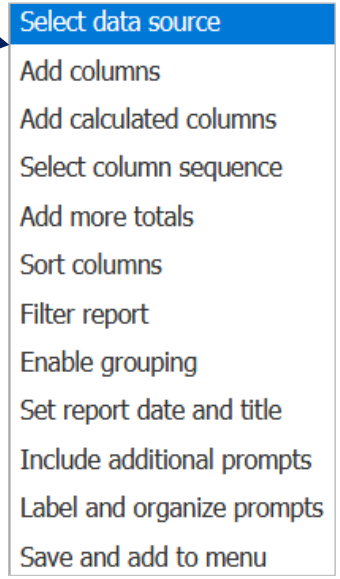
- Trial and Error process to find proper table
- Manually search tables to find appropriate fields
- Columnar type reports
- No Budget Data
- One-time period for the whole report
- Filter out duplicate data

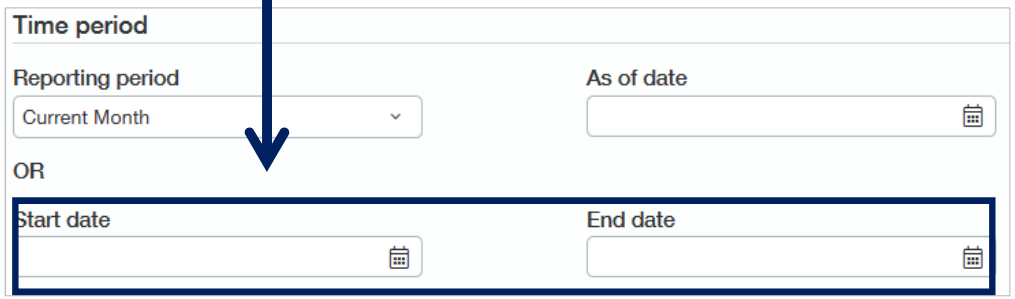


# CUSTOM REPORTS: KEY CAPABILITIES

- Group up to 3 levels deep
- Pull fields from a data table and its related tables
- Data filters
- Transaction level data
- Step by Step Report Wizard
- Custom date range at run time



# CUSTOM REPORTS: TIPS AND TRICKS

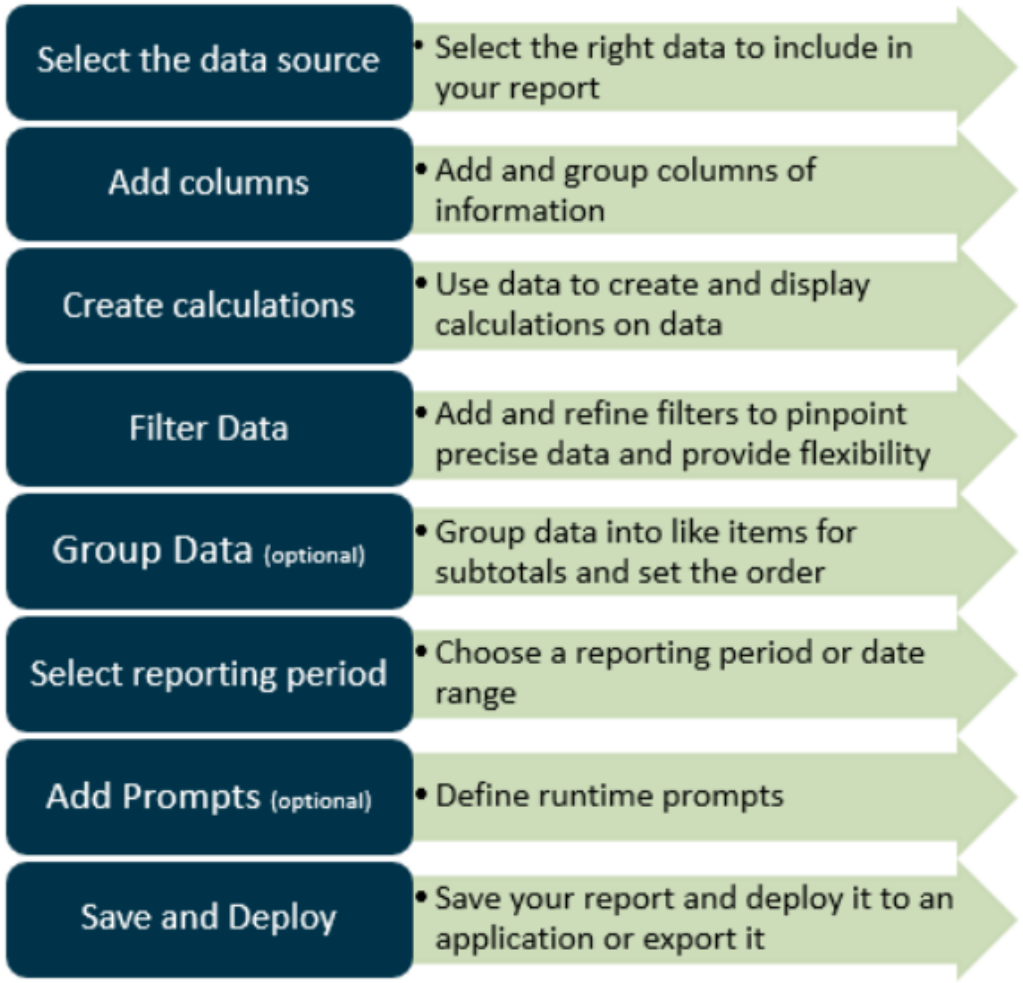
Display in Detail or Summary

Drill Down on Record Number

Step by Step assistance on specific reports

- Positive Pay file
  - https://www.intacct.com/ia/docs/help_qx/Reporting/Custom_reports/Custom_report_examples/example-positive-pay-report.htm
- Vendor List
  - https://www.intacct.com/ia/docs/help_qx/Reporting/Custom_reports/Custom_report_examples/example-customer-list-report.htm
- Aging Report
  - https://www.intacct.com/ia/docs/help_qx/Reporting/Custom_reports/Custom_report_examples/example-line-item-aging-report.htm
- Transactions rolled up by parent
  - https://www.intacct.com/ia/docs/help_qx/Reporting/Projects_reports/roll-up-by-parent-report.htm
- Permissions Report for all direct users
  - https://www.intacct.com/ia/docs/help_qx/Reporting/Administration/report-on-user-permissions.htm
- Effective permissions for a user
  - https://www.intacct.com/ia/docs/help_qx/Administration/Permissions/Effective_Permissions/effective-permissions-for-a-user.htm
- Audit Trail for Permission changes
  - https://www.intacct.com/ia/docs/help_qx/Reporting/Custom_reports/Custom_report_examples/audit-trail-for-permission-changes.htm

# CUSTOM REPORTS: DEMO



# REPORTING AREA: FINANCIAL

Based on the General Ledger

# FINANCIAL REPORTS: TYPICAL REPORTS

- Fund/Grant Balance
- Statement of Cash Flow
- Cash Balance
- Statement of Financial Position
- Statement of Activities
- 990 Functional Expenses

**Fund/Grant Balance**

| | Board Designated | Unrestricted | Net Assets Without Donor Restrictions | Net Assets Without Donor Restrictions (All) | Perm Restricted | Temporary Restricted | Net Assets With Donor Restrictions | Net Assets With Donor Restrictions (All) | No Fund | All Funds |
|---|---|---|---|---|---|---|---|---|---|---|
| | 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 |
| | 12/31/2017 | 12/31/2017 | 12/31/2017 | 12/31/2017 | 12/31/2017 | 12/31/2017 | 12/31/2017 | 12/31/2017 | 12/31/2017 | 12/31/2017 |
| ▸ Operating Revenue | (3,217.00) | 85,213.00 | 0.00 | 81,996.00 | 362,327.00 | 192,092.00 | 0.00 | 554,419.00 | 0.00 | 636,415.00 |
| ▸ Expenditures | 29,353.00 | 487,944.00 | 0.00 | 517,297.00 | 27,713.00 | 34,290.00 | 0.00 | 62,003.00 | 48.00 | 579,348.00 |
| Change In Net Assets | (32,570.00) | (402,731.00) | 0.00 | (435,301.00) | 334,614.00 | 157,802.00 | 0.00 | 492,416.00 | (48.00) | 57,067.00 |
| ▸ + Net Assets - Beginning | 0.00 | 1,067,798.00 | 0.00 | 1,067,798.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,067,798.00 |
| ▾ Net Assets - Ending with Fixed Assets | | | | | | | | | | |
| ▸ Net Assets - Ending | (32,570.00) | 665,067.00 | 0.00 | 632,497.00 | 334,614.00 | 157,802.00 | 0.00 | 492,416.00 | (48.00) | 1,124,865.00 |
| ▸ Fixed Assets - Change | (43,619.00) | (53,179.00) | 0.00 | (96,798.00) | (8,359.00) | (101,051.00) | 0.00 | (109,410.00) | 0.00 | (206,208.00) |
| Net Assets - Ending with Fixed Assets | (76,189.00) | 611,888.00 | 0.00 | 535,699.00 | 326,255.00 | 56,751.00 | 0.00 | 383,006.00 | (48.00) | 918,657.00 |

# FINANCIAL REPORTS: BE AWARE OF

- Summarized by COA, Dimensions, Actual vs. Budget, and Time
  - No transaction level data
- No Time Periods on Rows
- Ability to Group Data
  - limited nesting of dimensions
- Formatting of Output good, but limited
  - May not be “Board Ready” output

# FINANCIAL REPORTS: KEY CAPABILITIES

- Step by step Report Writer
- Based on the General Ledger
  - All sub-ledger data flows to the General Ledger
- Summary by Accounts, Dimensions, Time, and Actual verses Budget
- Expand by Dimensions
- Group by Dimensions and Accounts
- Quick and easy to change look and feel of reports

*Drillable Structure report for Ministry 1000 and Location

| | Change in Net Assets Revenue Year To Date 12/31/2017 | Change in Net Assets Expenses Year To Date 12/31/2017 | Change in Net Assets Change in Net Assets Year To Date 12/31/2017 | |
|---|---|---|---|---|
| | Actual | Actual | Actual | Budget |
| All Ministries | | | | |
| Functional | | | | |
| 1000-Operations | | | | |
| OPERATIONS | 0.00 | 4,575.00 | (4,575.00) | (7,738.92) |
| Business Office | 564,777.00 | 138,851.00 | 425,926.00 | 733,182.48 |
| Facilities | 0.00 | 23,804.00 | (23,804.00) | (40,670.64) |
| General & Administrative | 0.00 | 48.00 | (48.00) | 0.00 |
| HR/Payroll/Benefits | 0.00 | 226,563.00 | (226,563.00) | (392,188.92) |
| Marketing | 0.00 | 155.00 | (155.00) | 0.00 |
| Total 1000-Operations | 564,777.00 | 393,996.00 | 170,781.00 | 292,584.00 |
| 7000-Bookstore | 0.00 | 8,321.00 | (8,321.00) | (14,231.04) |
| Total Functional | 564,777.00 | 402,317.00 | 162,460.00 | 278,352.96 |
| Ministerial | | | | |
| 2000-Youth | 0.00 | 34,653.00 | (34,653.00) | (57,689.04) |
| 3000-Spiritual Development | 52,000.00 | 56,179.00 | (4,179.00) | (69,082.16) |
| 4000-Assimilation | 0.00 | 9,791.00 | (9,791.00) | (16,763.40) |
| 5000-Worship | 19,691.00 | 62,223.00 | (42,532.00) | (73,217.04) |
| 6000-Missions | 9,772.00 | 24,010.00 | (14,238.00) | (24,196.20) |
| Total Ministerial | 81,463.00 | 186,856.00 | (105,393.00) | (240,947.84) |
| Total All Ministries | 646,240.00 | 589,173.00 | 57,067.00 | 37,405.12 |

# FINANCIAL REPORTS: KEY CAPABILITIES

- Actual to Budget
- Drill down to GL and then to original data entry
- Expand by time periods
- Different time period on each column
  - One column YTD, next Month, etc.
- Filters available at report, row, and column levels
  - Based on dimensions or accounts
  - Time Period filters on columns

*Drillable Structure report for Ministry 1000 and Location

| | Change in Net Assets Revenue Year To Date 12/31/2017 | Change in Net Assets Expenses Year To Date 12/31/2017 | Change in Net Assets Change in Net Assets Year To Date 12/31/2017 | |
|---|---|---|---|---|
| | Actual | Actual | Actual | Budget |
| All Ministries | | | | |
| Functional | | | | |
| 1000-Operations | | | | |
| OPERATIONS | 0.00 | 4,575.00 | (4,575.00) | (7,738.92) |
| Business Office | 564,777.00 | 138,851.00 | 425,926.00 | 733,182.48 |
| Facilities | 0.00 | 23,804.00 | (23,804.00) | (40,670.64) |
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| HR/Payroll/Benefits | 0.00 | 226,563.00 | (226,563.00) | (392,188.92) |
| Marketing | 0.00 | 155.00 | (155.00) | 0.00 |
| Total 1000-Operations | 564,777.00 | 393,996.00 | 170,781.00 | 292,584.00 |
| 7000-Bookstore | 0.00 | 8,321.00 | (8,321.00) | (14,231.04) |
| Total Functional | 564,777.00 | 402,317.00 | 162,460.00 | 278,352.96 |
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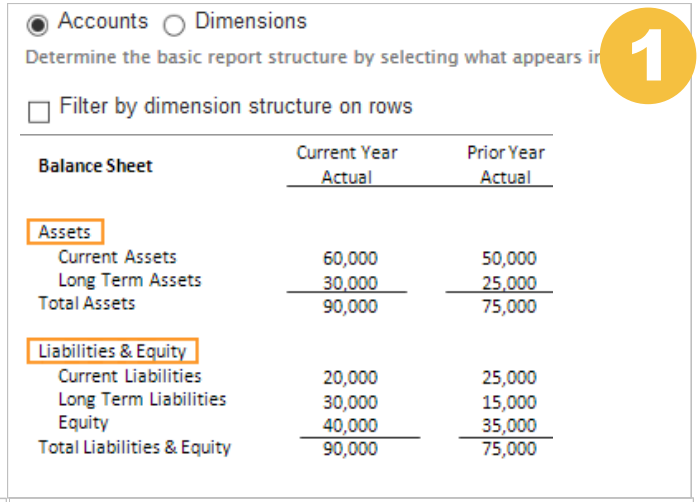
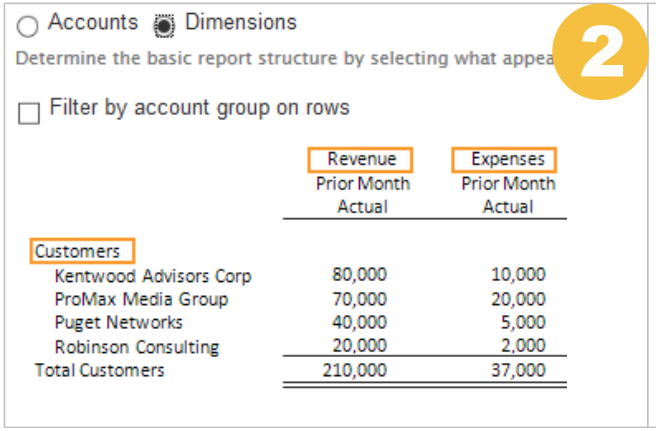
| 6000-Missions | 9,772.00 | 24,010.00 | (14,238.00) | (24,196.20) |
| Total Ministerial | 81,463.00 | 186,856.00 | (105,393.00) | (240,947.84) |
| Total All Ministries | 646,240.00 | 589,173.00 | 57,067.00 | 37,405.12 |

# FINANCIAL REPORTS: TIPS AND TRICKS

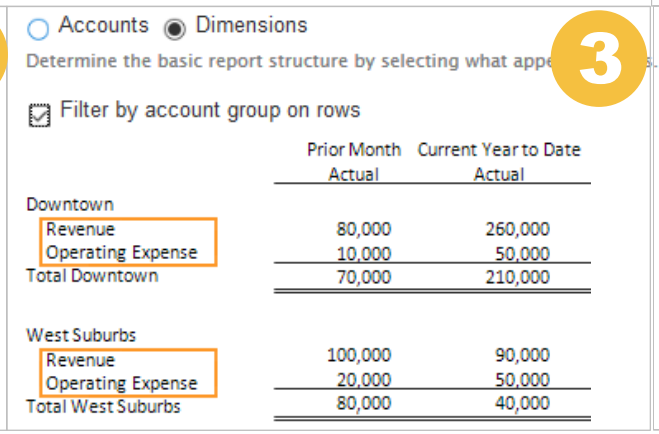
- 4 Report Structures
- Filter Columns by Dimension Structure
- Show a Dimension value on each Page
- Rounding on calculations overrides default Report Rounding



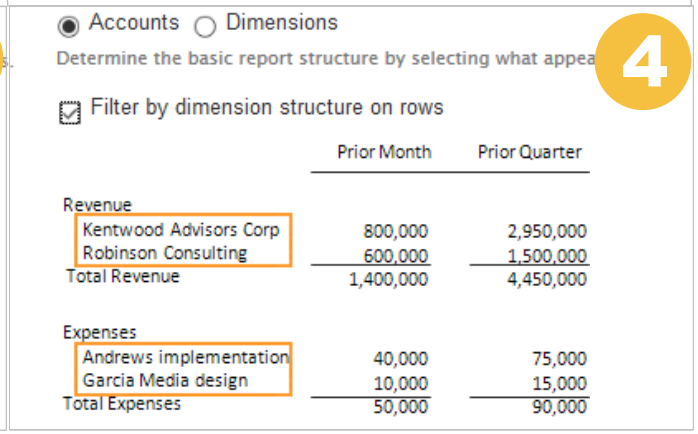

| Balance Sheet | Current Year Actual | Prior Year Actual |
|---|---|---|
| Assets | | |
| Current Assets | 60,000 | 50,000 |
| Long Term Assets | 30,000 | 25,000 |
| Total Assets | 90,000 | 75,000 |
| Liabilities & Equity | | |
| Current Liabilities | 20,000 | 25,000 |
| Long Term Liabilities | 30,000 | 15,000 |
| Equity | 40,000 | 35,000 |
| Total Liabilities & Equity | 90,000 | 75,000 |




| | Revenue Prior Month Actual | Expenses Prior Month Actual |
|---|---|---|
| Customers | | |
| Kentwood Advisors Corp | 80,000 | 10,000 |
| ProMax Media Group | 70,000 | 20,000 |
| Puget Networks | 40,000 | 5,000 |
| Robinson Consulting | 20,000 | 2,000 |
| Total Customers | 210,000 | 37,000 |




| | Prior Month Actual | Current Year to Date Actual |
|---|---|---|
| Downtown | | |
| Revenue | 80,000 | 260,000 |
| Operating Expense | 10,000 | 50,000 |
| Total Downtown | 70,000 | 210,000 |
| West Suburbs | | |
| Revenue | 100,000 | 90,000 |
| Operating Expense | 20,000 | 50,000 |
| Total West Suburbs | 80,000 | 40,000 |




| | Prior Month | Prior Quarter |
|---|---|---|
| Revenue | | |
| Kentwood Advisors Corp | 800,000 | 2,950,000 |
| Robinson Consulting | 600,000 | 1,500,000 |
| Total Revenue | 1,400,000 | 4,450,000 |
| Expenses | | |
| Andrews implementation | 40,000 | 75,000 |
| Garcia Media design | 10,000 | 15,000 |
| Total Expenses | 50,000 | 90,000 |

# FINANCIAL REPORTS: DEMO

- Filter Whole report by a Dimension Group
- Filter Columns by Dimension Structure
- Sort Dimension columns by a Dimension Group
- Show a Dimension value on each Page
- 4 Report Structure Options

# REPORTING AREA: INTERACTIVE CUSTOM REPORT WRITER

Going beyond what you thought was possible

# INTERACTIVE CUSTOM REPORT WRITER: TYPICAL REPORTS

- Vendor / Customer Aging
- Accounts Payable Bills Analysis with Subtotals
- General Ledger Account Activity
- General Ledger Journal Entry Report

**GL Account Activity Report**

**Retained Earnings** (276,800.00)

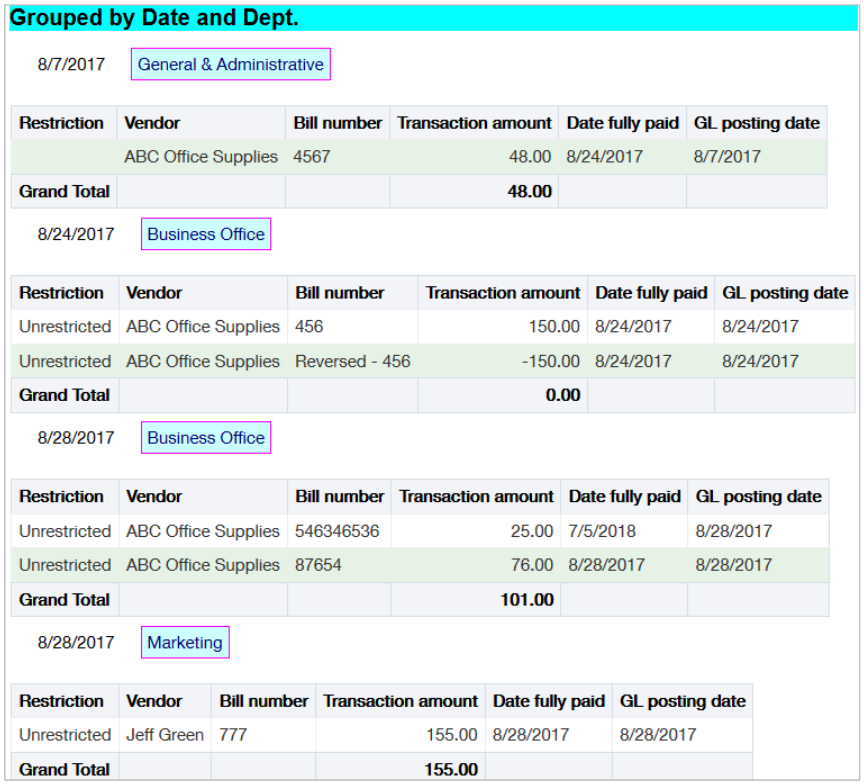
| Account | | Attributes | Opening Balance | Debit | Credit | Closing Balance |
|---|---|---|---|---|---|---|
| **Number** | **Name** | **Department name** | **01/01/2017** | **Amount** | **Amount** | **06/30/2019** |
| 10000 | Bank Account1 | Business Office | 0.00 | 450.00 | 251.00 | 199.00 |
| | | Divorce Care | 0.00 | 52,000.00 | 45,080.00 | 6,920.00 |
| | | General & Administrative | 0.00 | 0.00 | 48.00 | (48.00) |
| | | High School | 0.00 | 0.00 | 45.00 | (45.00) |
| | | Marketing | 0.00 | 0.00 | 235.00 | (235.00) |
| | | Men | 0.00 | 200.00 | 0.00 | 200.00 |
| | | Nursery | 0.00 | 1,378.00 | 1,363.00 | 15.00 |
| | | OPERATIONS | 476,800.00 | 155,894.00 | 155.00 | 632,539.00 |
| | | Preschool | 0.00 | 650.00 | 45.00 | 605.00 |
| | | WORSHIP | 0.00 | 1,060.00 | 1,060.00 | 0.00 |
| | | YOUTH | 0.00 | 950.00 | 1,900.00 | (950.00) |
| | | | 0.00 | 0.00 | 6,940.83 | (6,940.83) |
| **10000 Total** | | | **476,800.00** | **212,582.00** | **57,122.83** | **632,259.17** |
| 10020 | Bank Account2 | Business Office | 340,000.00 | 2,948.00 | 9,073.00 | 333,875.00 |
| | | | 0.00 | 150.00 | 150.00 | 0.00 |
| **10020 Total** | | | **340,000.00** | **3,098.00** | **9,223.00** | **333,875.00** |
| 10120 | Petty Cash | General & Administrative | 200.00 | 1,824.00 | 1,570.00 | 454.00 |
| **10120 Total** | | | **200.00** | **1,824.00** | **1,570.00** | **454.00** |
| 10140 | Accounts Receivable | Business Office | 0.00 | 1,407.00 | 300.00 | 1,107.00 |

# INTERACTIVE CUSTOM REPORT WRITER: BE AWARE OF

- Graphs
  - Coming soon
- No Budgets
  - Was never in Custom Report Writer
  - Sage Intacct is looking at this
- Account Groups
  - Not available, but coming soon
  - Accounts can be grouped in the Report Writer
  - Can use Account Categories

# INTERACTIVE CUSTOM REPORT WRITER: KEY CAPABILITIES

- Pivot Tables
- Transaction level data
  - Summarized with Pivot Table
- Complex Calculations
- Create professionally formatted reports
  - For the Board
- Dimension Group prompts
- Accepts dashboard filters



**Grouped by Date and Dept.**

8/7/2017 General & Administrative

| Restriction | Vendor | Bill number | Transaction amount | Date fully paid | GL posting date |
|---|---|---|---|---|---|
| | ABC Office Supplies | 4567 | 48.00 | 8/24/2017 | 8/7/2017 |
| **Grand Total** | | | **48.00** | | |

8/24/2017 Business Office

| Restriction | Vendor | Bill number | Transaction amount | Date fully paid | GL posting date |
|---|---|---|---|---|---|
| Unrestricted | ABC Office Supplies | 456 | 150.00 | 8/24/2017 | 8/24/2017 |
| Unrestricted | ABC Office Supplies | Reversed - 456 | -150.00 | 8/24/2017 | 8/24/2017 |
| **Grand Total** | | | **0.00** | | |

8/28/2017 Business Office

| Restriction | Vendor | Bill number | Transaction amount | Date fully paid | GL posting date |
|---|---|---|---|---|---|
| Unrestricted | ABC Office Supplies | 546346536 | 25.00 | 7/5/2018 | 8/28/2017 |
| Unrestricted | ABC Office Supplies | 87654 | 76.00 | 8/28/2017 | 8/28/2017 |
| **Grand Total** | | | **101.00** | | |

8/28/2017 Marketing

| Restriction | Vendor | Bill number | Transaction amount | Date fully paid | GL posting date |
|---|---|---|---|---|---|
| Unrestricted | Jeff Green | 777 | 155.00 | 8/28/2017 | 8/28/2017 |
| **Grand Total** | | | **155.00** | | |

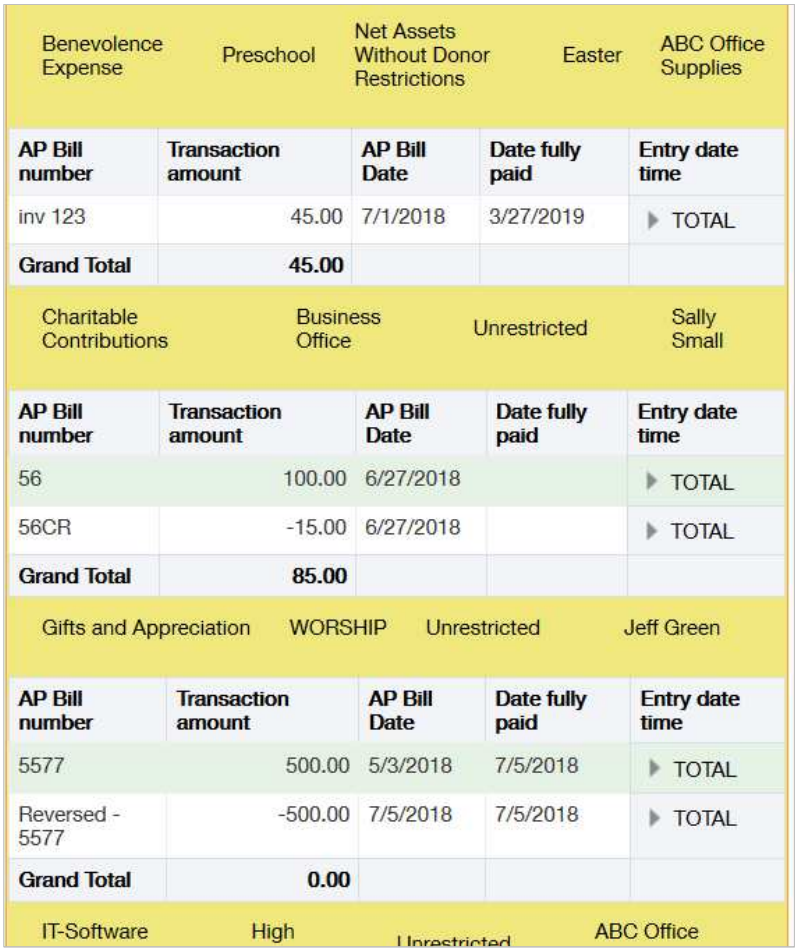
# INTERACTIVE CUSTOM REPORT WRITER: KEY CAPABILITIES

- Time on Rows and Columns
- Search for Fields
- Drag and Drop
- One report with different views
  - Side by side or stacked
- Not Wizard based
  - Great flexibility

| | | 2017 | 2018 | 2019 | Bill Amount |
|---|---|---|---|---|---|
| Month | Dept | Bill Amount | Bill Amount | Bill Amount | |
| Mar | High School | | | 89.98 | **89.98** |
| May | Nursery | | 1,125.00 | | **1,125.00** |
| | WORSHIP | | 1,060.00 | | **1,060.00** |
| Jun | Business Office | | 342.50 | | **342.50** |
| | High School | | 45.00 | 296.52 | **341.52** |
| | Marketing | | 80.00 | | **80.00** |
| | Nursery | | -1,022.00 | | **-1,022.00** |
| | OPERATIONS | | 150.75 | | **150.75** |
| | Preschool | | 55.00 | | **55.00** |
| | WORSHIP | | 1,096.00 | | **1,096.00** |
| Jul | Preschool | | 45.00 | | **45.00** |
| | WORSHIP | | -1,060.00 | | **-1,060.00** |
| Aug | Business Office | 101.00 | | | **101.00** |
| | Elementary | | 159.90 | | **159.90** |
| | General & Administrative | 48.00 | | | **48.00** |
| | Marketing | 155.00 | | | **155.00** |
| | OPERATIONS | 15.00 | | | **15.00** |
| Oct | YOUTH | 1,000.00 | | | **1,000.00** |
| Dec | Middle School | | 25.00 | | **25.00** |
| **Grand Total** | | **1,319.00** | **2,102.15** | **386.50** | **3,807.65** |

# INTERACTIVE CUSTOM REPORT WRITER: TIPS AND TRICKS

- Group Transactions
  - By COA and Dimensions
  - Show transactions for unique combinations
  - Created by moving columns to Sections
- Alternating rows highlighted
- Multiple views of the same data on the same report
- Report Library with 60+ reports



| Benevolence Expense | Preschool | Net Assets Without Donor Restrictions | Easter | ABC Office Supplies |
|---|---|---|---|---|

| AP Bill number | Transaction amount | AP Bill Date | Date fully paid | Entry date time |
|---|---|---|---|---|
| inv 123 | 45.00 | 7/1/2018 | 3/27/2019 | TOTAL |
| **Grand Total** | **45.00** | | | |

| Charitable Contributions | Business Office | Unrestricted | Sally Small |
|---|---|---|---|

| AP Bill number | Transaction amount | AP Bill Date | Date fully paid | Entry date time |
|---|---|---|---|---|
| 56 | 100.00 | 6/27/2018 | | TOTAL |
| 56CR | -15.00 | 6/27/2018 | | TOTAL |
| **Grand Total** | **85.00** | | | |

| Gifts and Appreciation | WORSHIP | Unrestricted | Jeff Green |
|---|---|---|---|

| AP Bill number | Transaction amount | AP Bill Date | Date fully paid | Entry date time |
|---|---|---|---|---|
| 5577 | 500.00 | 5/3/2018 | 7/5/2018 | TOTAL |
| Reversed - 5577 | -500.00 | 7/5/2018 | 7/5/2018 | TOTAL |
| **Grand Total** | **0.00** | | | |

| IT-Software | High | Unrestricted | ABC Office |
|---|---|---|---|

# INTERACTIVE CUSTOM REPORT WRITER: DEMO

- Let’s Go Beyond What You Thought Was Possible
  - Pivot Tables inside Sage Intacct
  - Grouping Transactions by Multiple Dimensions
  - Rows and Columns based on Time Periods

# QUESTIONS?

# MISSION:SUPPORT

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