



2024 | BOSTON
INNOVATE
JMT CONSULTING

Intacct Unveiled: A Deep Dive into the Latest Enhancements and Tips for Nonprofit (1A)

Dagi Stanton

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THE EXPERTS IN
MISSION-DRIVEN
NONPROFIT FINANCE
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- Please make sure you sign in on the sheet.
- You must complete the survey through the QR code at the end in order to receive your CPE certification.
- The survey can be completed using your mobile device. Optional paper surveys are available and must be turned in at the registration desk.
- Please silence your mobile device during the presentation.



Introduction



Dagi Stanton

Manager, Education Services

- With JMT 9+ years
- Subject Matter expert – Sage Intacct
- Certified Consultant for Abila Fund Accounting, Payroll, HR, EWS, and Drillpoint
- Over 30 years experience in working with non-profits
- MBA; BS in Accounting



Intacct User Accounts and Email Addresses

- With R1-2024, creating a new user will not automatically create a contact record for that user which will avoid duplicating contact records.
- Also, the user account email address no longer has to match the primary email address on the contact record.
- Individual users can now also update their email address on the “My Preferences” page.
- It is recommended that If you're creating a new user who is also an employee, customer, or vendor, add them to the Customers, Vendors, or Employees list first, then add them as a user



Self-Service Account Recovery

- If you get locked out, Sage Intacct has streamlined how you can regain your account by allowing you to reclaim your account on your own without reaching out to support
- How? Simply navigate to the Sage Intacct login page and select “Forgot your Password?” Intacct will walk you through how to reset your password
- Individual users can now also update their email address on the “My Preferences” page.



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Accounts Payable

AP Automation

- GL Account and Dimension coding

Early adopter

- Previously, AP Automation populated the line item dimensions in draft bills based on the coding you used in the most recent bill from the vendor.
- However, what if you want more dynamic dimension coding that's not limited by the number of lines included in the previous bill?
- Starting with this release, AP Automation detects patterns in how you select dimension values for individual line items.
- Translation – over time as machine learning recognizes changes that you repeat, Sage Intacct is able to create draft bills that include the dimension values you wish to use

Contact your CAM if you wish to be part of this early adopter program

Accounts Payable

AP Automation Usage Tracking –

new Subscription usage page

Top level only

Company > Admin menu

- Lists all transactions processed through AP Automation for the past 3 months
- Subscription usage screen displays the total number of transactions processed per month
- Transaction history screen displays each transaction processed with the bill number, date, who entered it, etc with drilldown capabilities

Subscription usage Done More actions

Monthly summary

Month	Transactions created
October 2023	223
November 2023	370

Transaction history

From: 10/01/2023 To: 10/31/2023 Apply

<< < Page 1 of 4 > >>

	Transaction number	Date created	Created by	Date deleted	Deleted by	Application	Source entity	
1	120177	10/05/2023	rgraves	--	--	Accounts Payable	Top	
2	1192435	10/05/2023	eramirez	--	--	Accounts Payable	Top	
3	982269	10/05/2023	eramirez	--	--	Accounts Payable	E100	
4	--	10/10/2023	rgraves	10/11/2023	eramirez	Accounts Payable	Top	
5	180967	10/10/2023	eramirez	--	--	Accounts Payable	E100	

Let's revisit List Enhancements!

Enhanced lists are available for the following lists:

- Vendors
- Attachments
- Attachment folders
- Departments
- Customers
- Locations
- Sandboxes
- Classes

List Enhancements – new additions!

Areas for non-profits..

- Vendors
- Locations
- Departments
- Attachments
- Attachment Folders

The screenshot shows the 'Accounts Payable' interface. On the left, a 'Vendors' list is displayed with columns for 'Select', 'Vendor ID', and 'Vendor name'. The vendor 'Star Guard Insurance' (ID V0008) is highlighted. On the right, the detailed view for 'V0008 -- Star Guard Insurance' is shown, including fields for ID, Name, Status, and Tax ID information.

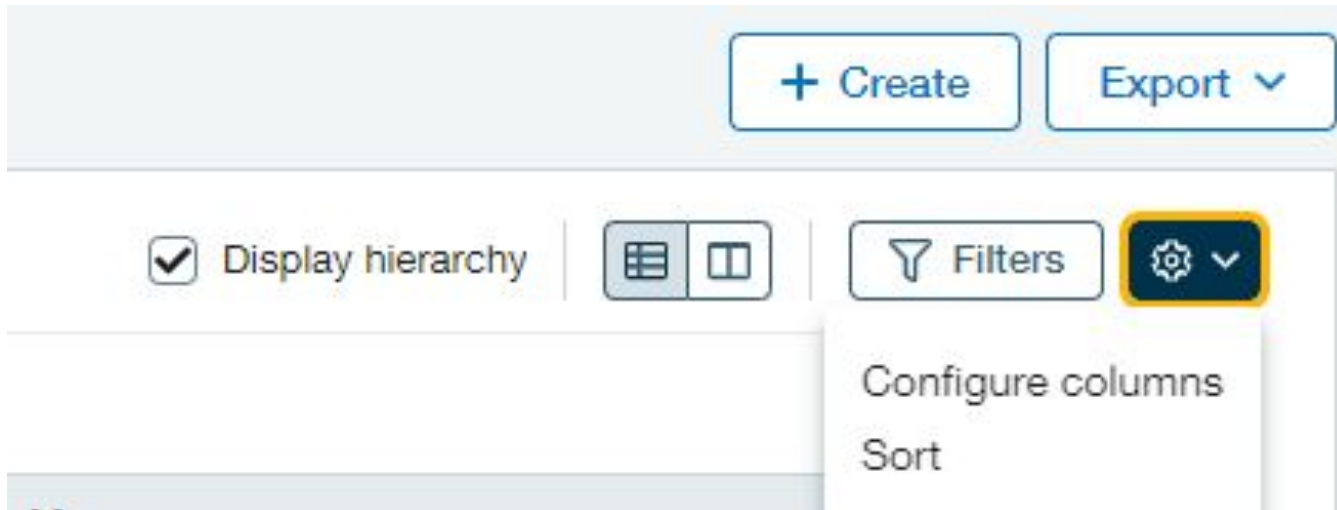
Select	Vendor ID	Vendor name
<input type="checkbox"/>	V0001	Westerlyn Bank
<input type="checkbox"/>	V0002	Flax & Quill Stationers
<input type="checkbox"/>	V0003	Allabuzz Telecom
<input type="checkbox"/>	V0004	Signature Commercial Leasing
<input type="checkbox"/>	V0005	Coastal Gas and Electric
<input type="checkbox"/>	V0006	Ambassador POS Systems
<input type="checkbox"/>	V0007	Crucial Equipment Repair
<input type="checkbox"/>	V0008	Star Guard Insurance
<input type="checkbox"/>	V0009	Kincaid Pipe & Plumb
<input type="checkbox"/>	V0010	Office Essentials
<input type="checkbox"/>	V0011	Headley General Construction
<input type="checkbox"/>	V0012	Night Vale Custom Murals
<input type="checkbox"/>	V0013	Steampunk Computer Repair
<input type="checkbox"/>	V0014	Fernwood Management Specialists

Vendor Detail: V0008 -- Star Guard Insurance

- ID: V0008 -- Star Guard Insurance
- Last bill created on: 6/1/2023
- Last payment made on: 4/28/2023
- Vendor Name: Star Guard Insurance
- Status: Active
- Country: United States
- Tax ID: --
- Primary contact: Kennedy, Julio
- Primary phone: 555-562-2222
- Mobile phone: --
- Pager: --
- Fax: --

Personalize your list views – you now have the ability to...

Add, move, and resize columns.

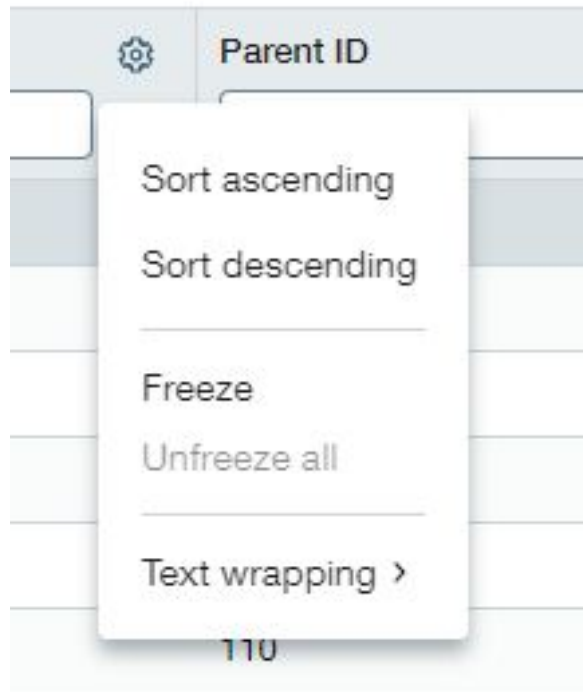


Configure columns – use to add columns to view

Sort—use to sort data values within columns

Personalize your list views – and more functionality...

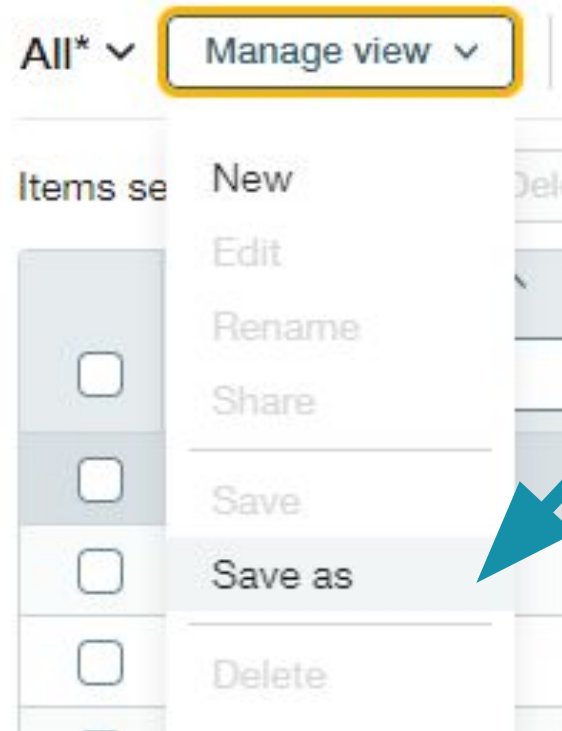
Freeze columns on the screen to preserve the view when scrolling.



- Click on the spoke wheel on the column header to.....
- Sort ascending or descending
- Freeze the column
- For text wrapping options

Personalize your list views – and some more ...

Save your customized views for future use



Once you've made a change to your view, if you wish to save your changes click on "save as" to save your view

Accounts Payable – Vendor Aging report filter options enhancement

- This report now has some additional filtering options which include
 - Multiple Vendors
 - Vendor group
 - Include child vendors

Vendor aging report

Filters

Vendor selection

Range

 From vendor To vendor
 Include child vendors

Multiple vendors

 [Select vendors](#)

Vendor group

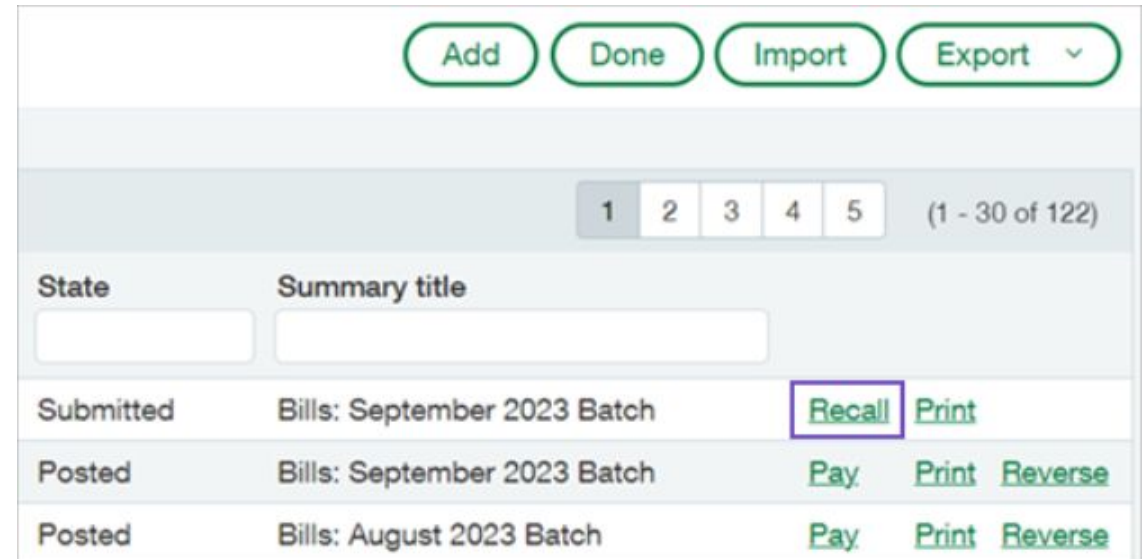
Vendor type

Transaction currency

Accounts Payable

Update a bill that you submitted for approval – new “recall” button

- Recall allows you to remove a submitted bill from the approval queue and edit the bill and then re-submit.
- Any user with Bills: Edit permissions can recall an eligible bill.
- Approvers are also notified that a bill was recalled



The screenshot shows a web interface for managing bills. At the top, there are buttons for 'Add', 'Done', 'Import', and 'Export'. Below these is a pagination control showing '1 2 3 4 5' and '(1 - 30 of 122)'. The main table has columns for 'State' and 'Summary title'. The first row is 'Submitted' with 'Bills: September 2023 Batch' and a 'Recall' button highlighted in a purple box, along with a 'Print' button. The second row is 'Posted' with 'Bills: September 2023 Batch' and buttons for 'Pay', 'Print', and 'Reverse'. The third row is 'Posted' with 'Bills: August 2023 Batch' and buttons for 'Pay', 'Print', and 'Reverse'.

State	Summary title	
Submitted	Bills: September 2023 Batch	Recall Print
Posted	Bills: September 2023 Batch	Pay Print Reverse
Posted	Bills: August 2023 Batch	Pay Print Reverse



AP – Print checks in the order your bills were selected for payment

Steps to take:

1. Go to **Accounts Payable > All > Checks > Print Checks**.
2. Click **More filters**.
3. Click **Add/edit** next to Sort by to.
4. Click **Remove all** to clear the sort list.
5. Select **Payment request created at** from the Available items column, to add it to the sort list.
6. Click **Done**.
7. Click **Apply filters**. The payment requests are sorted in ascending order, by the date and time when they were created.

Available items	Add all	Selected items (1)	Remove all
Vendor ID	→	☰ Payment request created at	×
Amount	→		
Payment Date	→		
Bank ID/Name	→		
Entity	→		
Check	→		
Vendor name	→		

AP and AR– simplified list of contacts available in AP transaction dropdowns

- Previously, when entering an AP Bill, select vendor and then select Contact you had all the contacts to select from
- With this new setting, you can select which contacts are available for selection

★ 🏠 Accounts Payable

Configure Accounts Payable

▼ Contact settings

Restrict contacts in transactions

Show all contacts

Restrict to vendor contacts

Restrict to contacts related to the selected vendor

•**Show all contacts:** Does not restrict the list. All contacts in your company are available for selection.

•**Restrict to vendor contacts:** Restricts the list of available contacts to only those associated with vendor records. Select this option when you want to use parent or child vendor contacts that are not associated with the selected vendor record.

•**Restrict to contacts associated with selected vendor:** Restricts the list of available contacts to only those associated with the selected vendor. The contact must be associated with the vendor you select before creating a transaction.

Accounts Receivable – Receive single payments for multiple customers

- Scenario – you receive one check but it needs to be applied to multiple customer invoices
- **AR configuration - Enable single payments for multiple customers**
- **Setup a document sequencing for Payments**

Details

When the payment is applied you will need to choose one of the following:

- **One customer's invoices**, you'll choose the customer as usual.
- **Parent and child customer invoices**, choose a customer. The payer name auto-populates with the parent customer for the customer that you select.
- **Multiple customers' invoices**, enter the payer name for the payment. You can apply the payment to any open invoices.

Continuing with Accounts Receivable...

With the 2nd quarter release, you will now be able to edit the reversal date on posted payment which will enable you to correct the date on which the reversal transaction posts to the general ledger.

✎ ↶ ✕

Transaction reversal date

Help

Date
04/20/2023

Document number
2775

Customer
C0004--Garden and Tool

Amount
USD 2,378.44

Reverse the transaction on date

Enter the effective date for reversing the transaction. This is usually the original transaction date or a later date.

Memo

Cancel Submit

Accounts Receivable – apply credits in bulk through imports

- Within the same CSV import template, you are now able to not only apply payments but credits as well. (e.g. AR Adjustments, negative invoice credits and inline credits)
- You can import up to 5,000 lines per file
- VIP note -- Bulk reversal is not available at this time
- You can import payments for unique invoice number or adjustment number transactions only
- Best practice – upload a single row first to test your import data.

Accounts Receivable-document sequencing for payment tracking

With document numbering sequences, Intacct automatically generates new IDs for common transactions and records.

First, you set up a document sequence for AR payments.

Intacct then automatically generates a Payment ID for all new posted payments.

Accounts Receivable


Posted payments

All Manage views Advanced filters Clear all filters

	Payment ID	Customer name	Payment method	Date received	Deposit status	Account ID	Payment date	Base amount	Base amount applied	Credits applied	Summary	Posting date	State
View	R000002	Blue River Cruises	Check	07/13/2023	Bank	SB Operating	07/13/2023	\$190.00	\$190.00	0.00	Receipts/Bank-SB Operating - E100: 2023/07/13 18:10:40:7516 Batch	07/13/2023	Reverse
View	R000003	Flower Tech	Check	07/13/2023	Bank	SB Operating	07/13/2023	\$290.00	\$290.00	0.00	Receipts/Bank-SB Operating - E100: 2023/07/13 18:11:29:3448 Batch	07/13/2023	Reverse
View		Southern Glassware	Check	10/05/2020	Bank	BB Operating	10/05/2020	\$4,455.00	\$4,455.00	0.00	Receipts/Bank-BB Operating: 2020/10/05 15:37:20:9197 Batch	10/05/2020	Reverse
View		Bear Canyon Restaurant	Check	10/05/2020	Bank	BB Operating	10/05/2020	\$3,090.00	\$3,090.00	0.00	Receipts/Bank-BB Operating: 2020/10/05 15:35:37:1625 Batch	10/05/2020	Reverse
View		Bear Canyon Restaurant	Check	10/05/2020	Bank	BB Operating	10/05/2020	\$3,090.00	\$3,090.00	0.00	Receipts/Bank-BB Operating: 2020/10/05 15:35:45:7334 Batch	10/05/2020	Reverse
View		Flower Tech	Check	10/05/2020	Bank	BB Operating	10/05/2020	\$2,090.00	\$2,090.00	0.00	Receipts/Bank-BB Operating: 2020/10/05 15:36:01:832 Batch	10/05/2020	Reverse
View		Pizza Mountain	Check	10/05/2020	Bank	BB Operating	10/05/2020	\$3,090.00	\$3,090.00	0.00	Receipts/Bank-BB Operating: 2020/10/05 15:36:33:7655 Batch	10/05/2020	Reverse
View		Financial Associates	Check	10/05/2020	Bank	SB Operating	10/05/2020	\$9,090.00	\$9,090.00	0.00	Receipts/Bank-SB Operating: 2020/10/05 16:03:57:7430 Batch	10/05/2020	Reverse

AR Document sequencing – how does it work?

- Add a new document sequence to use for payments.
- Go to **Accounts Receivable > Setup > Configuration**.
- Select the new document sequencing option for **Payments**.
- Save.
- After you save all new payments will have a payment ID. Previously posted payments will not have a payment ID

★  Accounts Receivable ▼

Configure Accounts Receivable

▼ Document sequencing

Invoices
 ▼

Recurring invoices
 ▼

AR debit adjustments
 ▼

AR credit adjustments
 ▼

Customers
 ▼

Payments
 ▼

If invoices or adjustments are assigned duplicate numbers

Show warning

Do not allow transactions to be created

Do nothing

Accounts Receivable – Customer aging report filter options enhancements

- This report now has some additional filtering options which include
 - Multiple Customers
 - Customer group
 - Include child Customers

Customer aging report

Filters

Customer selection

Range
 From customer
To customer
 Include child customers

Multiple customers

[Select customers](#)

Customer group

Customer type



AR/Cash Management – Printed deposit enhancement

Some major improvements to this printed deposit report are now available

- It will display the Payer or the Customer name
- Will display the Customer ID
- Dollar amount
- Payment method and summary



JMT Webinars - Deposit slip

Deposit 6272

Date: 11/01/2023
 Deposit ID: Deposit slip 11/01/2023
 Description:
 Bank: B01--Security State Bank - Checking Main

Date	Payer	Customer ID	Customer name	Currency	Txn amount	Amount	Payment method	Transaction Summary number
03/20/2015	Renee Henley			USD	1000	1000	Cash	Cash Management Transactions: 2015/03/20 Batch
05/01/2020	John Doe			USD	10000	10000	Check	Cash Management Transactions: 2020/05/01 Batch
11/01/2023	Bugs Bunny			USD	1000	1000	Check	Cash Management Transactions: 2023/11/01 Batch
Total					12000	12000		

Accounts Receivable – Bank Transaction assistant

For those of you with automatic bank feeds

- Gives you the ability to assign customers to bank transactions and then receive multiple payments for multiple customers, all from the Bank transaction page. After you receive payments, the posted payments in Sage Intacct and the bank transactions automatically match for reconciliation.
- For multi-entity, multi-currency companies, receive advances and payments at the entity level

Setup:

Cash Management > Setup > Configuration and enable Bank transaction assistant

Assign permissions for Cash management – Receive payments from bank transactions

How it works:

1. Assign customers to bank transactions either manually or with a bank transaction rule
2. Receive payments in bulk - When a bank transaction has a customer assigned, you can receive a payment or create an advance. You can also receive payments in bulk. If there's no invoice for the customer, you can create an advance using the new AR advances template.



Cash Management – Reconciliation match sequences

Set up your checking account, savings account, or credit card account to generate a sequence for transactions that match, partially match, or draft match for reconciliation.

The generated sequence identifies which transactions matched to which.

The match sequence appears as lower-case letters during reconciliation. After you finalize the reconciliation, the sequence becomes upper case letters.

You use document sequencing to create the match sequence.

How it works:

Configure match sequences to only apply to automatically matched transactions or manually matched transactions, or both.

Sequences appear as alpha characters.

The same sequence is assigned to all transactions in the same matching activity.



Automatic bank feeds – bank transaction dating

- Previously, transactions generated by creation rules were dated based on the company time zone and bank feed transactions were dated based on the user time zone or the company time zone, which could cause inconsistent matches for reconciliation
- With this release, you can set the time zone on the bank – this will determine time stamps for both created transactions and bank feed transactions
- This will increase matches and speed up reconciliation

How it works

1. Cash Management > Setup > Accounts – select the appropriate account and select Edit
2. On Details tab – find the Banking cloud time zone field and select the correct time zone



And more enhancements in Cash Management...

More bank feed data is now available – have you ever wished you could bring over more data from your bank? Now you can with the new option to include more columns on the bank transaction list

Some of the new fields included are –

- Payee ID and address fields
- Category and subcategory
- Extended descriptions
- Bank reference number

How it works – on the Bank transactions list page, add a custom view and select the additional fields you wish to display. That's it.

Restrict GL transactions to the Entity level - Details (for multi-entities)

- You can restrict transactions to either the top level or the entity level, not both.
- If you restrict transactions to the entity level, you can still view entity-specific transactions from the top level. This gives you a consolidated view of all your transactions.
- Before restricting GL transactions to the entity level:
 - Make sure that all top-level transactions are either Approved or Posted.
 - If you have any recurring journal entries set up to post to the top level, change them to post to the entity level. Otherwise, the recurring journal entries will no longer work.

General Ledger – Control how far in the future to allow posting

Configure General Ledger

Transactions

If posting transactions to a future period ?

- Allow and do not show warning
- Allow and show warning
- Do not allow

Enable accounting sequence ?

This is permanent. Consult a certified implementer.

Enable closed statutory reporting periods to be locked

Maximum number of unlocked fiscal years ?

3 years

Subledger transactions posted to GL

Enable auditing of transactions posted from subledgers

You can now limit the number of unlocked fiscal years you have

Your unlocked fiscal years follow your locked period, so setting this limit controls how far into the future you can post..

Restrict GL transactions to the Entity level (or vice versa)

(for multi-entities)

Manage multiple entities

Entity settings

Multiple base currencies

Enable multiple base currencies

This selection is permanent after entering transactions.

Value approval currency: USD

1099

Issue a separate 1099 per entity

Entity restrictions

Restrict access to top level only

Restrict General Ledger transactions to the entity level only

Restrict subledger transactions to the entity level only

Restrict access by location, location group, department, and department group

Customers Vendors

Checking accounts Savings accounts

In multi-entity systems, we recommend working at the top level if possible.

But, if you need to work at the entity level, you can now restrict the creation of General Ledger transactions to the entity level.

General Ledger

Download import
templates more
easily

Download import templates directly from the import pages for the following:

- All types of Journal Entries (including Adjustments, user-defined journals, statistical entries)
- Account groups
- Account allocation definitions
- Account allocation groups
- Budgets

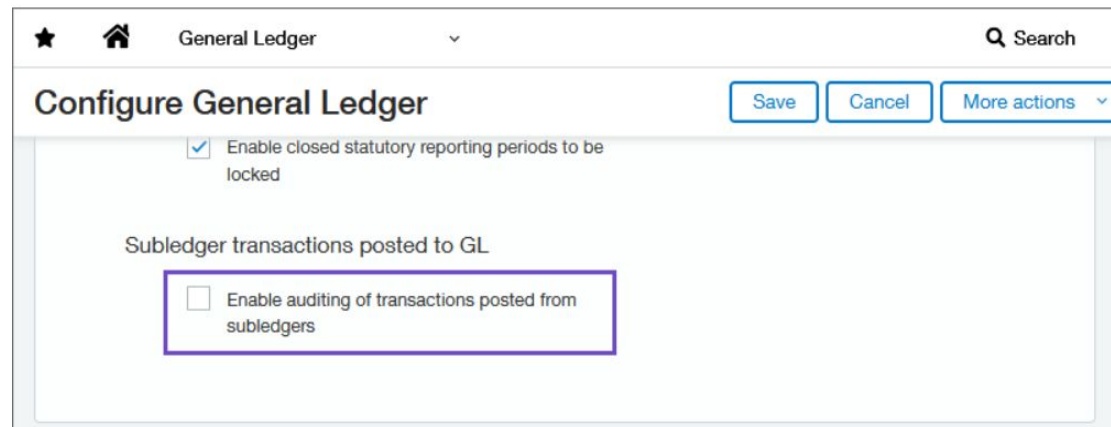
General Ledger - What's New In Audit Trails

Changes in your sub-ledger will now also be tracked in your audit trail in the general ledger!

How it works:

1. Go to General Ledger > Setup tab > Configuration
2. In the Accounting settings section, select Enable auditing of transactions posted from subledgers.

Note: These changes will only be tracked if you enable this functionality.



General Ledger

Search

Configure General Ledger

Save Cancel More actions

Enable closed statutory reporting periods to be locked

Subledger transactions posted to GL

Enable auditing of transactions posted from subledgers



Role-based Dashboards

Why reinvent the wheel when you don't have to? The new role-based dashboards contain relevant reports, tasks, and other information such as links and graphs used most by these roles.

Anyone with access to Dashboards can install/use these new dashboards.

Anyone with access to Dashboards can install and change these dashboards.

The new role-based dashboards are designed specifically for AP Managers, AR Managers, CFOs, Controllers, and Department Managers.

Note – Role based dashboards are created using reports/account groups based on the general ledger account quick start category code and all dates are based on a calendar year.

Role-based Dashboards

★ Home Dashboards Search

AP Manager dashboard

My Tasks

- Open Assignments
- Enter Bills
- Pay Bills
- Bank Reconciliation
- Manage Vendors
- 1099 Form

Reports

- Vendor Aging
- AP Ledger
- Bills Analysis
- Posted Payments
- 1099 Reports

Accounts Payable Balance

\$248,571 ↑

this month +5.17% vs. prior month

Accrued Liabilities Balance

\$2,623,465

this month no change vs. prior month

Average AP Balance

\$242,457 ↑

this month +5.32% vs. prior month

Expenditures

\$12,227 ↓

this month -0.19% vs. prior month

AP Turnover Ratio

0.05

this month no change vs. prior month

Days Payables Outstanding

603.15 ↑

this month +5.51% vs. prior month

Top 10 AP Balances

04/30/2023 03:32:24 PM

Accounts Payable Balance	Accounts Payable
04/30/2023 (555.55)	
Austin ISD (Austin Davis) 2,691.25	
Filters and More (300.00)	
Postmaster (583.33)	
Turner Consulting Inc. (100.00)	
Origami Risk 750.00	
Hall Alert Technologies, LLC 3,156.12	
Bugs Bunny 43.00	
American Airlines 52.50	
Taco Max Inc 725.00	
Delta Airlines 1,105.35	
Marriott 1,065.00	
ABC Office Supplies (50.00)	
Jason's Deli 115,060.61	
Costco 4,200.00	
Martin Electric 652.00	
Office Max 115,960.00	
Hoat Insurance	

Role Based Dashboard CFO 12/31/2019 All depts programs All locations All grants and projects Clear

Program Efficiency

79%

this year to date

Fundraising Expenses

1%

this year to date

Administrative Expenses

14%

this year to date

Fundraising Efficiency

\$0.81 🚩

this year +\$0.81 vs. prior year

Net Assets

04/30/2023 03:37:58 PM

Functional Expenses - Dept Comparison

04/30/2023 03:37:57 PM

Expenditures	Programs	Management & General	Departments	Shared
	Year Ending 12/31/2019	Year Ending 12/31/2019	Year Ending 12/31/2019	Year Ending 12/31/2019
Personnel Expenses	97,862.42	15,000.00	0.00	1,200.00
Salaries	0.00	0.00	0.00	(2,203.57)
Bonus and Incentive	4,499.72	0.00	0.00	1,000.00
Life Insurance Premium	11,526.11	0.00	0.00	10,000.00
Health Ins. Premiums	18,506.61	0.00	0.00	110.90
Other Employee Benefits	0.00	0.00	0.00	848.39
Payroll Tax	132,396.86	15,000.00	0.00	10,955.72
Total Personnel Expenses	900.00	0.00	0.00	0.00
Professional Fees	63,269.00	0.00	0.00	0.00
Program Expenses	8,474.00	1,300.00	500.00	0.00
Occupancy				
General and Administrative Expenses				
Business Licenses and Permits	(300.00)	0.00	0.00	0.00
Conferences, Conventions, and Meetings	800.00	250.00	0.00	0.00
Equipment Rental	(1,137.04)	0.00	0.00	0.00
Insurance	123,000.00	47,340.00	7,500.00	0.00
Office Supplies	24,483.06	52.00	20.00	3,400.00
Other Expenses	50.00	0.00	0.00	50.00

Cash Balance

04/30/2023 03:37:58 PM

Capital Assets by Category



How does it work?

1. *Navigate to Dashboards > All > Dashboards*
2. *Click on the Dashboards Library button*

My dashboards Dashboards library Add Export

Dashboards library

Clear all filters

	Title	Description
Install	System_AP Manager	AP Manager Dashboard
Install	System_AR Manager	AR Manager Dashboard
Install	System_Cash Analysis	View of Cash Flow Trends
Install	System_CFO	CFO Dashboard
Install	System_Compliance	Compliance Audit & Tax View
Install	System_Controller	Controller Dashboard
Install	System_Dashboard - NFP	Basic Dashboard
Install	System_Dept Mgr - Revenue	Dept Mgr Dashboard - Revenue Generating
Install	System_Dept Mgr - Support	Dept Mgr Dashboard - Support Function
Install	System_Disclosures	Disclosures Dashboard
Install	System_Healthcare Metrics	Library of metrics - healthcare focused

3. *Select the dashboard you wish to install and click on “install”*
4. *Optional—you can change the name of the dashboard if you wish*



Financial reporting – new versioning functionality

- Each time you save a report in the Financial Report Writer, it is saved as a version in the report's history.
- Report histories begin with this release. If a report was last saved before this release, there will be no versions in the report's history
- A report's history keeps up to 100 versions. If a report has more than 100 versions, only the newest 100 versions appear in the report's history.



Financial reporting – new versioning functionality

How it works...

- When editing a report in the Financial Report Writer, select **More actions > View version history**.
- A Version History page displays the current version and previous versions. For each version, you see who created it, and when.

Version history: Balance Sheet - Condensed Done More actions ▾

	Version	Modified date	Modified by
	4 (current)	01/18/2024 04:57:21	kgrace
View	3	01/18/2024 00:43:40	kgrace
View	2	01/09/2024 18:24:31	kgrace
View	1	01/09/2024 18:24:10	kgrace



Financial reporting – new versioning functionality

How it works...

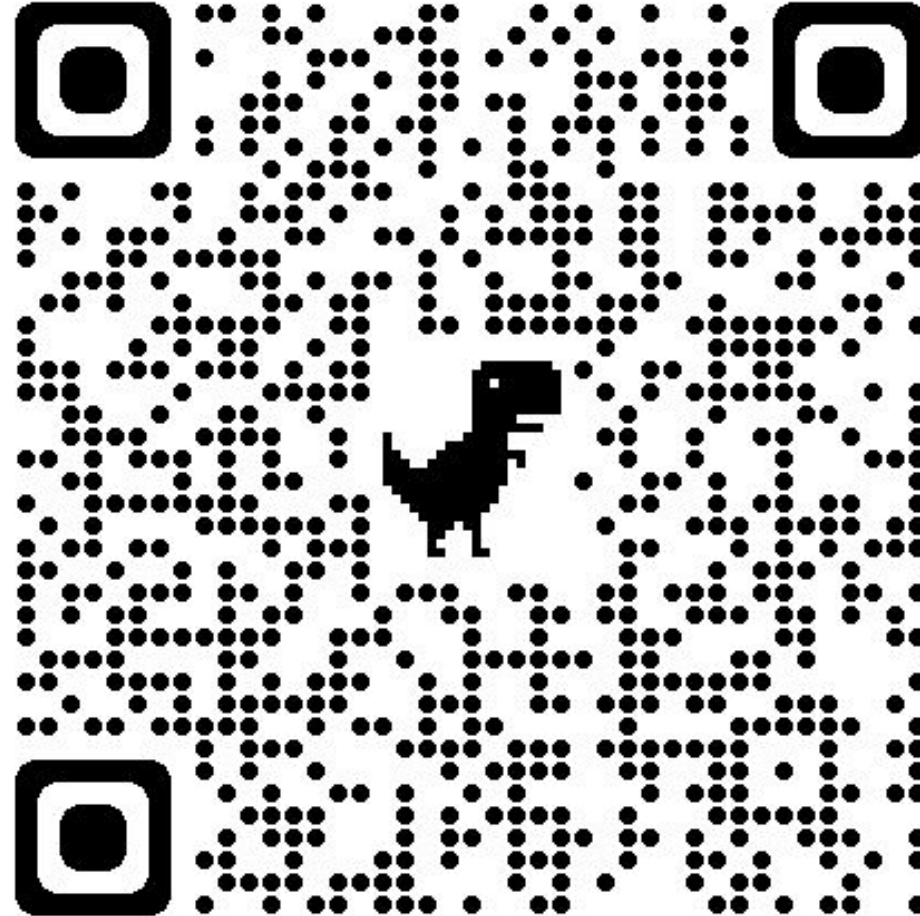
- Select **View** next to the version you want to see
- The Financial Report Writer displays the report settings and appears to let you make changes. However, you cannot save your changes and if you restore the version, any changes are ignored.
- Available buttons are **Preview**, **Restore**, and **Cancel**.
- You can see the report's settings and preview the results of running the report. This enables you to identify differences and edit the current version to get it working again.
- If you click Restore this will create a new version of your report that is a copy of the restored version.



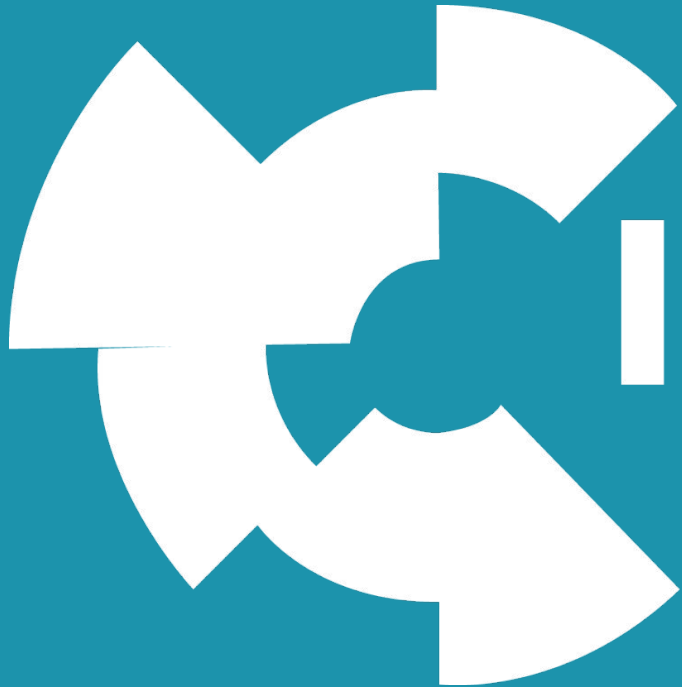
Session Name: Intacct Unveiled: A Deep Dive into the Latest Enhancements and Tips for Nonprofit (1A)



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