



The Resource Group

Intacct New Features

2017 Release 1

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Prepared by The Resource Group

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Release 1 Overview

Knowledge is power and with Intacct 2017 Release 1, we're excited to introduce two important features to our Spend Management module that enable you to use that power in considering and validating expenditures against budget:

- You can include committed, but not-yet-made, expenditures recorded in user-defined books when you validate a purchase requisition against a budget. The result? The actual budget available after monies spent and funds committed are subtracted.
- You can get spending insight into how a purchase requisition fits (or doesn't fit) into budget totals, expenditures, and remaining budget at the time of requisition creation. You can make adjustments to the requisition based on the budget, or adjust the budget to include the purchase—all before you ever post.

More release features

Purchasing

- Purchasing approvals that fit your business -- we added new value approval rule types that provide more choices for routing based on the amount, with the flexibility to route approvals based on each department's needs
- Additionally, you can now approve directly from purchasing transactions. And, to help you make approval decisions, you can check transaction details more easily from an enlarged viewing space.

Salesforce integration for Contracts

- Contract Billing for CRM -- the first product built on our new Salesforce connector supports contract creation and management from within your Salesforce application.
- Redesigned from the ground up, the integration supports new Contract capabilities plus additional enhancements and features that strengthen the integration between Salesforce and Intacct.

Projects

- Better invoice insights -- we increased the visibility of transaction dates and notes in Order Entry transaction pages. Now you can easily identify line items by viewing the associated timesheet notes and transaction dates for timesheets, expenses, AP bills, PO vendor invoices and sales orders. For example, you can check the detail in a line item to determine how many days a resource actually worked or the date of a billable expense.
- Improved visibility and reporting on tasks when used as an alias for Class -- If you repurpose the Class dimension for tasks, and then auto-populate the Class field with the task name, the system now automatically displays the task description on the Class Information page.

Inventory

- More validation, better data – Improvements for transactions involving inventory -- To help you reduce errors in calculating items costs and improve the accuracy of your financial reporting, we make sure that you enter non-negative values in the Quantity and Price fields for inventory items.
- On order and on hold quantities – no more double counting of on-order or on-hold quantities when you partially convert transactions with multiple lines of inventory items.
- Ensure inventory costs are up to date -- with this release you can recalculate the cost of inventory items that use the average cost method, eliminating costing problems that can arise, such as when transactions aren't entered in transaction date order.

Spend Management: now get Spend Insight and include committed expenses

Keeping track of spending is crucial to any organization. It can be difficult, if not impossible, to oversee all expenditures across the organization because expenditures can come from many different processes, such as purchase requests, staff expenses, bills, direct payments, and more. Recently, we introduced Spend Management to help you track expenditures, validate expenditures against your budget, and ensure that any overspending is based on solid business decisions. Since then, we've been working to enhance Spend Management, adding useful features to make staying within your budget more efficient. Here are two new features that improve Spend Management.

Include committed expenses in the validation process

Organizations often have budgeted funds that are committed but not yet spent. For example, Not-for-Profits put money aside for fund raisers, and commercial organizations often plan for trade shows that can be years away. Spend Management can include these committed expenditures in user-defined books that you create to track and release committed funds. These funds are then included when Spend Management validates a purchase requisition against a budget. This allows Spend Management to determine how much of your budget remains, based on what you've already spent, and what you've committed to spend.

Spend Insight: See budget totals, expenditures, and remaining budget when you create Purchase Requisitions

As an admin you can see the budget, what's been spent, and remaining totals right on the Purchasing requisition page. You now have insight into how this purchase requisition fits (or doesn't fit) into the budget. That insight speeds up the whole approval and posting process. Make adjustments to the requisition based on the budget, or choose to make or request budget adjustments, all before you even post!

To take advantage of Spend Insight:

1. Make sure Spend Management is configured for your company, and that the budget is in place.
2. Within the Purchasing application, open a purchase requisition or create a new one.
3. Before posting, click Show Spend Insight, located above the Entries section.
4. From the Spend Insight dialog box, you can see all of the pertinent information about the purchase requisition and how it fits into the budget. Spend Insight displays budget impact by line item. If you add a new line item, best practice is to recheck with Spend Insight.

The screenshot shows a 'Spend insight' dialog box with a table of budget data. Below the dialog box is a table with columns for Warehouse, Quantity, Unit, Price, and Extended Price.

LOCATION	VENDOR	GL ACCOUNT	BUDGET	ACTUAL	COMMITTED EXPENDITURES	THIS PURCHASE	FUND AVAILABLE
1 CORP	V00017--Amazon.com	6530--Other Expense	9,000.00		2,000.00	1,070.00	5,030.00

WAREHOUSE	QUANTITY	UNIT	PRICE	EXTENDED PRICE
	1	Each		70.00
	5	Each		200.00

1099 enhancements added to T&E

Last release, among other 1099 enhancements, we enabled you to change the 1099 status of a vendor and have the system automatically update all transactions associated with that vendor, and we enabled you to override the 1099 form and box at the line level in AP transactions. We recently extended those features to employees and employee expenses.

1099 Contractor employees

- Override the form and box for a specific expense line item

Prerequisite: Configure your T&E application to enable overriding the 1099 form and box at the line-item level.

▼ 1099's

Enable 1099 form and box override

Now you can select a different form and box per line item.

Expense Report

Print

Amount Paid **0.00**
 Amount Due **456.00**
 Date Paid
 Last Modified **12/28/2016**

Expense Entries [Show defaults](#)

EXPENSE TYPE	AMOUNT	PAYMENT TYPE	NON-REIMB	FORM 1099	PAID TO	PAID FOR
1 Entertainment	456.00	Payment Type	<input type="checkbox"/>	<input checked="" type="checkbox"/>	XYZ Hotel	Room
<div style="border: 2px solid red; padding: 5px; margin-bottom: 5px;"> Form 1099 Type Distributions From Pensions, Annuities...(Form 1099-R) ▼ </div> Form 1099 Box 3 - Capital gain (included in box 2a) ▼ Quantity <input style="width: 100%;" type="text"/> Unit Rate <input style="width: 100%;" type="text"/>						

- Change the employee 1099 status and leave the rest to us -- If you need to add or remove eligibility for an employee contractor, you no longer need to export all affected expense reports, then import them again with the changed status. After you change an employee status, we'll ask you if you want to change all the associated expense transactions. If you say OK, consider it done.

Automatically update all transactions for this employee for the current and prior year based on the modified 1099 information?
 Note: If you click Cancel, be sure to manually update the appropriate transactions.

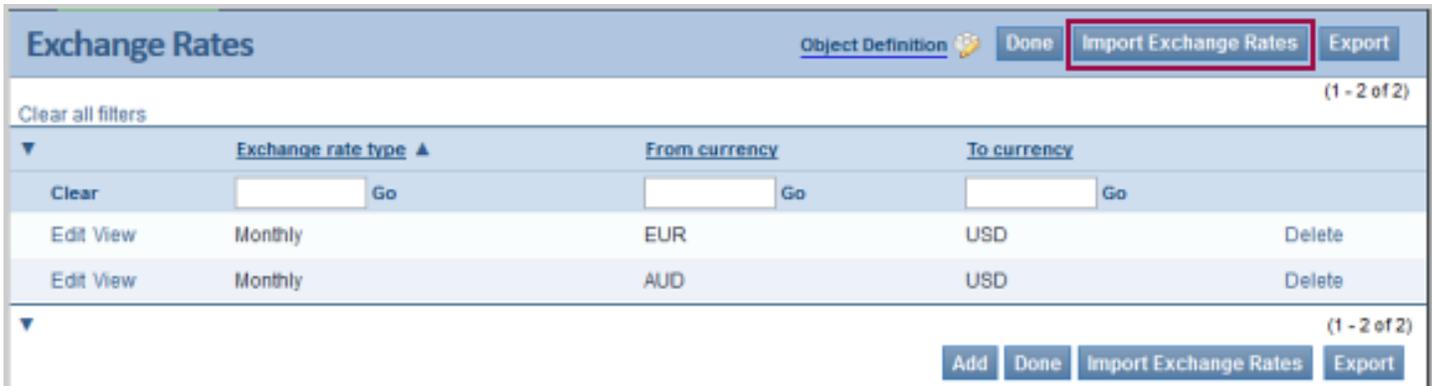
And, you can still use the old import method, as needed. For example, you might want to import via a CSV file if you have multiple employees with expenses that require a status change.

Import daily exchange rates in a snap

Sometimes multi-currency companies want to add multiple exchange rates for their company. Once, this was a tedious manual process, but no longer. We added the ability to import large quantities of historical daily exchange rates from a template, making it much more efficient than manually entering rates one at a time. Import rates via CSV or the Web Services API.

To import multiple custom daily exchange rates:

1. Get the Exchange Rates template. Go to the **Company Setup Checklist** and download the template from Exchange Rates.
2. Enter all of the exchange rate information, one exchange rate per line, and save your file. The exchange rate type must already exist in your company setup. If it doesn't, create the exchange rate type first, or leave it blank to use the **Custom** exchange rate.
3. In **Exchange rates** (from the Company menu) click the **Import Exchange Rates** button.
4. Select your completed template.
5. Click **OK**.



The screenshot shows the 'Exchange Rates' interface. At the top, there are buttons for 'Object Definition', 'Done', 'Import Exchange Rates' (highlighted with a red box), and 'Export'. Below this is a table with columns for 'Exchange rate type', 'From currency', and 'To currency'. The table contains two rows: one for 'Monthly' exchange rates from EUR to USD, and another for 'Monthly' exchange rates from AUD to USD. At the bottom of the interface, there are buttons for 'Add', 'Done', 'Import Exchange Rates', and 'Export'.

Quicker access when importing GL journal entries

You've always been able to import your General Ledger journal and statistical entries from a .csv file, saving time and lowering the possibility of errors when you input large numbers of journal entries. We made it easier to import entries to GAAP, Tax, user-defined books, adjusting entries, and statistical adjusting journals by adding an **Import transactions** button right on the page.

To import journal entries:

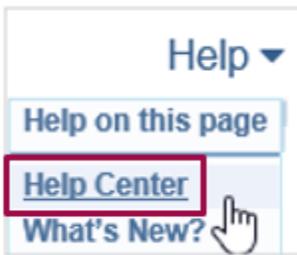
1. Just like you always could, you download the **Journal Entries** or **Statistical Journal Entries** template from the Company setup checklist.
2. Prepare the file to import.
3. Open the list for the entries you want to import (GAAP, Tax, user-defined, adjusting entries, or statistical adjusting) and click **Import transactions** at the top right of the page.
4. Select the .csv file containing the entries and set any other options.
5. Click **Import**.

Introducing the Intacct Help Center

We've updated the Help menu and unveiled a brand new Help Center. The purpose? Getting you the information you need, anytime and anywhere.

Streamlined Help menu

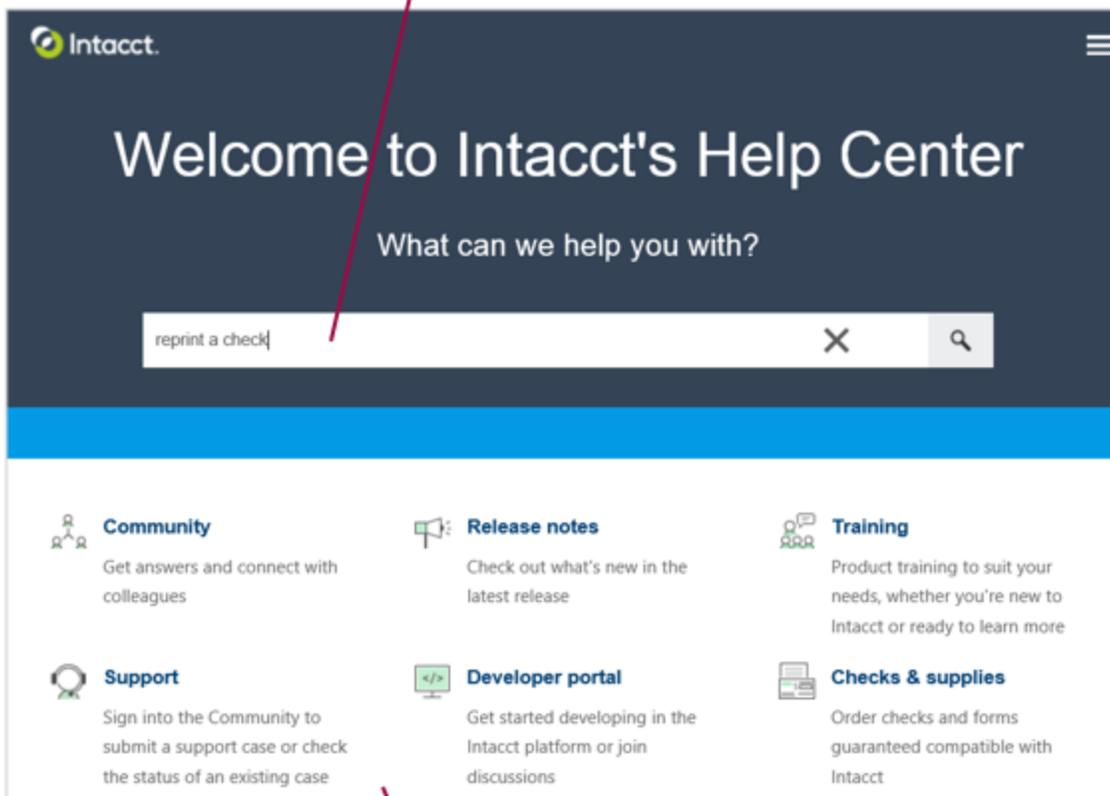
- As always, you can get targeted information on any page by choosing **Help on this page**.
- Have a question about something else? Visit the **Help Center**!



Help Center--everything on one screen

- Need answers fast? Searching the Help system is the way to go. We'll serve up relevant help topics based on the phrase or question you enter.
- Need more? The resources at the bottom of the page will get you on the right path.

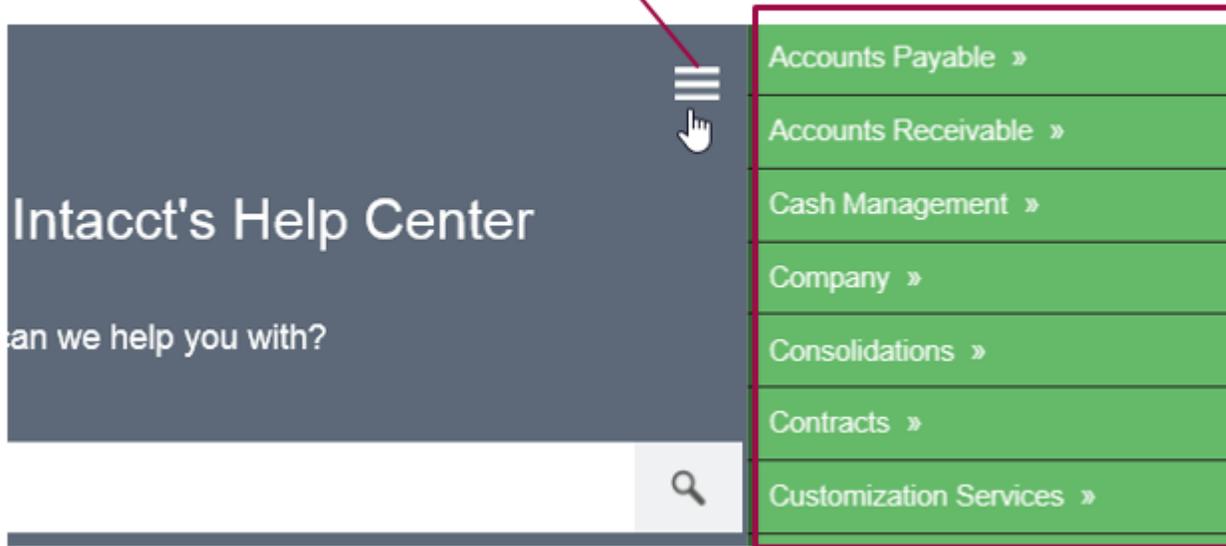
- Quickly search our Help**
1. Enter a phrase or question.
 2. Get targeted results!



- Ready to learn more?**
Connect with colleagues,
get training, or contact support.

Want to browse by subject area? Use the fly-out menu at the upper right of the Help Center to access an expanded list of help topics.

Click the flyout menu icon to browse the Help system



Approve purchasing transactions directly from the transaction

Need to approve purchasing transactions? Approving just got easier with these enhancements:

- More space to view transaction details. When you view a transaction to verify the details, the transaction opens in a larger window, reducing the need to resize or scroll.
- The ability to approve or decline directly from within the transaction and optionally add a comment. With the **Approve** and **Decline** buttons we added, you no longer have to close the transaction, go back to the list of transactions waiting your approval, and approve or decline the transaction from that list.



Contract Billing for CRM

Contract Billing for CRM is our first product built on our next generation Salesforce connector, Intacct Advanced CRM Integration. Contract Billing for CRM adds true multi-channel support for contract creation and management from within your Salesforce organization. With this automated solution, your duplicate data entry is eliminated, and you can now provide your sales team with financial insight into their sales activity.

Our existing Contract capabilities provides your organization with:

- Flexible pricing structures
- Support for tiered and usage base pricing models
- Allows for customizable billing schedules, and
- Enables compliance with ASC 606 revenue recognition rules

Contract Billing for CRM uses the standard Salesforce Contract, which are linked to Opportunities.

The **Intacct Advanced CRM Integration** combines the best of Salesforce and Intacct. It was redesigned from the ground up, incorporating enhancements and feedback from hundreds of companies using our current Salesforce solutions.

The Intacct Advanced CRM Integration offers you:

- Simplified setup
- Centralized user management
- Real synchronization, including contact synchronization
- Improved custom field mapping capabilities
- And, as a managed package, the ability to receive new features and updates with Intacct feature releases

Intacct Contract Billing for CRM and Advanced CRM Integration can be used with Salesforce Enterprise, Unlimited, and Performance editions. They both are Salesforce Lightning Certified, and also work in the Classic Salesforce user interface.

More things to see on the audit trail

It's always important to know how something will impact your financial statements. Intacct has updated the audit trail to show more information and allow you access to the audit trail through a custom report.

When you view the audit trail in the Intacct UI, it now includes (for most events):

- The name of the field that was changed
- The value of the field before it was changed
- The new value of the field after the change

You can also create a custom report for the audit trail using the data source Audit History. This allows you to run a report showing all the changes in your company, which you can then sort by time, user, or object that was changed. You must have admin access to Intacct to use this aspect of the audit trail.

Use 2-step verification and single sign-on simultaneously

For our SSO users - you can now enable your company for SSO and 2-step verification simultaneously. SSO and 2-step verification work together to provide you with seamless security. While most of your users use your SSO solution for login, you may have a business need for some users to sign-in to Intacct directly. A good example is if your SSO system was temporarily unavailable, your Intacct admin may need to sign-in to Intacct.

Now, you can configure both methods for your company, with 2-step providing extra security for direct sign-in access.

Note: If your company uses SSO, we recommend configuring your SSO implementation to use an extra layer of protection, for example, 2-step verification. This means configuring your SSO instance to require a verification code before you can access your business applications through your SSO login.

Whitelist domains for flexibility and security

Maybe you use a security software plugin, like Trusteer Rapport, or maybe you use another plug-in which might interfere with Intacct.

We've added the option to whitelist domains and define your own content security policy. In **Company > Company information**, on the **Security** tab, administrators can whitelist trusted domains at the company level.

Content security policy

Configure the Content Security Policy to whitelist domains across all pages in Intacct.

URL	CONNECT	FONT	FRAME	IMAGE	MEDIA	OBJECT	SCRIPT	STYLE	
1 https://www.trusteer.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+				
2 Jrl	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	+

Better invoice insight with included timesheet notes and dates

Reviewing project billings invoices can be a tedious task when you have to track down transaction information. To make things easier, we've increased the visibility of transaction dates and notes in Order Entry transaction pages. Now you can easily identify line-items by viewing the associated timesheet notes and transaction dates for timesheets, expenses, AP bills, PO vendor invoices, and Sales Orders. Just click the **Show Details** tab in any Order Entry transaction page to view, for example, the days a resource actually worked, or the date of the billable expense.

To view the two new fields in an Order Entry transaction page:

1. Go to **Order Entry > Invoice > [Order Entry transaction] > [Add/Edit]**.
2. In the **Entries** section, click the **Show Details** tab.
3. In the **Details** section, you'll see two new fields, **Transaction Date** and **Timesheet Notes**.

Tip: You can drag-and-drop the two fields in the Show Details tab onto the Entries table above for immediate visibility.

What's more, you can also configure your Projects application to automatically default the timesheet note to display the task description. This helps surface task information to the invoice level where you can easily approve and review invoice line-items. In addition, this provides visibility for customers who see timesheet notes on their invoice.

Entries

ITEM ID	PROJECT	TRANSACTION DATE	TIMESHEET NOTES	QUANTITY
1 Services--Billable Time	0-81-81--consulting for 81	01/02/2017	Scoping and requirements	
2 Services--Billable Time	0-81-81--consulting for 81	01/03/2017	Design work	
3 Services--Billable Time	0-81-81--consulting for 81	01/04/2017	design work and reviews	
4 Services--Billable Time	0-81-81--consulting for 81	01/05/2017	implementation - on site	
5 Billable travel--Billable travel	0-81-81--consulting for 81	12/08/2016		
6 Billable travel--Billable travel	0-81-81--consulting for 81	12/23/2016		
7 Subcontractor--Consulting services	0-81-81--consulting for 81	01/02/2017		
8 Subcontractor--Consulting services	0-81-81--consulting for 81	01/01/2017		
Total				

Another insight feature we've added this release is the ability to include the actual billings of a project on custom documents and custom invoices. Just use the Word Merge tool to add the field for increased visibility for you and your customer into project billings.

1. Go to **Order Entry > Open Setup > Transaction Definitions > [Add/Edit]**.

- On the Transaction Definition page, in the Print section, select a **Document Template** and select **Enable display of actual billings on printed and emailed invoices**.
- Click **Save**.
- Create or edit a custom document (**Customization Services or Platform Services > Custom Documents > [Add/Edit]**).
- Use the Word Merge tool to add the field PROJECT_ACTUALBILLINGS to your invoice.
- Create the invoice as usual.

Note: Billing children projects with the parent? The actual billings on the invoice will include amounts from both the parent and children projects.

Improved visibility and reporting on Tasks when used as alias for Class

You spoke and we listened. For users who re-purpose the class dimension with task, and auto-populate the Class field with the Task name, we have good news. The class Name on the Class Information page will now automatically default to the Task description. You'll get more visibility, especially when it's time to create or run financial reports using the class Name field.

For example, you may have a task you're using as a class called "Training." You enter a description "Training and support." Instead of the generic term "Task" appearing in the Name column on the Classes page, the custom description you entered appears instead.

The Task description entered on the Task information page defaults to the Class Name.

Classes		
View All ▾	Manage views ▾	<input type="checkbox"/> Include inactive <input checked="" type="checkbox"/> Display hierarchy
Group filters: None ▾ Advanced filters Clear all filters		
	Class ID ▲	Name
Adv Clear	<input type="text"/> Go	<input type="text"/> Go
Edit View	01 - Design	Design for project
Edit View	02 - Implementation	Implement project
Edit View	03 - Training	Dan's class on Project AAA
Edit View	04 - Review	04 - Review

If no Task description is entered, the Task Name defaults to the Class Name instead.

More validation, better data – Improvements for transactions involving inventory

The Intacct system gives you a lot of flexibility, which in a few cases can create unexpected effects that you might not be aware of. For example, you've been able to enter a negative value in the Quantity and Price fields for order entry, purchasing, and inventory transactions. However, entering negative values can cause issues with tracking costs.

Starting with this release, you can enter only non-negative values in the Quantity and Price fields for inventory items, kits, and stockable kits. (You can still enter negative values for non-inventory items, sales-only items, and purchase-only items.)

Enter only non-negative values in these fields

Entries Show defaults							
	ITEM ID	WAREHOUSE	QUANTITY	UNIT	PRICE	EXTENDED PRICE	
1	A001--Desktop-HP	WH10002--US CA Warehouse 10002	10	Each	535.000	5,350.00	+
2	C001--Printers-HP	WH10002--US CA Warehouse 10002	2	Each	275.000	550.00	+
3							+
Total						5,900.00	

Non-negative values will reduce errors in calculating item costs and improve the accuracy of your financial reporting, allowing you to make better decisions about managing and driving the profitability of your business.

To reduce the quantity of items, use order entry, purchasing, and inventory transactions that have an appropriate transaction definition that subtracts quantity. For example, if you need to reduce quantity because a customer returned items, use a sales return transaction.

On Order and On Hold quantities - no more double counting

Do you partially convert transactions that have multiple lines of inventory items that effect On Order or On Hold quantities? Previous to this release, unconverted On Order and On Hold quantities would show up on both the original transaction and the newly created backorder transaction with the quantities being counted twice in reports. Now, we've fixed that, so that you'll know exactly what inventory items are available in your warehouses.

Let's go through an example. Assume your transaction definition for Purchase Orders is configured for **Close Original and Create Back Order**.

1. You create a Purchase Order for multiple inventory items.

Purchase Order							
Entries Show defaults							
	ITEM ID	WAREHOUSE	QUANTITY	UNIT	PRICE	EXTENDED PRICE	
1	A001--Desktop-HP	001--WTrans_001	5	Each	100.00	500.00	+
2	A002--Desktop-Dell	001--WTrans_001	10	Each	120.00	1,200.00	+
3	A003--Desktop-Asus	001--WTrans_001	10	Each	140.00	1,400.00	+

2. You partially convert the Purchase Order to a PO Receiver, receiving only all of the inventory items in line item 1.

PO Receiver							
Entries Show defaults							
	ITEM ID	WAREHOUSE	QUANTITY	UNIT	PRICE	EXTENDED PRICE	
1	A001--Desktop-HP	001--WTrans_001	5	Each	100.00	500.00	+
2	A002--Desktop-Dell	001--WTrans_001	0	Each	120.00	1,200.00	+
3	A003--Desktop-Asus	001--WTrans_001	0	Each	140.00	1,400.00	+

3. You view the Item Activity report, which now accurately reflects the On Order quantities.

Item Activity							Customize	View	Print
Item ID	Item Description	Warehouse	Transaction	Date	Qty On Order	Qty On Hand			
A001	Desktop-HP	001	Beginning Qty		0	0			
			Purchase Order-PO#4067#doc - 1	12/16/2016	5	0			
			PO Receiver-US-PO#4067#doc - 1	12/16/2016	-5	5			
			Totals for 001		0	5			
Totals for A001						0	5		
A002	Desktop-Dell	001	Beginning Qty		0	0			
			Purchase Order-PO#4067#doc - 1	12/16/2016	0	0			
			PO Receiver-US-PO#4067#doc - 1	12/16/2016	0	0			
			Purchase Order-PO#4067#doc-B - 1	12/16/2016	10	0			
Totals for 001						10	0		
Totals for A002						10	0		
A003	Desktop-Asus	001	Beginning Qty		0	0			
			Purchase Order-PO#4067#doc - 1	12/16/2016	0	0			
			PO Receiver-US-PO#4067#doc - 1	12/16/2016	0	0			
			Purchase Order-PO#4067#doc-B - 1	12/16/2016	10	0			
Totals for 001						10	0		
Totals for A003						10	0		

No double counting on original Purchase Order for back-ordered items

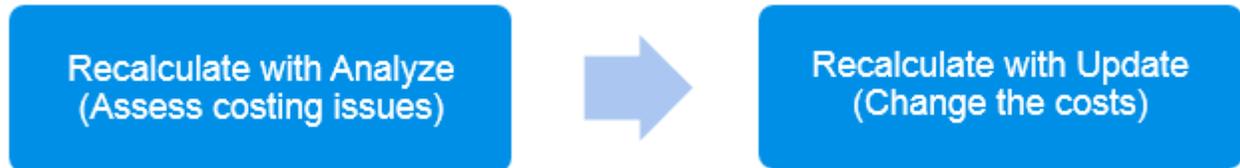
Ensure your inventory costs are up-to-date

Insight into inventory costs is crucial for managing your business profitability. While not common, costing problems can arise, particularly when transactions aren't entered in transaction-date order. So, we've introduced the ability to recalculate inventory costs to ensure your reports and financial statements reflect a more accurate picture. With this release, you can recalculate costs for inventory items that use the average cost method.

When you recalculate inventory costs, the Intacct system runs a process that:

- Recalculates the costs using all of the relevant transactions (purchase, sales, adjustments, and returns), processing them in transaction-date order. You specify which costs are recalculated: inventory valuation, current item costs, and costs of goods sold (COGS).
- Generates CSV files that highlight where the recalculated costs differ from the originally recorded costs.

This process differs slightly depending on whether you recalculate costs with the **Analyze** or **Update** option. While the costs are always recalculated with either option, the costs are only changed and brought up to date with the **Update** option. Therefore, we recommend that you follow this 2-step process to track down and resolve costing issues:



When you analyze the costs, any issues with negative inventory are also flagged. You can choose to fix those issues, using techniques such as back-dating purchase orders, before you go ahead and update the costs.

A good time to analyze and update inventory costs is when you're ready to close a period, because all of the transactions have been entered. You can start the new period knowing that your costs are up-to-date.

To assess inventory costing issues:

1. Go to **Inventory Control > Recalculate Inventory Costs**, and then click **Add**.
2. Enter the information about the costs you want to recalculate. The system looks at transactions and recalculates the selected inventory costs starting from the **Recalculate from date**.
3. Click **Analyze costs**. The system runs a process to recalculate the costs and generate CSV files with the results.
4. Download and review the CSV files. Use the information to assess the impact of updating inaccurate costs and decide if you want to fix any problems with negative inventory before updating the costs.

Recalculate Inventory Costs

Analyze costs

Update costs

General

Name

Identifies the recalculation so you can find it later.

Description

Email address

Send the execution status to this email address.

Filters

From item

To item

Warehouse

Scope of recalculated costs

Select the costs that you want to analyze or update:

- Inventory Valuation report
- Current item costs
- Costs of goods sold (COGS) in transactions
- Include details

Recalculate from date

Costs are recalculated starting from this date.

Update start date

Costs are updated starting from this date. The period must be open.

I - required

To change your inventory costs:

1. Go to **Inventory Control > Recalculate Inventory Costs**, and then click **Add**.
2. Enter the information about the costs you want to update. The system looks at transactions and recalculates the selected inventory costs starting from the **Recalculate from date**. (Tip: Use the same **Recalculate from date** that you used when you analyzed the costs.) The system updates inaccurate costs starting from the **Update start date**.
3. Click **Update costs**. The system runs a process to recalculate the costs, update inaccurate costs, and generates CSV files with the results. To update inaccurate COGS, the system re-posts historical transactions to the General Ledger using the recalculated COGS.
4. Review the CSV files to ensure the costs are updated the way you anticipated.

Reclassify transactions in your IGC company

Reclassifying a transaction enables you to change how expenses or revenues for that transaction are assigned. You can update almost anything on a bill or invoice, except for the amount and the payment

date. For example, if the transaction was assigned to the wrong department, you can choose a different department.

Recently, we extended the ability to reclassify transactions in AP and AR to the top level of Intacct Global Consolidation (IGC) companies that use the same base and transaction currency.

Reclassification works in the top level of IGC companies just as it works in single entities, and with the same rules. You can reclassify a full or partially paid transaction when the appropriate application configuration and user permissions are enabled, and no limiting conditions exist that would preclude reclassification, such as associated allocation periods, or linked revenue recognition.

Real-world example of a need for top-level IGC reclassification:

You are an IGC company who processes bills and invoices from the top level of your company. Tax time is upon you and you realize that one line item in a multi-line vendor transaction should have been set as a different form and box type.

Solution:

1. Go to the transaction, and click **Reclassify**.
2. Click in the line item, then click **Show details**. The line-item detail area opens.
3. Select the correct form from the **Form 1099 Type** drop-down.
4. Select the relevant box from the **Form 1099 Box** drop-down.
5. Click **Post**.

Formats for more professional looking financial reports

Three formatting options enable you to give a more polished look to your financial reports.

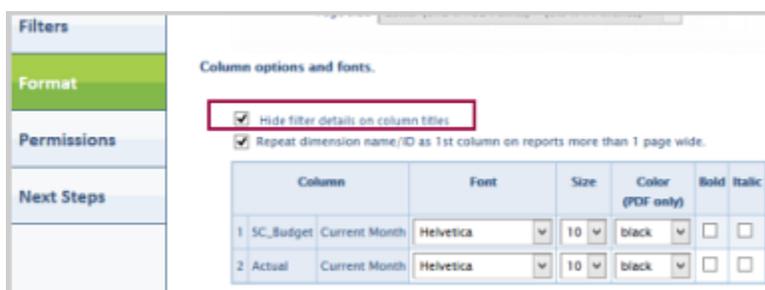
Hide filter details in the column heading

Many organizations filter reports by account group or dimension structure to create one report for multiple audiences. However, sometimes knowing the item you've filtered on isn't important to the person viewing the report. In this case you can hide the filter details in the column headers.

To hide filter details:

1. Open or create the financial report, then go to the **Format** tab. The page opens to the **General** tab.
2. Tab to **Page Setup & Columns**.
3. Scroll to the **Column options and fonts** section.
4. Enable **Hide filter details on column titles**.

The filtering details don't appear on column titles when the report is generated, and works with all output formats.



Hide the budget name

When a budget is selected for a Budget column in a financial report, the budget name is used as the column title, but sometimes you don't want report recipients to see this budget information. You can enter

a different title for the column, but until now you couldn't leave the column title blank: the system would automatically re-include the budget name.

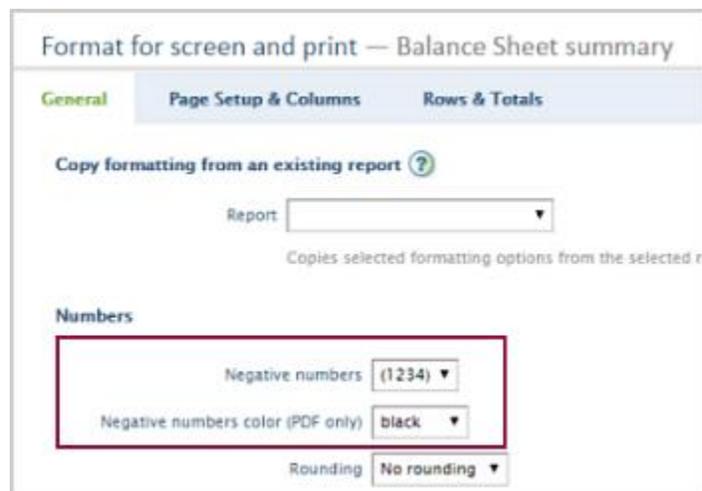
Now you can. Beginning immediately, if you leave the title blank, the column title stays blank. It's still possible to use a different title, if you choose, by typing in the new title. If you leave the title blank, but change your mind, all you need to do is to re-select the budget and the budget name is once again set to the column title.

Appearance of negative numbers

You've always been able to choose how you want negative numbers to appear in reports, but as part of our continuing improvements we moved the negative numbers setting from the Font Size table in the **Pages & Columns** tab, and one notable change was made. In order to improve report formatting and ensure that column alignment when negative numbers are included, you're limited to setting how the numbers are displayed. Using a different font or font size is no longer supported for negative numbers.

To set the negative number format:

1. Open or create the financial report, then go to the **Format** tab. The page opens to General formatting.
2. In the Numbers section, locate **Negative numbers** to define the way that negative numbers appear in the report. For example, you might use a leading minus sign (-) or enclose it in parentheses.
3. For PDF reports only, set the **negative numbers color** from the drop-down list.



Better community collaboration for developers in the Intacct Community

The developer forums at developer.intacct.com have helped many developers over the past five years, but it's time for something even better. The Intacct Developers group is now available inside the Intacct Community! The current forums at developer.intacct.com will become read-only at the end of February, so start using the new Intacct Developers group today!

The new group is designed to encourage more collaboration between developers and to provide tighter integration with Intacct systems. From one system you can:

- Post questions for other developers to answer, or add responses of your own
- Search knowledge base articles
- Log or view support cases

To join the Intacct Developers group on the Community:

1. Sign into the [Intacct Community](#). (**Tip:** If you're not already a member, click **Get Started** on the left side of the page to join up).
2. Click the Connect tab.
3. Click **Active Groups**.
4. Type "Dev" in the search field, then choose **Intacct Developers** from the list.
5. Click **Join**.

The screenshot shows the Intacct Community website interface. At the top left is the Intacct logo and the word "Community". Below this is a navigation bar with tabs: Home, Connect (highlighted with a red box), Get Answers, Marketo, Libraries, and Support. On the left side, there is a user profile for "Dev User1" and a sidebar menu with options: Feed, People, Groups, Recently Viewed, My Groups, Active Groups (highlighted with a red box), My Archived Groups, and Topics. The main content area is titled "Active Groups" and features a search bar with "Dev" entered (highlighted with a red box). Below the search bar is a table with columns "Name" and "Membership". The first row shows the "Intacct Developers" group (highlighted with a red box), described as "A place for developers to discuss the latest on Intacct development." with 22 members and owner James McGonegal. A "Join" button (highlighted with a red box) is located to the right of the group entry. A "New Group" button is visible in the top right corner of the "Active Groups" section.