



Intacct Custom Report Options

using the Intacct Custom Report Writer

MINING FOR DATA

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Introduction

- We arrive at a point that we ask for more than what is available from the menu.
- We often say I know the information is in there but I don't know how to get out.
- We often times accept what we can't have and follow the path of least resistance.



Essentials to keep in mind !

- Intacct's Custom Report Writer vs Intacct's Financial Report Writer
- New Intacct Custom Report Writer slated for release last calendar quarter 2017
- Require Platform or Customization Services subscription to be made available
- General understanding of database concepts and familiarity with the Intacct system and data flow



Essentials to keep in mind cont...

- You will need to practice with getting acquainted with Intacct's pre-defined data views
- You should have experience with Intacct, be patient !
- Experience with other report writers is to your advantage
- Understand one to one and one, one to many and many data table relationship concepts is helpful.
- Custom report writer access points across all modules

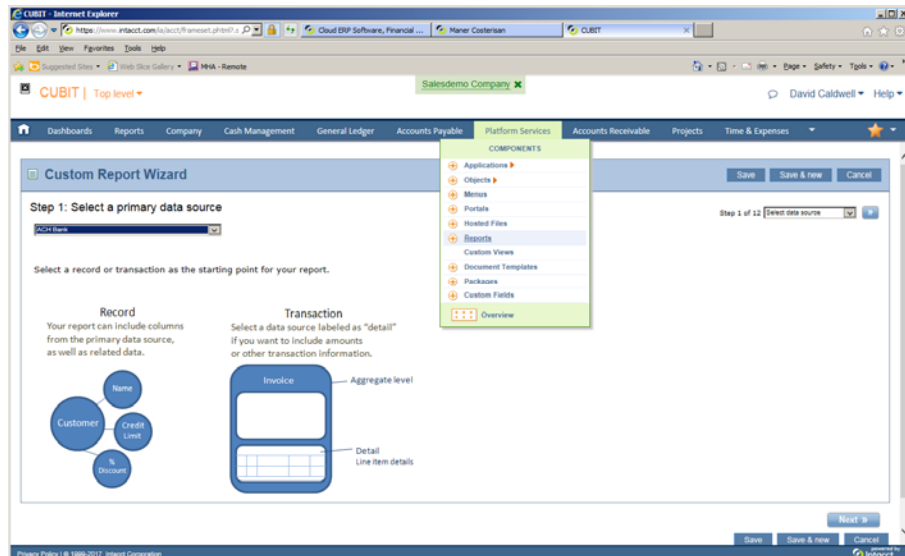


Report Creation Steps

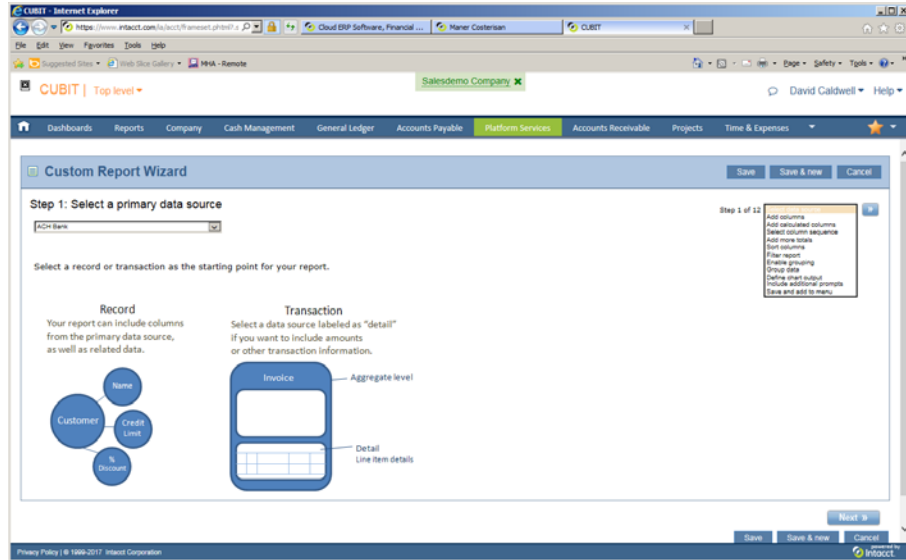
- I. Basic Intacct Custom Report Writer report creation steps
 - I. Start the Report Writer
 - II. Choose Data View
 - III. Choose Columns
 - IV. Arrange Columns
 - V. Set Sorting
 - VI. Set Filters
 - VII. Set Titles and Footers
 - VIII. Save the newly constructed report
 - IX. Test validity of work
 - X. Set permissions access if necessary



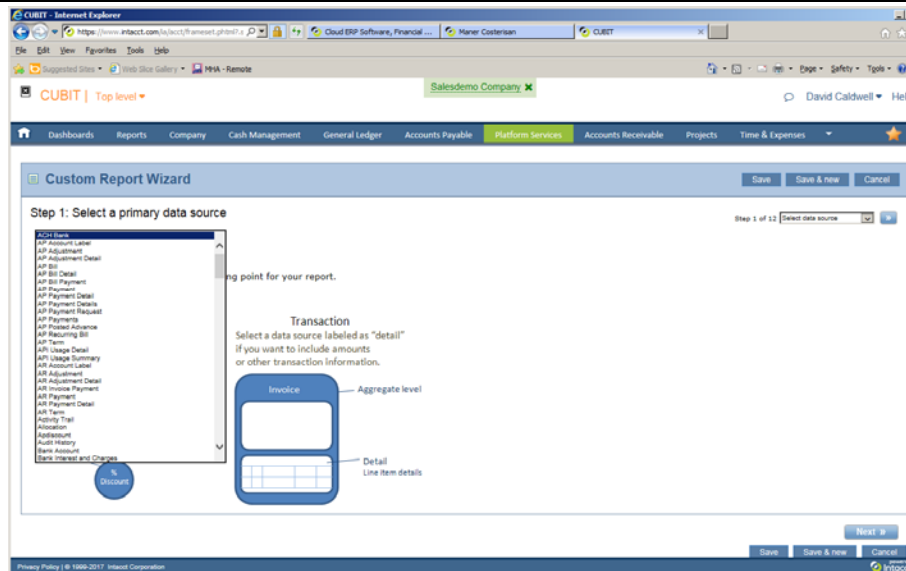
Start the Report Writer



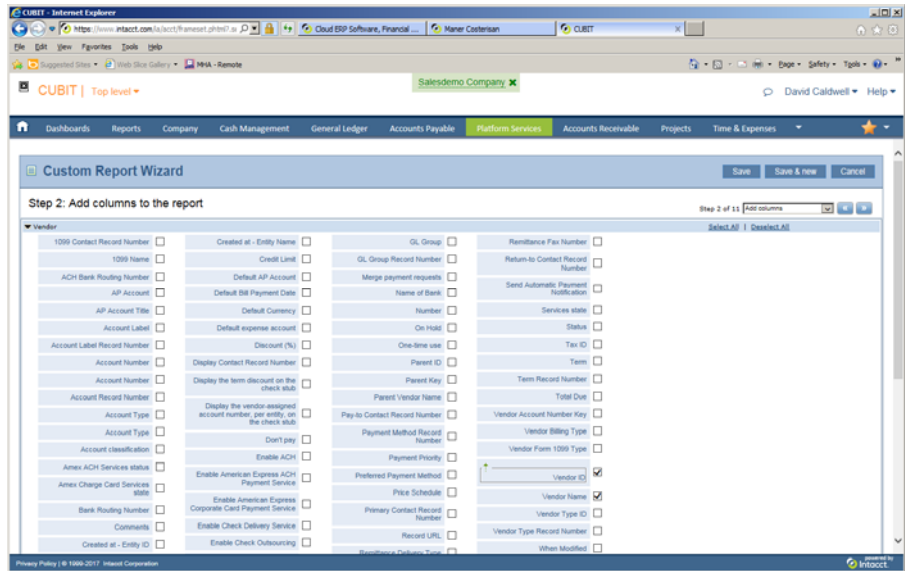
NAVIGATION



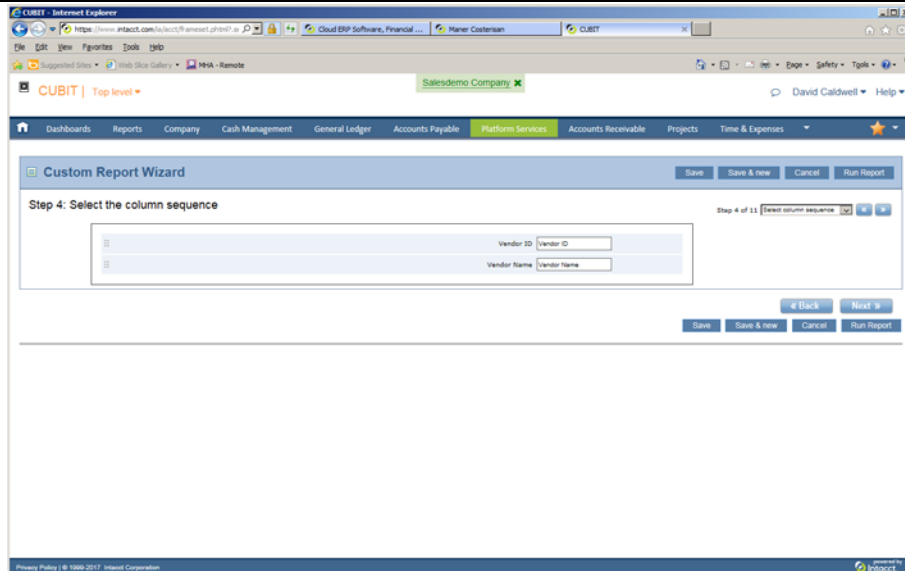
Choose Data View



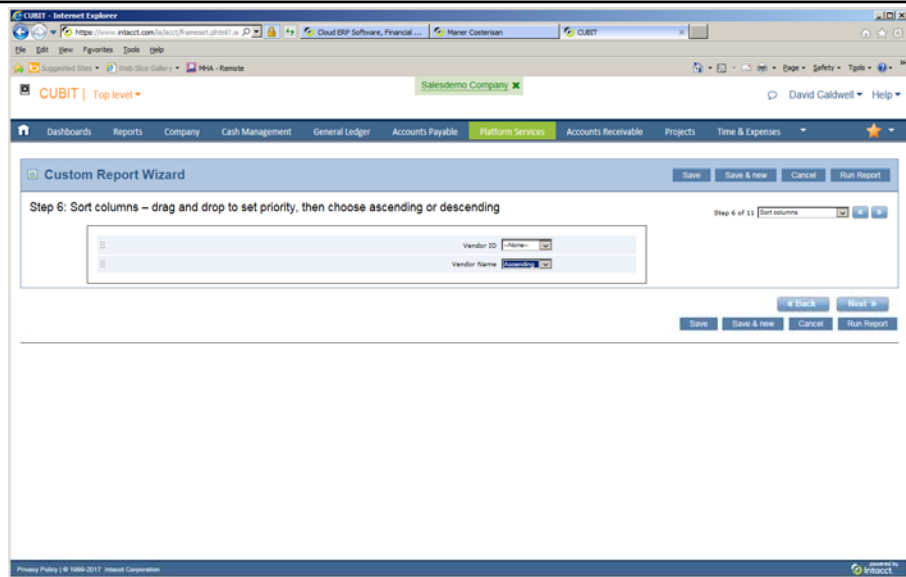
Choose Columns



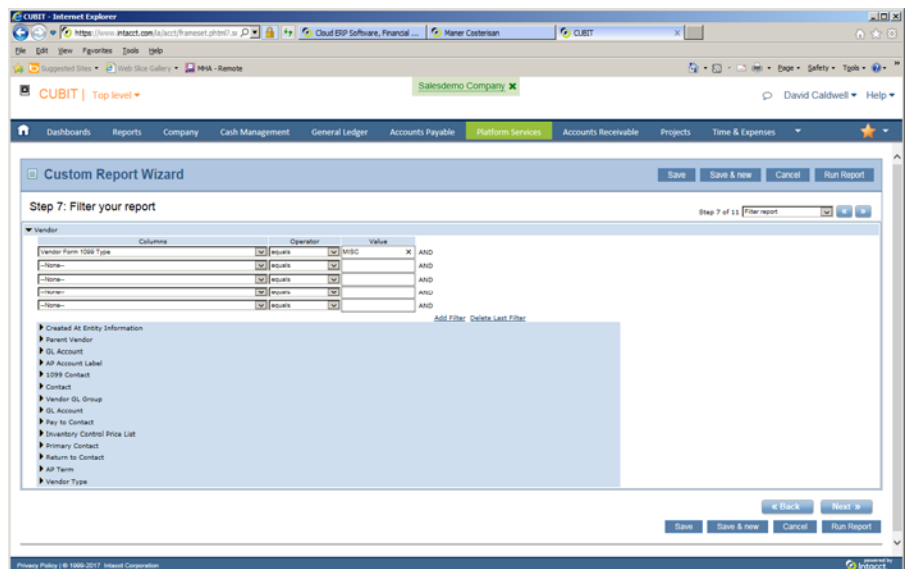
Arrange Columns



Set Sorting



Set Filters



Set Titles and Footers

The screenshot shows the 'Custom Report Wizard' interface in a web browser. The title bar indicates 'CUBIT - Internet Explorer'. The browser address bar shows 'https://www.intacct.com/Intacct/Finance/ptm07.js'. The page title is 'CUBIT | Top level'. The navigation menu includes 'Dashboards', 'Reports', 'Company', 'Cash Management', 'General Ledger', 'Accounts Payable', 'Platform Services', 'Accounts Receivable', 'Projects', and 'Time & Expenses'. The main content area is titled 'Custom Report Wizard' and shows 'Step 9 of 11: Set the default date and add a title/footer'. The form contains the following fields:

- Report Title 1: Vendor MSC 1099 List
- Report Title 2: (empty)
- Footer Text: MSC 1099

Buttons at the bottom include 'Back', 'Next', 'Save', 'Save & new', 'Cancel', 'View', 'Print', and 'Help'.



Save the newly constructed report

The screenshot shows the 'Custom Report Wizard' interface in a web browser. The title bar indicates 'CUBIT - Internet Explorer'. The browser address bar shows 'https://www.intacct.com/Intacct/Finance/ptm07.js'. The page title is 'CUBIT | Top level'. The navigation menu is the same as in the previous screenshot. The main content area is titled 'Custom Report Wizard' and shows 'Step 11 of 11: Save and add to a menu'. The form contains the following fields:

- Name: Vendor 1099 MSC List
- Add to menu:
- Application: Accounts Payable
- Description: Report to show Vendor 1099 MSC Lists
- Status: Active

Buttons at the bottom include 'Back', 'Save', 'Save & new', 'Cancel', 'Run Report', and 'Export Def'.



Test validity of work

Clear	Name	Data Type	Document Type	Result Type	Package Name	ID			
Edit View	Project Assessment	Project		Grouping		41	Run	Duplicate	Delete
Edit View	Project Assignment Details	Task Resource		Grouping		62	Run	Duplicate	Delete
Edit View	Project Assignments	Project Resource		Grouping		58	Run	Duplicate	Delete
Edit View	Project Budget vs Actual	Project		Grouping		67	Run	Duplicate	Delete
View	Project Expense Summary	Project		Grouping	Project Expense Summary	19	Run	Duplicate	
View	Project Financial Summary	Project		Grouping	Project Financial Summary	20	Run	Duplicate	
View	Project Hours Summary	Project		Grouping	Project Hours Summary	21	Run	Duplicate	
View	Project Resources	Project Resource		Grouping	Project Resources	22	Run	Duplicate	
View	Project Status	Project		Grouping	Project Status	23	Run	Duplicate	
View	Project Time	Timesheet Entry		Grouping	Project Time	24	Run	Duplicate	
View	Task Details by Project	Task		Grouping	Task Details by Project	25	Run	Duplicate	
View	Timesheet Approval History	Timesheet Approval		Grouping	Timesheet Approval History	26	Run	Duplicate	
Edit View	Timesheet Entry Billing Value	Timesheet Entry		Grouping		96	Run	Duplicate	Delete
View	Unbilled Costs by Customer	Bilable Expense		Grouping	Unbilled Costs by Customer	27	Run	Duplicate	
View	Unbilled Costs by Project	Bilable Expense		Grouping	Unbilled Costs by Project	28	Run	Duplicate	
View	Unbilled Expenses by Customer	Bilable Expense		Grouping	Unbilled Expenses by Customer	29	Run	Duplicate	
View	Unbilled Expenses by Project	Bilable Expense		Grouping	Unbilled Expenses by Project	30	Run	Duplicate	
Edit View	Vendor 1099 MSC List	Vendor		No grouping		100	Run	Duplicate	Delete



Test validity of work

The screenshot shows the Accounts Payable dashboard in CUBIT. A menu is open over the dashboard, listing various tasks and reports. The 'Reports' section of the menu is highlighted, showing a list of reports including 'Vendor 1099 MSC List', 'Vendor List Report', 'Vendor Aging', 'AP Ledger', 'Bills Analysis', 'Bills Analysis Graph', 'AP Recurring Report', 'AP Open Items Revaluation Report', 'Reclassification Report', and 'Recurring Transaction Status'.



- Lets run through some examples
- 1. Vendor List filtered by Vendor Type and Grouped by City
- 2. Customer invoice totals over time grouped by Customer ID
- 3. Purchase by Item list group by item detail by vendor

(Add to Dashboards and Report Lists)



Thank you for attending !

