March Madness Lunch & Learn

What's New in Intacct Winter 2014 Release

Winter 2015 Release

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Winter 2015 Release Overview

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Intacct Winter 2015

Make my business more efficient
- Process automation
- Oversight and controls
- Accuracy and compliance

Better Every Day

Drive performance and growth
- Track true financials and operations
- Visibility for planning/strategy
- Flexibility as needs change

Managing for Long-Term

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Better Every Day

Managing for Long Term

Upgrading Day-to-Day Automation

Remove the friction
Automate the manual steps
Customer-driven design
Save time in your day-to-day work

AP and AR Upgrade!
- Easy to use screens with quick insights
- AR/AP aging custom reporting
- 13 improvements from Advantage Projects
- Company paid expenses
- Pre-bill report enhancements
- Doc attach for projects and tasks

Billing and Revenue Recognition
- Invoice email template customization
- Mass apply action for revenue schedules
- Updated subscription for Revenue Management

Valuable Insight
- Financial report visualization – spark lines and more
- Performance Card drill-down
- Financial report drill-down to dimension records
- GL account as a relationship dimension
- Financial report custom headings

Multi-Entity Improvements
- Global custom reporting
- Unlimited inter-entity elimination accounts
- Inter Entity transaction drill-down

Insight
- Financial report visualization – spark lines and more
- Performance Card drill-down
- Financial report drill-down to dimension records
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Multi-Entity Improvements
- Global custom reporting
- Unlimited inter-entity elimination accounts
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Managing for Long Term

The best global and multi-entity visibility of any financial application

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Feature Details

Intacct Check Delivery Service
Part of American Express and Intacct payment services.

New payment option (Released November 2014) for check printing and delivery

- Automate check process for vendor payments by eliminating the need to print and mail checks

Feature Summary
- Self subscribe service
- Delegates check printing and mailing to AMEX
- Fully integrated into AP
- Automation for printing and posting
- No change in banking relationship needed
- No drafting of funds from bank

WINTER 2015
Automation Enhancements

Multi-books in recurring journal entries

Automate your multi-books entries with schedules

- **How do I use it**
  - Have different amortization schedules to track for GAAP, different regulatory or different business requirements?
  - Recurring journal entries for GAAP, tax or user defined books can automate your entries
  - Select the journal for different books when creating a recurring journal entry

- **Tips**
  - Have different amounts every period?
  - Use memorized transactions with multi-books to book different amounts
  - Pre-fix the accounts as memorized transaction template
Multi-books in recurring journal entries
Scheduled journal entries can be made to any book in a multi-book company

Select the book, then select the journal from the selected book

Recurring Transactions AP/AR and OE/PO/IC
- Ability to suspend a schedule
- Ability to resume a schedule

Easy to Turn off/on Schedules
- Easy access to turn off/on schedule from list
- Quick access and easy to use

Cash Management Reconciliation History
Ability to export Reconciliation history to Excel, CSV & PDF
- More ways to see the data
- Often repurpose the report for other usage and know you can by exporting to excel
- Added the ability to choose how you view the report

Large Invoice Runs
Process large invoice runs without user intervention
- How do I use it
  - There is an option in Project Configuration to automatically restart Generate Invoices when it hits the total line item limit or number of invoices limit. Previously, someone had to monitor the process, and restart manually.
  - There is also a new option to allow Invoices to be created for inactive dimensions (except for inactive customers).
- Setup/Configuration
  - Go to the Project Configuration screen and find the section at the bottom labeled “Generate Invoices”. There are 2 checkboxes available for these 2 options.
    - The most common use for processing inactive dimensions are for employees, consultants, or subcontractors that work for a limited time, record billable hours, and are de-activated after the project is complete. And billing takes place at a later date.
Auto-restart Option for Large Invoice Runs

How does this feature work:
- Create an email template
- Go to Order Entry/Setup/Email Templates
- Assign a template to a transaction definition
- Go to Documents configuration tab under Order Entry/Setup/Configure Order Entry
- Use Print/Email Documents menu item to send one or more documents as an email
  - Available under Order Entry main menu

Customizable email templates for Order Entry

Select Email Templates
Add new template
Edit/view existing templates
Customizable email templates for Order Entry

- Email template with regions to enter:
  1. Template name
  2. Addressee information
  3. Email subject and body

- Object variables available to copy and paste into Recipient list fields

- Object variables available to copy and paste into email subject and message body

Assign a template to a transaction definition. This acts as a default for all sent emails.

Select Print/E-mail Documents from Order Entry main menu

List of available documents to send via email based on filter page selections

Defaulted per transaction type, can override on filters page

Click to send email(s)

Customizable email templates for Order Entry

Dimension Relationship’s Extended

- Now you can create relationships with GL account and more
  - Faster data entry with GL as a relationship
  - Provides more control over their accounting practices defined
  - Multi-Entity company, entity is no longer left behind
  - Now you can create relationships with GL account in addition to dimensions.
  - Entity inherits the location relationships and the ability to associate default values in the entity setup.

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Dimension Relationship’s Extended

- How do I use it
  - You must have platform enabled
  - You must have admin permission to create Relationships
    Note: Quick entry screens do not support standard & user defined dimensions or auto fill.

- Setup/Configuration
  - Platform > Objects > List
  - Select GL Account or Location > Relationships > New Relationship

- Enable auto-fill
  - Select Auto-fill related objects
  - Click on Save

- Override defeats the purpose of creating a relationship because the user can pick any value from the drop down list.

- Create Relationship
  - Click on Customer object > Click on Relationship > New Relationship
  - Select the object you want to relate to the base object
  - Click on Next

Edit the base dimension
- Go to Platform > Object > List
- Select Edit for GL Account or Location
- Note: GL Account is treated as a dimensions and the auto-fill is always enabled. It does not work with Account Labels, Expense types and OE, PO & IC application

- Notice the standard objects can be edited.
Dimension Relationship’s Extended

- Create Relationship
  - Go down to Relationship Type
  - Select Many GL Accounts to One Location
  - Click on Save

- Change the display of the relationship on the base dimension
  - Go to General Ledger > Accounts > Edit/View a account
  - Click on more actions buttons and select Edit this page
  - Select the related field you just created
  - Select Show standard picker
  - Select Save & Synchronize > Select All > Save

- Select related dimension value
  - Edit a account or on create select the value you want to associate to the account
  - Save

- Test the dimension relationship
  - In the line level if you select the dimension you will notice the related objects will auto-fill
  - Note: In old transaction entry screens such as budgets users can override the related dimensions. Even if this is not enabled.
Dimension Relationship's Extended
- Follow the instructions to create a relationship with location in multi entity companies.
- You will need to edit the page layout for entities in order to see the inherited relationship you created for location.

Dimension Filtering
**Even more power than you ever imagined**
- Limit the ability of what a user can select with the dimensions
- No longer need to worry about possible errors in data entry
- More flexibility and automation.

- Create a many to one/many relationship
- Selected the values a user can choose from
- Entry screens are restricted to the values assigned
- Full API and CSV support

How do I use it
- You must have platform enabled
- You must have admin permission to create Relationships
- Note: Quick entry screens do not support standard & user defined dimensions or auto fill.

Setup/Configuration
- Platform > Objects > List
- Select GL Account or Location > Relationships > New Relationship
- Follow all the previous steps you did for creating a relationship stop when you get to define the relationship type.

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**Dimension Filtering**

- Change the display of the relationship on the base dimension
  - Go to General Ledger > Accounts > Edit/View a account
  - Click on more actions buttons and select Edit this page
  - Select the related field you just created
  - Select Show lookup field as picklist
  - Select Save & Synchronize > Select All > Save

  ![Diagram](image1)

  - This will display the related object as a picklist. It will look similar to a filter picklist, but will be a familiar look and feel.

- Select related dimension value
  - View the account you just assigned a filter pick list to.
  - See the values are saved

  ![Diagram](image2)

- Test the dimension relationship
  - In the line level if you select the dimension you will notice the related objects will display a filtered list

  ![Diagram](image3)

- Select related dimension value
  - Edit a account or on create select the multiple values you want to allow the user to choose from
  - Save

  ![Diagram](image4)

  - Multi select what you are going to restrict the user to selecting

- Select related dimension value
  - View the account you just assigned a filter pick list to.
  - See the values are saved

  ![Diagram](image5)
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WINTER 2015
Reporting, Insight and Visibility

New and Improved Bills, Invoices, Adjustments and more

- Bills and Invoices – New status display in the bill header
- Reversed Bills and Invoices

New and Improved Bills, Invoices, Adjustments and more

- Easier to use, provides insight into what’s important
  - See what’s important at a glance
  - Consistent look and feel
  - Improved user experience

Feature Summary
- Improved the layout of the screens
- Extended standard capabilities across more use cases
- Ability to drag and drop attachments to the screen
- Everyone gets the new screens, no opting out
What’s New in Intacct Winter 2014 Release

New and Improved Bills, Invoices, Adjustments and more

- Bill/Invoices View Mode

- Ability to Pay directly from the bill
  - ADD - this feature is not available

New and Improved Bills, Invoices, Adjustments and more

- Add– Bills/Invoices

- More Actions
  - Save & New
  - Edit the page
  - Edit Vendor, Link

New and Improved Bills, Invoices, Adjustments and more

- Add– Bills/Invoices

- Default Entries

- Default allocation also available

- AR: Rev Rec fields in the shade

New and Improved Bills, Invoices, Adjustments and more

- Add– Bills/Invoices

- Entries > Show Details

- Dimensions in the shade & allocation split

- AR: Rev Rec fields in the shade

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New and Improved Bills, Invoices, Adjustments and more

- Manual checks add
  - Manual checks – void after you have posted
    - If you have posted the manual check and then void it, it will display with a void icon. In addition, we retain the manual check even after you post the check.
  - Manual checks – void before posted
    - If you have not posted the manual check and then void it, it will display with a void icon. In addition, we display the amount as $0.00 in the manual check screen.

- New and Improved Bills, Invoices, Adjustments and more
  - Manual deposits
    - Custom fields, smart rules, and events are inherited from AR invoices.
  - Manual checks
    - Single screen for save & print or save & confirm.
    - Display sample check so you can see the address that will print on the check.
    - Enter amount of check. System automatically defaults amount in check box and calculates the remaining as you go.
    - Added new show defaults. Must click on Apply defaults in order for them to apply to the line items.
  - Manual checks add
    - Save & New found in More Actions
    - Display sample check so you can see the address that will print on the check.

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    - Enter amount of check. System automatically defaults amount in check box and calculates the remaining as you go.
Custom Report AP Bill Payment Enhancement

Added Adjustment as a Payment Method in the report

- Now able to identify adjustments that have been applied to a bill.
- The adjustment number displays in the Doc/Check # column.

Line Level Aging

Customize your aging

- See what's important to you.
- Get the data sliced the way you want it.
- Ability to add fields you want to see.
- You can report and filter on any dimension.

Line Level Aging

How do I use it

- You must have access to standard aging to see new objects.
- You must have permission to creating custom reports in Platform or in Customization Services.
  - Customer Aging Report
  - Vendor Aging Report

Setup/Configuration

- Create from scratch
- Go to Customization Services > Custom Reports or Platform > Reports
- Select the data type

Step 1: Choose your report format

- Select Summary (If you want to create a total for each grouping select summary)
- Click on >> to go to step 2
Line Level Aging

- Step 2: Choose the data type for your report
  - Select Customer Aging Report or Vendor Aging Report
  - Click on >> to go to step 3

- Step 3: Select the columns to be included in your report
  - Select the aging buckets you want to display on your report
  - Select the fields you want to display from the line detail of transaction
  - Select the fields you want to display from the header of transaction
  - Click on >> to go to step 4

- Step 4: Add or remove calculated column to be included on your report
  - Click on Add
  - Select your first bucket and click on the operator + and so on
  - Select currency as your calculated column type
  - Enter Total for the calculated column name
  - Click on >> to go to step 5

- Step 5: Sort your results
  - Select Ascending for the field you want to sort for example Customer ID
  - Click on the grip to move the columns to determine what order we will sort the field in.
  - Click on >> to go to step 6
Line Level Aging

- Step 6: Select filters
  - Expand customer aging header
  - Select Amount due, select greater than
  - Enter 0.00
  - Click on >> to go to step 8 (skip step 7 for this example)

Line Level Aging

- Step 8: Select summary information
  - Select the sum checkboxes for the appropriate aging buckets
  - Select the sum checkbox for the custom column Total
  - Click on >> to go to step 9

Line Level Aging

- Step 9: Select (group by) columns
  - Expand customer aging line detail
  - Expand customer aging header > select Customer ID
  - Click on >> to go to step 10

Line Level Aging

- Step 10: Select column sequence
  - Click on the grips to move the column in the order in which you want to display them.
  - Click on >> to go to step 13 (skip step 11 - 12 for this example)
Line Level Aging

- **Step 13:** Run Report
  - Select due date for based on option
  - Select yes for show detail
  - Click on >> to go to step 14

- **Step 14:** Select runtime parameters
  - Select fields you want to filter by. If you want to filter by dimensions go to the dimension and select the ID's such as Department ID, Location ID etc...
  - Click on >> to go to step 15

- **Step 15:** Select run time parameter properties
  - Select the checkbox for all the fields you want to show prompt on run when you deploy the reports
  - Click on the position radio button to re-order the display order of the filters
  - Click on >> to go to step 16

- **Step 16:** Describe your report
  - Enter the name of the report you want to display from the menu
  - Select the module you want to deploy the report in
  - Click on the deploy checkbox to make the report available for users to see from the application custom reports menu.
  - Click on Save

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Line Level Aging

- How do I use it
  - Design a report using the Custom Report Writer wizard, that needs to report data from multiple locations/entities.
  - If the entities have different base currencies, care must be taken to sort/group by entity or currency, or to not subtotal different currencies.
  - Care must also be taken if using the GL Account Balance object, which could have multiple records (in different currencies) for the same transaction.
  - The user running the report can enter a specific location, leave the location field blank to select All, or select a location group that contains multiple locations.

- Setup/Configuration
  - In the Custom Report Writer wizard, go to the “Run Report” step.
  - Uncheck the “Require Location” checkbox to report on multiple entities.
  - If you are creating a report that does subtotal currency amounts, and would otherwise be confusing, click the “Require Location” checkbox.
  - Note that all existing reports will “Require Location”.

Multiple Entity Reporting

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Reporting for Multiple Locations and Entities

New Option in Custom Report Writer allows you to design a multiple location/entity report

- How do I use it
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Sparkline on financial report

Visual insight drives business decision faster

- Overview
  - Sparkline (NEW): A quick, graphical way to see how your data changed over weeks, months, quarters, or years. Sparkline show the change in value with line charts in report.
  - Conditional highlighting: conditional highlighting now offers the ability to set up to 3 rules with different associated colors. For example, red for amounts over $6,000 and green for amounts under $100.
  - Color scale: For more flexibility, you can now select Average or Median as the threshold for 2-color scale, in addition to custom value.
Sparkline on financial report

**Visual insight drives business decision faster**

- **How to use it**
  - On the Columns tab of your financial report, select a column and scroll down to the Visual Indicators section.
  - You can choose one type of indicator per column.
  - Color scale and Conditional highlighting are available for any column type.
  - Sparklines use expand by period to plot your line charts to visualize trends.
  - Preview the report in HTML or Excel.

- **Tips**
  - Click “How do I add visual indicators to financial reports?” on the billboard for more details.
  - Or, access the same information from the Help menu on the Columns tab of the Financial Report Writer.

Financial report – drill down to dimensions

**Reporting ease everywhere you go**

- **How do I use it**
  - Need to look up your customers, projects, vendors, accounts? All dimensions now support drill down directly from your financial report
  - Click on the dimensions, it will take you directly to the record, given you have the appropriate access permission

- **Tips**
  - You can look up detail information on your dimension, or update new changes without leaving your report
Financial report – custom style for column headings

- **Styling flexibility**
  - How do I use it
    - A new styling control for column headings to change font, size, color and style for your output.
  - Tips
    - Note that column title (3rd line) will be 2 size smaller than the column heading 1 and 2

Inter-entity transactions drill down

- **Connect history on inter-entity transactions**
  - How do I use it
    - Want to know where the inter-entity transactions are generated from?
    - You can now drill down directly from the inter-entity transactions to the source payments, bills, and invoices
    - Click on the “View” link on your inter-entity transactions, it will take you through the history
  - Tips
    - You need to enable inter-entity transactions and setup to automate inter-entity due to/from transactions
    - See entity setup help on inter-entity transactions

Drill down connecting inter-entity balances to source payments and related bills/invoices
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Dashboards keep getting better

Quicker access to Business Insight!
- Report drilldown now available from dashboards components
- Drilldown into Performance Cards too!
- Performance caching
- Need more than 4 live reports? Go for it.

Feature Summary
- Drilldown now works from dashboard reports.
- Dashboards cache results for 15 minutes for quick reloading.
- No limits on "LIVE" reports
- Numerous usability improvements

Dashboard Improvements

Just in time for year end, dashboards in Intacct get drilldown support, performance enhancements and several usability improvements.

- Drilldown from dashboards
  - Drilldown is now enabled on dashboards report components
  - As a general rule, if the report supports drilldown when executed outside of dashboards, the dashboard version will likely include drilldown support.
  - Financial Reports
  - Custom Reports
  - Standard Reports
  - Drilldown into account groups from Financial Reports
  - Snapshot reports do not support drilldown because they show historical data.
  - Performance Cards now drilldown to a General Ledger report
  - You can drilldown on performance cards which are based on "account" account groups.
  - Computational account groups are not supported

More Dashboard Improvements...

- Performance enhancements
  - We no longer limit the number of LIVE reports you can have on a dashboard.
  - Report components cache results for 15 minutes.
    - Explore your data, then quickly return to the dashboard without re-running your reports
    - A refresh button, is available to refresh report data
    - A dashboard filtered for location will have its own cache for each location

- Usability improvements
  - Improved report column layout displays more report data
  - Dimension filters on dashboards add an option, "All", for quickly clearing your selected filter.
  - Auto-height control has been added to more components and now defaults to "on" for new components.
  - Reports default as "LIVE" reports.

Drilldown areas on various report components
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Detailed look at account groups on drilldown on reports

- Quick reloading dashboards
  Reports components are cached for 15 minutes. Refresh to rerun report.

- Drilldown to account group details

Performance card drilldown

- General Ledger Detail Report

Dashboard usability improvements

- Removed 4 LIVE report limit. Reports default to LIVE

- All ‘dimension’ filter

- Auto-height added to records, smart links, and news feeds

Winter 2015
Ease of Use

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Update Draft Journal Entries

- Freedom to update draft journal entries
  - How do I use it
    - Add permission will support adding a posted journal entry (JE) and allow update to all draft JEs
  - Add permission:
    - Add posted JEs
    - Update and delete draft JEs

Approve Payment & Reimbursements

- Approve/Decline from list
  - Easy Approve/Decline and Enter Notes
    - Ability to enter the notes directly from the list
    - Reduce the number of clicks if you want to enter notes
    - Made the Payments & Reimbursements match to PO approval list
    - Easier to use

Approve Payment & Reimbursements

- Approve/Decline from list
  - Easy Approve/Decline and Enter Notes
    - Ability to enter the notes and take action directly from the list
    - Reduce the number of clicks if you want to enter notes
    - Consistent UI for Payments & Reimbursements and PO approval lists
    - Easier to use

Rev Rec Schedule Actions – Mass Apply

- Managing multiple revenue schedules just got easier!
  - Select multiple revenue schedules, execute single action
  - No longer limited to just Post. Can now Hold, Resume, and Terminate revenue schedules in bulk

Feature Summary

- Renamed existing Revenue Recognition Schedule menu item to Manage Revenue Schedules
- Updated Filter options and added more schedule specific information
- Select schedule action to perform: Post, Hold, Resume, Terminate
- Support for item delivery if Fulfillment is enabled

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**Rev Rec Schedule Actions – Mass Apply**

*Perform one action against many schedules*

- **Feature highlights**
  - **Function**
    - Select multiple schedules, perform a single action to modify all simultaneously
  - **Supported actions**
    - Post
    - Hold
    - Resume
    - Terminate
    - Deliver
  - **Two ways to access**
    - Available under Order Entry main menu, select Manage Revenue Schedules
    - Select Revenue Schedules from Order Entry list screens

- **How do I use it**
  - Select Manage Revenue Schedules listed under the Order Entry main menu* – this replaces the current Revenue Recognition Schedules menu item
  - Select the schedule action to be performed (post, hold, terminate, etc.) on the Manage Revenue Schedules page and click the apply filters button. Other filters are available by clicking the “More filters” link.
  - Select schedules in the results section and press the button named after the action (ex. Post) to submit selections.
  - It may also be listed under the Account Receivable main menu depending on your company setup

- **Setup/Configuration**
  - You must be subscribed to Intacct Revenue Management

---

**Step 1: Filter schedules by action**

1) Select action (ex. Terminate)

2) Apply Filters
**Rev Rec Schedule Actions – Mass Apply**

**Main Access**
- Step 2: Enter actions detail, select schedules, and submit

**Alternative Access**
- Page is pre-filtered by customer and document number

**Rev Rec Schedule Actions – Mass Apply**

**Alternative Access**
- The Manage Revenue Schedules page can also be accessed directly from a document list page.
  - Clicking this link will pre-filter the result listings to only revenue schedules from the document.

**Record URLs**

*Every Intacct record now has its own URL*
- Easily copy and share URLs to specific records in your company.
- Use URLs in email or to direct link to records in external applications.

**Feature Summary**
- Each URL is permanent and unique to your company and the specific record.
- Authentication and permissions still enforce access to records.
- Retrieve record URLs through our API.
Non-reimbursable employee expenses can now be entered and tracked

Employees can use a company credit card or check and have the expense billed, but not reimbursed.

- How do I use it
  - Create Employee Payment Types to track different methods of payment.
  - The employee can enter a Payment Type for each expense line.
  - Payment Type is optional. If not used, the default is reimbursable.

- Setup/Configuration
  - There is a new object, Expense Payment Types, where the admin can create appropriate entries. You can create just non-reimbursable types, and have the default reimbursable, or you can create a payment type for every situation.
  - If you wish separate tracking in the GL for certain payment types, you can specify a unique offset account. This may be helpful for reconciling employee expense reports to credit card statements.

Non-reimbursable employee expenses

Optionally, a unique offset account can be entered for a Payment Type.

This flag will automatically trigger a non-reimbursable expense.

This flag is auto-set based on the Payment Type entered.

You can easily create a custom report to total by Employee and Payment Type.
Document Attachment Capability
You can now attach documents to Projects and Tasks

- How do I use it
  - Click the drop down on the Attachments field to view or add a document.
  - Browse to select any type of document, or you can drag and drop a file right onto
    the screen.
  - Folder capability like all other Intacct attachments.

- Setup/Configuration
  - No setup required. Simply load files or documents onto any local or network
    drive, then attach to the project or task.

Project Document Attachments

View directly or open the Attachments Folder screen

Task Document Attachments

Flexible Project Summary Labels
You can now re-purpose Financial Summary fields as
you need, to give powerful flexibility and insight

- How do I use it
  - Simply turn on the option in the Project Configuration screen to use the Account
    Group Display names, at the bottom of the Project Summary section.

- Setup/Configuration
  - When you create Account Groups, make sure there is an entry in the "Display on
    report as" field. This defaults from the Account Group Name.
  - Create or pick Account Groups that reflect the data you want to see in the
    Financial Summary section of the Project Summary tab. You have 8 different fields
    you can set. They can represent any data that is in the GL.
  - If you have existing custom reports built on the Project Summary, and you are re-
    purposing a summary field, you must change the column labels using the Custom
    Report Writer wizard.
New Option for the Pre-Bill Report

View all your work-in-progress, regardless of whether transactions are approved or not

- How do I use it
  - You can use this option to view all your potential billable work, even if the transaction is not yet approved.
  - You can see and find transactions that you expected to bill, but are not billable due to an issue with the draft or approval process.
  - You can see the transaction’s status on each line of the Pre-Bill.

- Setup/Configuration
  - Go to the Generate Invoices Filters page, under the Pre-Bill section at the bottom, choose to show only approved transactions (the default), only unapproved transactions, or all transactions, regardless of status.

Select status filter and view status in report:
New Capability When Posting Project Revenue
Posting Date can now be modified for un-posted revenue schedules

- How do I use it
  - Go to Revenue Recognition Schedules in the OE menu.
  - After listing the available documents, click the "ENTRIES" link to see details of a schedule. Click "EDIT" at the top of the screen, and the posting date field can now be changed.
  - One use case: Revenue is based on observed percent complete, but the month ending percent is not known until several days into the next month. Now you can enter observed, calculate the revenue, and the re-set the date to the end of the previous month.

- Setup/Configuration
  - Only un-posted revenue schedule records can be modified.
  - The date cannot be modified to be equal to or intervene other, posted revenue schedule records.
  - Best practice is to post the record immediately after changing the date.

New Entry Options for Timesheet Notes
Insure the accuracy of billing notes that appear on the invoice

- How do I use it
  - Timesheet notes are entered in the timesheet cell, and automatically transferred to the invoice line item when Generate Invoices creates an invoice. Then they can be configured to print on the invoice document.
  - This feature makes it possible to require notes on billable line items, but remain optional on non-billable line items, making it easier for employees to enter timesheets correctly.
  - Notes can also be configured to appear first in the cell pop-up, so they are not confused with timesheet description.

- Setup/Configuration
  - In the Project Configuration screen, go to the "Timesheet Rules" section.
  - Check the "Require notes" checkbox, which then exposes the option to require notes on billable line items. The default is to require notes for all items.
  - Also choose which comes first: notes or description.
WINTER 2015
Administration, Configuration and Implementation

New Revenue Management Subscription Page
Easily manage your Revenue Management subscriptions in one convenient place

Entity and location new look
Ease and consistency and better improvement
- How do I use it
  - You will see new user interface for ease and consistency

New Revenue Management Subscription Page
Enable revenue recognition for use with Accounts Receivable
Enable revenue recognition for use with Order Entry
Enable Advanced Revenue Management Package

Click to subscribe and configure your company to use revenue recognition
**Multi Entity Title Bar Color**
- Configure each entity to have a unique title-bar color.
- Each user within organization and change the colors.

**Help distinguish each entity easily**
- At the entity level within my preferences user can configure the background and text color.
- Easy to use & display.

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**Intacct Winter 2015**

**Make my business more efficient**
- Process automation
- Oversight and controls
- Accuracy and compliance

**Better Every Day**

**Drive performance and growth**
- Track true financials and operations
- Visibility for planning/strategy
- Flexibility as needs change

**Managing for Long-Term**