



Product Brochure

# Sage Intacct Reporting and Dashboards

Transform organization decision making with broad and deep visibility into financial and operational data.





“Now, I’m in a position to provide reports more quickly and be a true champion within the organization.”

**Braam du Plooy**

Controller, Atlanta Convention & Visitors Bureau

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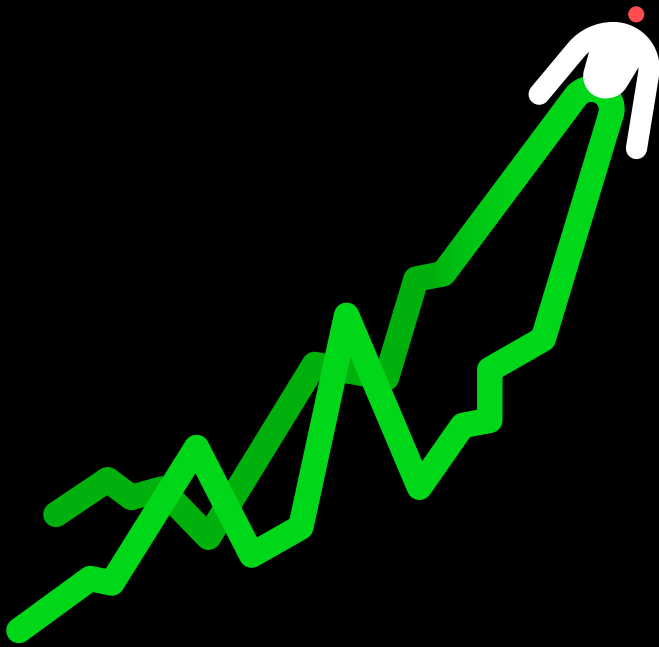
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# Essential visibility

## Drive data-driven decision making to keep your organization on the right path

Data-driven decisions that transform organizations require broad and deep visibility into financial and operational data. Where other systems rely on external tools for visibility, Sage Intacct provides built-in tools to display real-time, drillable source data. By approaching data from multiple directions, through multiple tools, finance leaders can pull and analyze information from the Sage Intacct Intelligent GL™, subledgers, and supporting data objects. Information can be shared through a variety of means like customizable dashboards or distributed through export or email, including PDF and Excel files.

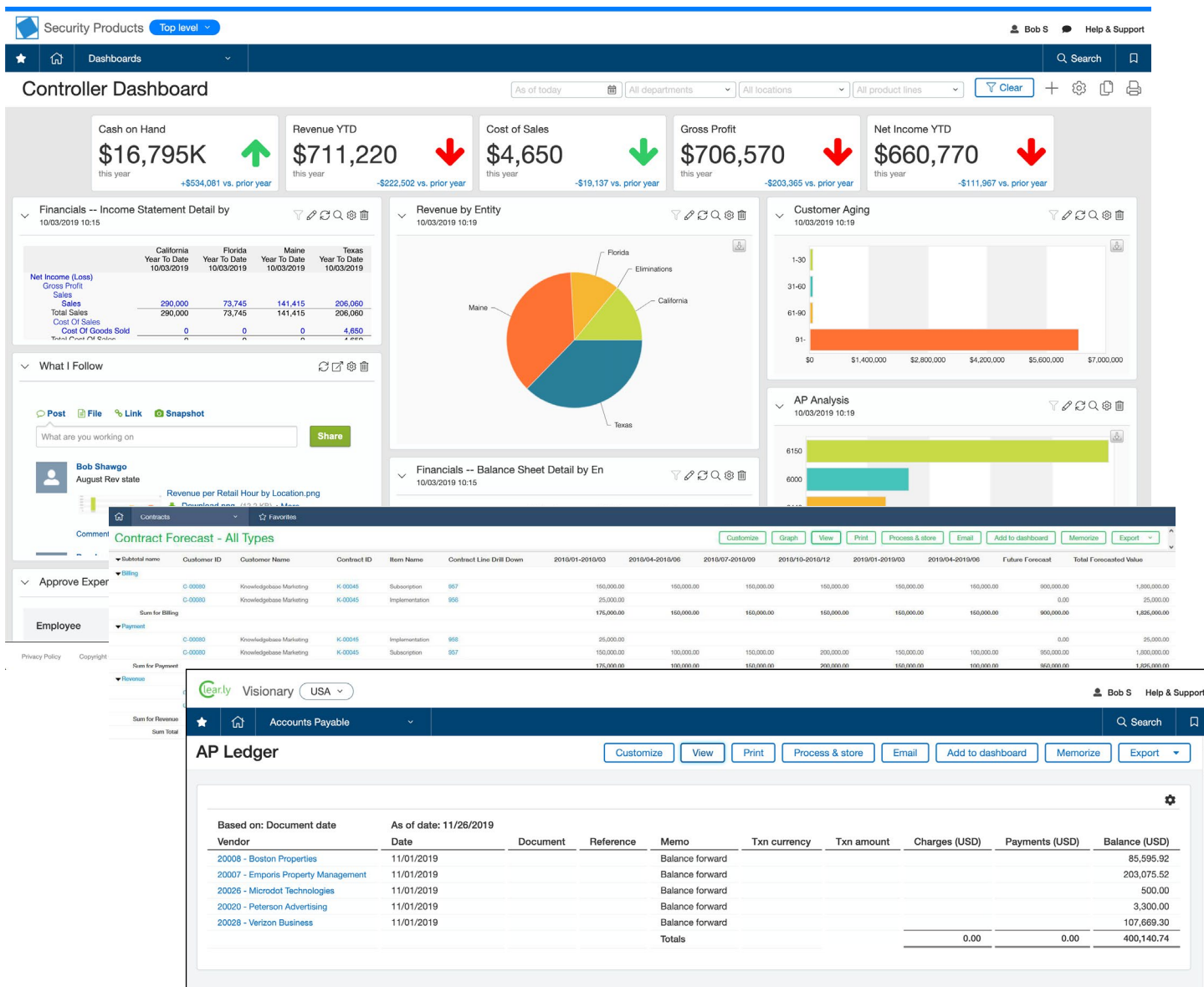
## Multiple points of accessibility

1. Customizable dashboards allow role-based and process-based metrics, reports, and charts to be created for quick insight and data-driven decisions.
2. For in-depth reporting, the Sage Intacct Report Center contains a library of reports and financial statements, as well as charts and tools for modifying, duplicating, or creating completely new reports and charts.
3. Activity-specific subledger reports, like customer aging and check registers, can also be found in the individual task area.
4. External processes, like business intelligence or data warehousing, can be driven by using Web Services APIs or setting up data delivery services.

“We’re now able to track contracts better because all our data is coming from one place, whereas before we used multiple sources and a lot of error-prone Excel manipulation. Sage Intacct delivers accurate reporting for all our billed and unbilled, deferred and paid contracts, providing full transparency into our customer base so we can keep our fingers on the pulse of everything from contract renewals, upsells, and cross-sells, to churn by product and amortized commissions expenses.”

**Lisa Schulz**

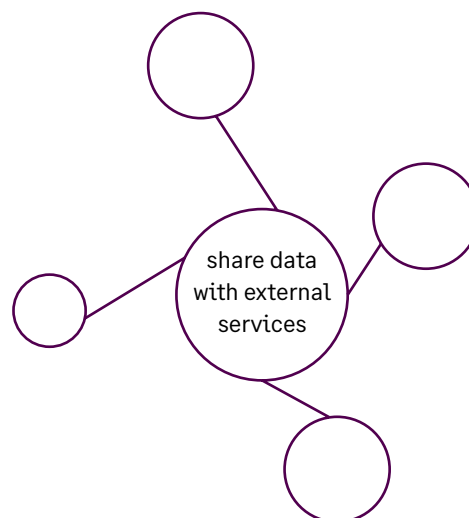
Corporate Controller, Jobvite



“Sage Intacct’s dashboards, report writer, dimensions, and statistical capabilities are just phenomenal. We created magnificent dashboards that were unimaginable to us just a couple months before deploying the system, and they’ve dramatically changed how we analyze financial data.”

**Alejandro Pérez**

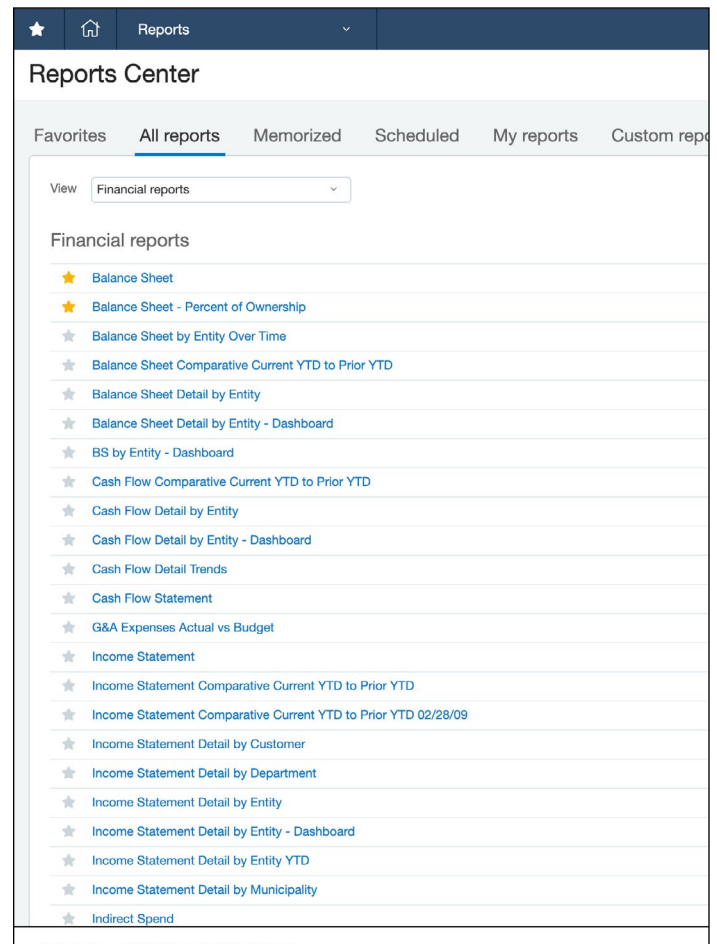
Chief Happiness Officer & CEO, Komet Sales



# Financial reports and charts

## Real-time data from the Sage Intacct Intelligent GL

Financial reports and charts rely on real-time data from the Sage Intacct Intelligent GL™ to produce income statements, balance sheets, cashflow statements, and more. They provide filtering and hierarchy based on dimensional structures. Dimensions are things like location, department, customer, or project, that can be assigned to or “tagged” on transaction line items. Organizations can even create custom dimensions, like grant, fund, or airplane—anything that they might want to report by. Individual dimensions and dimension groups can be defined by users to mix and match information, such as looking at sales orders by location and by customer. The financial report writer and chart builder give control to the finance team to get at key data to inform decision-making.



“Sage Intacct has helped streamline our business by allowing us to create twice as many reports in less than half the time we needed in the past.”

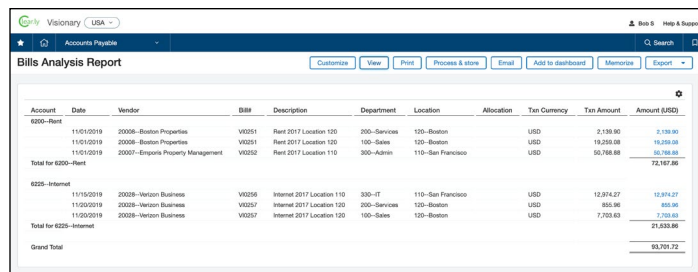
**Pam Bakker**  
Controller, Laird Management

# Activity-specific reporting

## Task centered reporting on accounting processes

Out-of-the-box, task-centered reports have set, selectable filters based on standard financial processes. These “standard” reports form the backbone of daily activity for the accounting team. Process reports provide the team with information for processing transactions, interacting with customers and vendors, and speeding up the close.

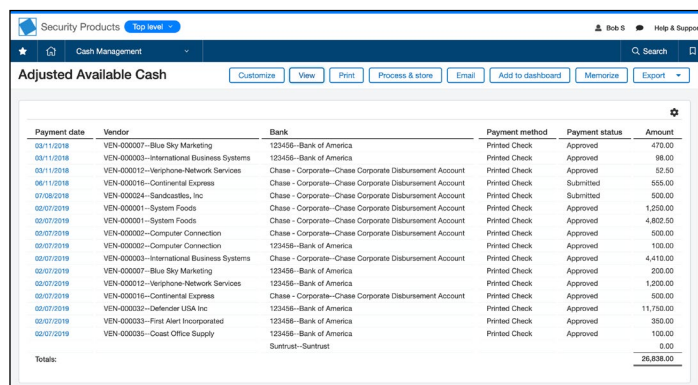
“With Sage Intacct, our general managers and department heads hold greater accountability, because management can quickly pinpoint areas of financial concern and have accurate information with which to make better business decisions. As a result, three of our struggling entities moved into the black, our overall gross margins improved by 20%, cash flow increased by nearly a half a million dollars, and our real estate asset values grew by over \$5 million.”



**Bills Analysis Report**

Account	Date	Vendor	BSB	Description	Department	Location	Allocation	Txn Currency	Txn Amount	Amount (\$USD)
6200-Rent	11/01/2019	20008-Boston Properties	W0251	Rent 2017 Location 120	200-Services	120-Boston		USD	2,139.90	2,139.90
	11/01/2019	20008-Boston Properties	W0251	Rent 2017 Location 120	100-Sales	120-Boston		USD	19,258.08	19,258.08
	11/01/2019	20007-Empire Property Management	W0252	Rent 2017 Location 110	300-Admin	110-San Francisco		USD	55,768.88	55,768.88
										75,167.86
Total for 6200-Rent										
6225-Internet	11/15/2019	20028-Verizon Business	W0256	Internet 2017 Location 110	330-IT	110-San Francisco		USD	12,974.27	12,974.27
	11/09/2019	20028-Verizon Business	W0257	Internet 2017 Location 120	200-Services	120-Boston		USD	855.86	855.86
	11/09/2019	20028-Verizon Business	W0257	Internet 2017 Location 120	100-Sales	120-Boston		USD	7,700.63	7,700.63
										21,530.76
Total for 6225-Internet										
Grand Total										96,703.72

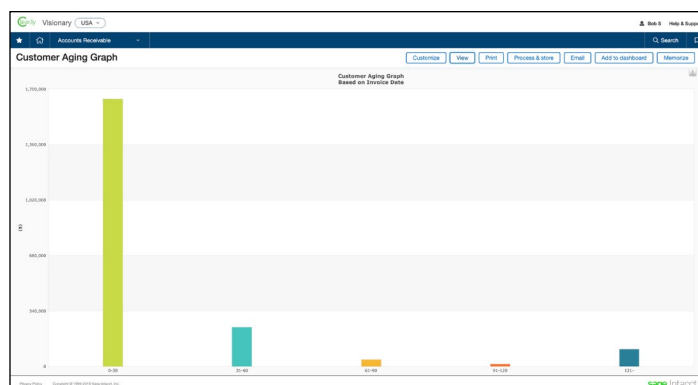
Bills analysis report shows bills by account



**Adjusted Available Cash**

Payment date	Vendor	Bank	Payment method	Payment status	Amount
03/11/2019	VEN-000007-Blue Sky Marketing	123456-Bank of America	Printed Check	Approved	470.00
03/11/2019	VEN-000003-International Business Systems	123456-Bank of America	Printed Check	Approved	98.00
03/11/2019	VEN-000012-Verizon-Network Services	Chase - Corporate-Chase Corporate Disbursement Account	Printed Check	Approved	52.50
06/11/2019	VEN-000016-Continental Express	Chase - Corporate-Chase Corporate Disbursement Account	Printed Check	Submitted	555.00
07/08/2019	VEN-000024-Sandcastles, Inc	Chase - Corporate-Chase Corporate Disbursement Account	Printed Check	Submitted	500.00
08/02/2019	VEN-000001-System Foods	Chase - Corporate-Chase Corporate Disbursement Account	Printed Check	Approved	1,250.00
03/07/2019	VEN-000001-System Foods	Chase - Corporate-Chase Corporate Disbursement Account	Printed Check	Approved	4,802.50
05/07/2019	VEN-000002-Computer Connection	Chase - Corporate-Chase Corporate Disbursement Account	Printed Check	Approved	500.00
05/07/2019	VEN-000002-Computer Connection	123456-Bank of America	Printed Check	Approved	100.00
03/07/2019	VEN-000003-International Business Systems	Chase - Corporate-Chase Corporate Disbursement Account	Printed Check	Approved	4,410.00
02/02/2019	VEN-000007-Blue Sky Marketing	123456-Bank of America	Printed Check	Approved	200.00
03/07/2019	VEN-000012-Verizon-Network Services	123456-Bank of America	Printed Check	Approved	1,200.00
03/07/2019	VEN-000016-Continental Express	Chase - Corporate-Chase Corporate Disbursement Account	Printed Check	Approved	500.00
08/07/2019	VEN-000032-Defender USA Inc	123456-Bank of America	Printed Check	Approved	11,710.00
08/07/2019	VEN-000033-First Alert Incorporated	123456-Bank of America	Printed Check	Approved	350.00
08/07/2019	VEN-000035-Coast Office Supply	123456-Bank of America	Printed Check	Approved	100.00
		Suntrust-Suntrust			0.00
Totals:					26,618.00

Adjusted available cash report allows for timely decisions



Customer aging graph tells your DSO story at a glance

# Ad hoc reports

**Custom Report Wizard** [Save] [Save & new] [Cancel]

Step 1 of 12 | Select data source

Step 1: Select a primary data source

The selected reporting area provides the following information:  
Detail and header information for Purchase Order transactions (including quantity and price).

Purchase Order Transaction Detail

[Purchase Order]

Select a record or transaction as the starting point for your report.

**Record**  
Your report can include columns from the primary data source, as well as related data.

**Transaction**  
Select a data source labeled as "detail" if you want to include amounts or other transaction information.

Diagram: Record (Customer, Name, Contact, % Revenue) and Transaction (Invoice, Aggregate level, Detail Line item details).

[Next >]

**Custom Report Wizard** [Save] [Save & new] [Cancel]

Step 2 of 11 | Add columns

Step 2: Add columns to the report

**Purchase Order Transaction Detail**

Available columns:

- Available
- Billed
- Cancel after date
- Cost
- Cost method
- Customer ID
- Date confirmed
- Date created
- Date modified
- Date shipped to recipient
- Department
- Department ID
- Department key
- Department name
- Discount
- Discount %
- Do not ship after date
- Do not ship before date

**Document header number**

- Employee ID
- Extended description
- Extended price
- Extended transaction price
- Form 1099
- Form 1099 Box
- Form 1099 Type
- Gross amount
- Group total - extended total price
- Group total - price
- Group total - quantity
- Group total - price
- Group total - quantity
- Group total - price
- Group total - tax value
- Group total - value
- Item ID
- Item description

**Landed cost category**

- Line number
- Location
- Location ID
- Location name
- Memo
- Multiplier
- Need by date
- Notes
- Price
- Price calculation method
- Price entered
- Product Line ID
- Project ID
- Promised by date
- Qty converted
- Quantity
- Quantity entered
- Quantity remaining

**Revised URL**

- Show group total
- Source document key
- Status
- Tax
- Tax Type
- Tax override (only for Avalara tax)
- Tax rate
- Total
- Total amount converted
- Total amount remaining
- Transaction currency symbol
- Transaction gross amount
- Transaction price
- Transaction tax
- Unit
- Vendor ID

[Search All] [Default All]

[Next >]

## List reporting across related data tables

With the Custom Report Writer, users create ad-hoc reports to lookup, sort, and filter information across related records, such as finding phone numbers for all the customers that purchased a particular item. These reports often work in conjunction with activity reports to provide data specific to an organization's unique business processes. A report wizard makes building these reports fast and easy—no coding required.

“Sage Intacct lets us run utilization, efficiency, and expense reporting at the project, task, department, or customer level for granular transparency into our labor costs and profitability across various operational categories. This valuable insight helps CTI's leaders manage existing employees' workloads, as well as project future employment needs based on upcoming projects and proposals.”

**Brian Lawrence**

Senior Director, Finance & Taxation, CTI

# Interactive custom reporting

In-depth, interactive analysis

The Sage Intacct Interactive Customer Report Writer provides in-depth look-up and analysis of transactional data for making comparisons and finding trends. The Interactive Report Writer is available for view only or build and view. With view only, users can drill, filter, sort, and expand reports to answer specific business questions. A library of more than 60 interactive reports allow for a quick start and rapid analysis of key transactional information. For data-savvy users, the build and view option provides powerful and advanced report creation with live production data while building, hierarchical field selection, drag and drop, automatic formatting, formulas, and subtotals.

**“One of my favorite things about Sage Intacct is having the ability to easily create custom reports on my own. Now, I’m in a position to provide reports more quickly and be a true champion within the organization.”**

The screenshot shows the Sage Intacct Interactive Report Writer interface. On the left, there's a 'Reporting areas' sidebar with a tree view showing 'AP Bills' and its sub-items like 'Attributes' and 'Measures'. The main area displays a report table with columns: 'Vendor ID [AP bill]', 'Vendor name [AP bill]', 'Bill number [AP bill]', 'Date [AP bill]', 'Date fully paid [AP bill]', and 'Total paid [AP bill detail]'. A context menu is open over the 'Vendor name' column, showing options like 'Sort Column', 'Keep Only', 'Remove', 'Add Members...', 'Add Custom Calculated Item...', 'Show Subtotal', 'Show Row level Grand Total', 'Exclude column', and 'Move Column'. The table data includes rows for 'V0001' (aberdan Group) and 'V0002' (Aberdeen Business Service Inc.).

**Run Interactive Custom Report**

Customize View Process & store Email Add to dashboard Memorize

**AP Vendor Aging Summary and Bill Details Report**  
Report as of Today based on Due Date - Transaction currency

Vendor ID [AP record]	Vendor name [AP record]	Transaction currency [AP record]	Current	1-30	31-60	61-90	Over 90	Total
20007	Emporis Property Management	USD	0.00	0.00	0.00	0.00	203,075.52	203,075.52
20008	Boston Properties	USD	0.00	0.00	0.00	0.00	85,595.92	85,595.92
20020	Peterson Advertising	USD	0.00	0.00	0.00	0.00	3,300.00	3,300.00
20026	Microdot Technologies	USD	0.00	0.00	0.00	0.00	500.00	500.00
20028	Verizon Business	USD	0.00	0.00	0.00	0.00	107,669.30	107,669.30
<b>Grand Total</b>			0.00	0.00	0.00	0.00	400,140.74	400,140.74

Vendor name [AP record] Peterson Advertising

Bill number [AP record]	Date [AP record]	Due date [AP record]	Total	Transaction currency [AP record]
12525	6/16/2019	7/16/2019	3,300.00	USD

# Robust permissions

At Sage Intacct, visibility and security go hand in hand. Reporting comes with granular permissions, allowing the administrator to grant access only when and where it's needed. You can choose to allow access to everyone, limit it to certain user groups, or give individual permission to key people.

**“Sage Intacct puts real-time financial information into the hands of our managers so they’re more apt to take ownership and be proactive. They no longer call finance to ask, ‘why are my food, paper, or repair costs so high?’ because they have the tools they need to identify problem areas themselves and investigate what’s impacting their store’s profitability.”**

Share just what is needed

Accounts Payable Permissions

Save

Cancel

Help

Check Run Detail	<input checked="" type="checkbox"/> List	<input checked="" type="checkbox"/> Delete			
Posted Advances	<input checked="" type="checkbox"/> List	<input checked="" type="checkbox"/> View	<input checked="" type="checkbox"/> Void		
Quick Check Entry	<input checked="" type="checkbox"/> Run				
Tax Detail	<input type="checkbox"/> List	<input type="checkbox"/> View	<input type="checkbox"/> Add	<input type="checkbox"/> Edit	<input type="checkbox"/> Delete
Tax Schedule	<input type="checkbox"/> List	<input type="checkbox"/> View	<input type="checkbox"/> Add	<input type="checkbox"/> Edit	<input type="checkbox"/> Delete
Tax Schedule Map	<input type="checkbox"/> List	<input type="checkbox"/> View	<input type="checkbox"/> Add	<input type="checkbox"/> Edit	<input type="checkbox"/> Delete

Reports

Permission ☐ None ☐ Read Only ☐ All

AP Ledger	<input checked="" type="checkbox"/> Run				
Recurring Transaction Status	<input checked="" type="checkbox"/> Run				

Financial Report Writer

Reporting Accounts  As of date today

Preview

Save

Save & Done

Duplicate

View Audit Trail

Cancel

Report Info

Rows

Columns

Computations

Filters

Format

Permissions

Next Steps

Set report permissions — Balance Sheet – Detail

Permissions

Select which users can access this report.

Users who are denied access won't see the report in the Financial Reports list, in the Reports Center, and on dashboards.

Report owner 

emma

Access list

emma  
jim

Add

Remove

Only listed users/groups may access this report.

Exclusion list

Group\Everyone

Add

Remove

Users/Groups in the Exclusion list do not have access to this report.

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Phone: 866-436-3530

# Learn to report in no time

At Sage Intacct, the commitment to customer success extends to providing learning resources in reporting. With hands-on courses held live in various cities, virtual classroom instructor-led courses, and on-demand learning available through the Sage Intacct education center, the entire finance team can quickly become Sage Intacct reporting pros. Reporting courses include:

- Financial Reporting and Dashboards
- Nonprofit Financial Reporting and Dashboards
- Advanced Reporting and Insights
- Interactive Custom Report Writer





# About Sage Intacct

Sage Intacct is the #1 cloud financial management system for data-driven, growing organizations. Our modern, true cloud solution with open APIs, gives multi-location or multi-entity organizations a shared chart of accounts, instant and continuous consolidations, and centralized payables while eliminating manual processes for payments and intercompany accounting. Sage Intacct helps you save time and improve accuracy—without adding staff.



# About Equation Technologies

Equation Technologies provides business management solutions for mid-sized companies in the USA and Canada. We make carefully crafted recommendations from among the industry's best-performing ERP software, including Sage Intacct and Sage 300. We help you **reduce the risk in choosing and implementing solutions** by:

- Listening closely to your challenges and exactly how your business works.
- Developing processes that match your business, not requiring you to conform to a software system.
- Mapping out efficiencies using technology to improve operations without adding staff.

Our main goal is simple: have a clear understanding of our clients' goals. We believe the only way to sufficiently grasp that information is by listening first, and offering valuable advice later. We also know that one single approach is not right for all businesses. We leverage our team's vast education and business experiences across industries to focus on our clients' unique needs. We understand the importance of your business. We know when you call on us, time is of the essence and we value & respect your time.

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