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2024 R4 and 2025 R1 Highlights

March 25th, 2025



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Session CPE Requirements

- You need to attend 75 minutes to receive the full 1.5 CPE credit.
- 6 Attendance Markers that read: “I’m Here,” will be launched during this session. You must respond to a minimum of 5 to receive the full 1.5 CPE credit.

****Both requirements must be met to receive CPE credit****



Learning Objectives

- *At the end of the session, you will be able to:*
 - *Explain the feature enhancements from Sage Intacct's 2024 R4 and 2025 R1 releases*
 - *Recall which (if any) enhancements are pertinent to your day-to-day tasks*





Sage Fixed Asset Management (SFAM)



Override Posting Dates (R4)

- Allow user to post depreciation of the closed period to the current open period
- A new field called 'Actual posting date' will be displayed on the depreciation schedule entries
- The existing "Posting date" will be renamed to "Scheduled posting date"

▼ Depreciation schedule entries

Period	Scheduled posting date	Actual posting date
1	09/30/2024	11/30/2024
2	10/31/2024	11/30/2024
3	11/30/2024	
4	12/31/2024	
5	01/31/2025	
6	02/28/2025	
7	03/31/2025	

Fixed Assets Management

Post depreciation

Not posted* Manage view Revert changes

Items selected: 2 Post depreciation

Depreciation schedule entry ID	Scheduled posting date	State	Depreciation amount	Asset ID	Asset name	Location name	Asset classifi...	Depreciation sc...
325	09/30/2024	Not posted		A-0028	Computer	United States o...	Computer Equip...	9
326	10/31/2024	Not posted		A-0028	Computer	United States o...	Computer Equip...	9
398	10/31/2024	Not posted		A-0028	Computer	United States o...	Computer Equip...	10
387	11/30/2024	Not posted		A-0028	Computer	United States o...	Computer Equip...	10
327	11/30/2024	Not posted		A-0028	Computer	United States o...	Computer Equip...	9
388	12/31/2024	Not posted		A-0028	Computer	United States o...	Computer Equip...	10
328	12/31/2024	Not posted		A-0028	Computer	United States o...	Computer Equip...	9
329	01/31/2025	Not posted		A-0028	Computer	United States o...	Computer Equip...	9
389	01/31/2025	Not posted		A-0028	Computer	United States o...	Computer Equip...	10
330	02/28/2025	Not posted	\$25.00	A-0028	Computer	United States o...	Computer Equip...	9
390	02/28/2025	Not posted	\$115.07	A-0028	Computer	United States o...	Computer Equip...	10
391	03/31/2025	Not posted	\$127.40	A-0028	Computer	United States o...	Computer Equip...	10
331	03/31/2025	Not posted	\$25.00	A-0028	Computer	United States o...	Computer Equip...	9
332	04/30/2025	Not posted	\$25.00	A-0028	Computer	United States o...	Computer Equip...	9

Post depreciation

2 depreciation schedule entries will be posted. You will receive an email notification when the process is complete.

Override posting dates

New posting date * 11/30/2024

Post Cancel

Show 20 First Previous Page 1 of 4 Next Last 71 items



Override Posting Dates – Requirements (R4)

- Must be in an open period
- The date is on or after the scheduled posting date of the first unposted entry
- The date is on or before the scheduled posting date of the next unposted entry

✓ Examples of valid new posting dates

Consider the following depreciation schedule:

Period	Scheduled posting date	Status
1	August 31st	Posted
2	September 30th	Posted
3	October 31st	Not posted
4	November 30th	Not posted
5	December 31st	Not posted

- To post Period 3, valid new posting dates are October 31st to November 30th.
- To post Periods 3 and 4 at the same time, valid new posting dates are October 31st to December 31st.



Transaction Allocations for Assets to Manage Depreciation (R4)

- Restrictions:
 - Allocates are **not** supported for companies subscribed to Taxes application
 - Location dimension must be the same on each line of the allocation definition
 - Location dimension on the asset must match the one used in the allocation definition
 - Allocation definitions must be created in the entity where they will be used

Fixed Assets Management

Search

← Edit asset: A0008--Van Save Cancel

Summary

Asset ID	Asset name	Serial number	Asset tag
A0008	Van		
Status *	State	Acquisition date	In-service date
Active	In service	09/19/2024	09/19/2024
<input checked="" type="checkbox"/> Depreciate	Quantity	Asset cost	Salvage value
	1	\$30,000.00	\$5,000.00
Asset type	Parent asset	Description	Notes
Tangible		2022 black 4-door	Next major service due at 40,000 miles
Attachment	Allocation	Source	Source line no.
	Departments split	--	--

***** Allocation field now included in asset import template*****



Custom Decline Balance Depreciation Methods (R4)

Custom Declining Balance with True-up (CDBT)

- Remaining depreciation is fully applied in the final period
- Ensures total depreciable cost is fully accounted for

Custom Declining Balance without True-up (CDB)

- Depreciation rate is consistently applied over the asset's life
- Any remaining depreciation at disposal is treated as a loss

Fixed Assets Management

Q Search

← Create depreciation rule Save and close Cancel

Summary

Depreciation rule ID	Asset classification		
--	BU--Buildings		
Journal posting rule *	Journal	Book	Convention
PR-BAJ--PostingRule_JournalBAJ_ConvFY_T	Bank Journal	A	Full year
Depreciation method *	Depreciation rate (%) *	Useful life *	Useful life units
CDBT--Custom declining balance with true up	66.67	18	Years



Import File Enhancements (R4)

- Import process streamlined – combining all fields into a single sheet for easier review
- All data appears in the Add Lines sheet, with depreciation rule lines following their respective asset lines
- Assets still assigned a unique Header number
- Depreciation rule lines – now only the relevant fields are editable; the rest are read-only

The screenshot displays the Sage Assets software interface. On the left, a sidebar shows navigation options: 'Data checklist', 'Files', 'Assets', 'Add lines' (highlighted with a green box), 'Chart of accounts', and 'Vendors'. The main area is titled 'Assets' and contains an 'Add lines' sheet. At the top right of the sheet, there are 'Import' and 'Exit' buttons, also highlighted with a green box. Below the buttons, there is a search bar and a status bar showing 'All 4 Valid 4 Invalid 0' and an 'Actions' dropdown. The main table has the following columns: Header number, Asset name, State, Asset cost, Salvage value, In-service date, Serial number, and Asset tag. The table contains four rows of data. A green text overlay 'Read Only Fields' is positioned over the table rows, indicating that certain fields are not editable.

	Header number	Asset name	State	Asset cost	Salvage value	In-service date	Serial number	Asset tag
1	H000001	Example 1. Laptop	In service	2000	0	05/23/2023	ASD900393	
2	H000001							
3	H000001							
4	H000002	Ex 2 Car	In service	15000	0	06/28/2023	aaa	



Notes Field (R4)

- Notes Field – utilized to record information such as service history, condition, comments, etc.
- The field is optional and supports up to 2,000 characters

Fixed Assets Management

Assets

Asset: A15641--Van

Place in service Edit ...

Asset cost: \$30,000.00
Salvage value: \$5,000.00
State: Ready for review
In-service date: --
Asset classification: [VE--Vehicles](#)

Overview Depreciation schedules

Summary

Asset ID	Asset name	Serial number	Asset tag
ADJDEC0008	Van	--	--
Status	State	Acquisition date	In-service date
Active	Ready for review	09/19/2024	--
Quantity	Asset cost	Salvage value	
<input checked="" type="checkbox"/> Depreciate 1	\$30,000.00	\$5,000.00	
Asset type	Parent asset	Description	Notes
Tangible	--	2022 black 4-door	Next major service due at 40,000 miles
Attachment	Allocation	Source	Source line no.
--	--	--	--

Transfer Asset within Entity (R1)

- Utilize the transfer Asset to change an asset's allocation or dimensions
- The new Transfer History tab on asset records lists all transfers and links to journal entries

Fixed Assets Management

Assets

Asset: A1002--Laptop

Transfer Disposal Edit

Asset cost: \$500.00
Salvage value: \$0.00
State: In service
In-service date: 01/15/2025
Asset classification: [CE--Computer Equipment](#)

Overview Depreciation schedules **Transfer history**

Transfer history

Transfer date ↓	Journal entries no.
03/16/2025	91
02/15/2025	87
01/18/2025	88

Fixed Assets Management

Transfer asset: A1002--Laptop

Transfer Cancel

Summary

Transferring automatically creates journal entries that update the asset's dimensions in the General Ledger.

Transfer date *
01/07/2025

Allocation

Allocation: --

Dimensions

Department: 11--Accounting
Location: SDI--San Diego
Project:
Customer:
Vendor:
Employee:



Restrictions (R1)

- Assets can only be transferred that are in the **Ready for review** or **In service** states

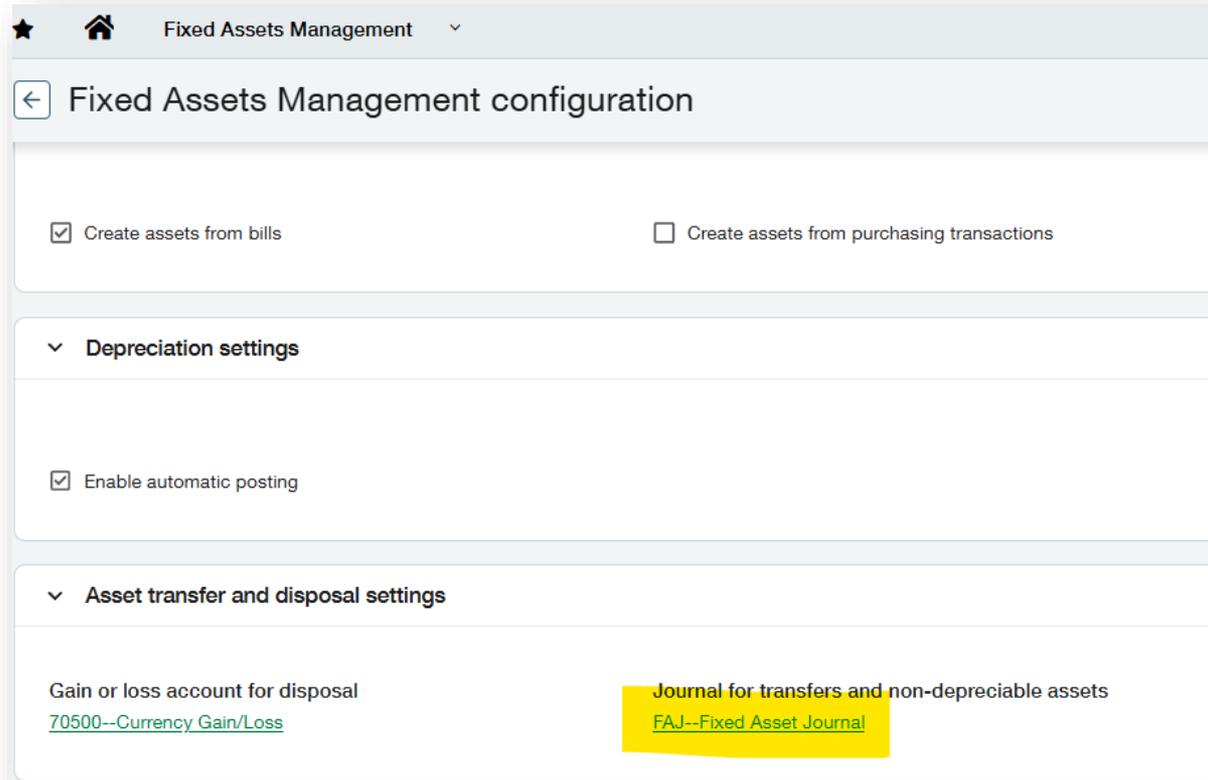
The following actions are currently NOT supported:

- Transferring assets between locations
- Reverting a transfer
- Placing an asset back in review after a transfer



Transfer Asset Setup (R1)

- Configuration
 - Define the Journal for transfers and non-depreciable assets
 - The asset must have an Asset GL account and an Accumulated Depreciation GL account assigned



★ Home Fixed Assets Management

← Fixed Assets Management configuration

Create assets from bills Create assets from purchasing transactions

▼ Depreciation settings

Enable automatic posting

▼ Asset transfer and disposal settings

Gain or loss account for disposal
[70500--Currency Gain/Loss](#)

Journal for transfers and non-depreciable assets
[FAJ--Fixed Asset Journal](#)





General Ledger Enhancements



GL Outlier Detection – Streamlined Setup (R4)

- GL Outlier Detection is a Machine Learning service that compares your historical transaction patterns to current transactions in the approval cycle, and flags transactions that do not match
- To create the model, Outlier Detection needs data that meets the following requirements:
 - **At least 1 month of data that's less than 2 years old**
 - **At least 1,000 posted General Ledger journal entry lines**
- Under subscriptions > AI Machine Learning, select **the Enable data service** checkbox and then select the **Enable for General Ledger Approval** checkbox.
- If your organization's data meets the minimum requirements to build a data model, you can set up detection rules and use Outlier Detection within 1 to 2 days



Variance Analysis Reports ****NEW**** (R1)

Three new Variance Analysis Reports to analyze your Actual vs Budget.

- Install from Quickstart library
 - Variance Analysis
 - Variance Analysis – by Department
 - Variance Analysis – by Location
- New General Ledger Permissions
 - Variance Analysis: Run
- Additional configuration for dimension-specific reports:
 - Navigate to the Filters tab and add a dimension group (department or location)
 - Choose budget at column level (default budget will auto-populate)

Variance Analysis

	Year To Date 08/13/2024				Prior Year To Date 08/13/2023	Year To Date 08/13/2024	
	Actual	Approved Budget	Actual minus budget	Budget variance	PYTD Actual	Period difference	Period variance
▼ Net Operating Income							
▼ Gross Profit							
▶ Revenue	3,615,555	3,667,177	(51,622)	(1.4) %	3,175,722	439,833 ↑	13.8 %
▶ Cost of Revenue	73,225	76,976	3,751	4.9 %	69,836	3,389 ↑	4.9 %
Gross Profit	3,542,330	3,590,201	(47,871)	(1.3) %	3,105,886	436,445 ↑	14.1 %
▼ Operating Expenses							
▶ General and Administrative Expenses	317,855	297,919	(19,935)	(6.7) %	242,654	75,202 ↑	31.0 %
▶ Marketing and Advertising Expenses	60,216	58,171	(2,046)	(3.5) %	49,935	10,281 ↑	20.6 %
▶ Depreciation and Amortization Expense	103,603	117,226	13,623	11.6 %	89,374	14,229 ↑	15.9 %
▶ Payroll and Related Expenses	1,863,977	1,784,732	(79,245)	(4.4) %	1,559,977	304,000 ↑	19.5 %
▶ Utilities and Facilities	720,725	708,733	(11,992)	(1.7) %	693,455	27,270 ↑	3.9 %
▶ Operating and Maintenance Expenses	281,957	245,817	(36,140)	(14.7) %	208,643	73,315 ↑	35.1 %
▶ Taxes and Insurance	105,495	103,529	(1,966)	(1.9) %	91,044	14,450 ↑	15.9 %
Total Operating Expenses	3,453,828	3,316,127	(137,701)	(4.2) %	2,935,082	518,747 ↑	17.7 %
Net Operating Income	88,502	274,074	(185,572)	(67.7) %	170,804	(82,302) ↓	(48.2) %

Financial Report Writer Preview

Report info Filter the data — Variance Analysis - by Department

Rows Specify the data to include in your report

Columns Customize your view to display the data how you want. Select **Prompt** to change your selection at report runtime.

Computations As of date Prompt Show time period

Filters Leave As of date blank to automatically use the current date.

Define dimension filters

Department Include subdimensions Prompt Run as individual reports Hide inactives

Active Departments--Active Departments--Group

Location Include subdimensions Prompt Run as individual reports Hide inactives





GL Account Regularization (R1)

- Designed to help customers meet their regional compliance guidelines
- Certain countries have GAAP standards whereby those accounts must be classified in financial reports as Liabilities, not “negative assets”
- Setup Steps:
 1. Create a Regularization Journal
 2. Enable Regularization in GL Configuration
 3. Set Journal in GL Configuration
 4. Create the necessary reclassification accounts
 5. Check ‘Regularization Account’ on any accounts that may need reclassification
 6. Set the ‘Reclassification Account’ on the regularization account
 7. Grant permission to ‘Run’ *GL regularization account reclassification report*
 8. Draft or post JE’s via the report, as needed



GL Account Regularization (R1)

General Ledger

Configure General Ledger

Accounting settings

Account numbers

Allow changes to account numbers, including length

Enable for regularization

Regularization account reclassification journal *

REG--Regularization Journal

General Ledger accounts

Account number 10100

Title *
Cash

[Set up account titles](#)

QuickStart category *
Cash and Cash Equivalents

Account type *
Balance sheet account

Normal balance *
Debit

Period end closing type *
Non-closing account

Close into account

GL account alternative
None

Status
Active

Regularization account

Reclassification account *

Disallow direct posting

General Ledger Permissions

Location activity report	<input checked="" type="checkbox"/> Run
Deferred revenue forecast	<input checked="" type="checkbox"/> Run
Deferred revenue forecast graph	<input checked="" type="checkbox"/> Run
Deferred revenue details	<input checked="" type="checkbox"/> Run
Deferred revenue revaluation report	<input checked="" type="checkbox"/> Run
General Ledger revaluation report	<input checked="" type="checkbox"/> Run
Reporting accounts matching report	<input checked="" type="checkbox"/> Run
GL Matching activity	<input type="checkbox"/> Run
GL regularization account reclassification report	<input checked="" type="checkbox"/> Run



GL Account Regularization Reclassification (R1)

Use the GL Regularization Account Reclassification Report to generate the draft entry and reversing entry

General Ledger

GL Regularization Account Reclassification

Time period

Reporting period: Current Month

As of date: 01/24/2025

Filters

Reporting book: ACCRUAL

GL account number selection

Range

From account: 10060--Checking 6 - NAB

To account: 10060--Checking 6 - NAB

Multiple accounts

All accounts

Ignore inactive accounts in output

Dimension filters

Department

Include subdimensions

Note: Process & store is required when Individual report is selected.

Location

100--USA 1

Include subdimensions

Note: Process & store is required when Individual report is selected.

General Ledger

GL Regularization Account Reclassification

Job queued to run offline draft journal entry. Go to Company > Offline job queue to view job status.

Account	Location	Opening balance (USD)	Period balance(USD)	Closing balance (USD)	Reclassification amount
10060	100	0.00	(100,000.00)	(100,000.00)	(100,000.00)
Grand total		0.00	(100,000.00)	(100,000.00)	(100,000.00)

Customize View Print Process & store Email Add to dashboard Memorize Create JE Export



GL Account Regularization (R1)

REG - Journal transactions Turn on enhanced list [Add](#) [Delete](#) [Done](#) [Export](#)

All Manage views Include private [Advanced filters](#) [Clear all filters](#)

[Post](#) [Duplicate](#) [Reverse](#) [Attach](#) (1 - 2 of 2)

Select	No	Reference number	Description	Date	State	Delete
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	2	Reversed -	Reversed - GL Regularization Account Reclassification	02/01/2025	Draft	Print Excel <input type="checkbox"/>
<input type="checkbox"/>	1		GL Regularization Account Reclassification	01/31/2025	Draft	Print Excel <input type="checkbox"/>

- Entry will be in draft state and set to auto-reverse
- Any edits made to the entry before posting will also reflect on the reversal entry
- Post when ready

Regularization Journal - Journal entries

[Transaction](#) [History](#)

Transaction number
1

Books
Accrual

Description
GL Regularization Account Reclassification

Reference number
--

Last modified by
emma

Tax implications
None

Journal
REG

Posting date
01/31/2025

Reversed on
[02/01/2025](#)

Source entity
--

Last modified date and time
01/24/2025 12:02:17 PM

Attachment
--

State
Draft

[Show spend insight](#)

Entries

	Doc	Location	Employee	Department	Class	Customer	Project	Task	Item	Account	Txn currency	Transaction debit	Transaction credit	Base currency	Base debit	Base credit	Allocation	Memo
1	--	100--USA 1	--	--	--	--	--	--	--	10060--Checking 6 - NAB	USD	100,000.00	--	USD	100,000.00	--	--	--
2	--	100--USA 1	--	--	--	--	--	--	--	20410--Short term Debt	USD	--	100,000.00	USD	--	100,000.00	--	--
Total												100,000.00	100,000.00		100,000.00	100,000.00		





Accounts Receivable Enhancements



AR Statements – Customization (R4)

- Ability to add column for a running balance total – need to customize statement to include field
- Merge Field = <<PREENTRY_BALANCE>>
- Currency symbols now included for all numbers

Sage

Statement of account

10/31/2024

Sage Product Demo
125, S Market Street
San Jose, CA 95113

Attention: Customer_001
THIS DOCUMENT IS NOT AN INVOICE.
Intact. A Better Way to Run Your Business

Currency: USD

Date	Document	Doc amount	Charges	Payments	Total
01/01/2015	Inv-0001	\$600.00	\$600.00		\$600.00
01/01/2015	Inv-0015	\$600.00	\$600.00		\$1,200.00
01/02/2015	Inv-0002	\$33.00	\$33.00		\$1,233.00
01/02/2015	Inv-0007	\$90.00	\$90.00		\$1,323.00
01/02/2015	Inv-0008	\$600.00	\$600.00		\$1,923.00
01/02/2015	Inv-0016	\$33.00	\$33.00		\$1,956.00
01/02/2015	Inv-0021	\$90.00	\$90.00		\$2,046.00
01/02/2015	Inv-0022	\$90.00	\$90.00		\$2,136.00
01/03/2015	Inv-0003	\$90.00	\$90.00		\$2,226.00
01/03/2015	Inv-0017	\$33.00	\$33.00		\$2,259.00
01/04/2015	Inv-0004	\$90.00	\$90.00		\$2,349.00
01/04/2015	Inv-0018	\$90.00	\$90.00		\$2,439.00
01/05/2015	Inv-0005	\$90.00	\$90.00		\$2,529.00
01/05/2015	Inv-0019	\$90.00	\$90.00		\$2,619.00
01/06/2015	Inv-0006	\$90.00	\$90.00		\$2,709.00
01/06/2015	Inv-0020	\$90.00	\$10.00		\$2,719.00
Totals:			\$2,719.00	\$0.00	
Current	1-30	31-60	61-90	Over 90	Total due
\$0.00	\$0.00	\$0.00	\$0.00	\$2,719.00	\$2,719.00

Superior financial Applications. Real-time business visibility. Open, on-demand platform.





Automated AR Subledger Reconciliation Tool with Automatic Matching (R4)

- Automatically matches payments with the corresponding invoices and adjustments
- Flexible filters for matched/unmatched/partially matched transactions

Customer reconciliation

[Customize](#)
[View](#)
[Print](#)
[Process & store](#)
[Email](#)

As of date: 10/01/2024 - 10/31/2024
Created on: 10/28/2024, 6:51 AM PST

Customer	Date	Document	Memo	Txn Type	Txn currency	Txn amount	Match sequence	Charges (USD)	Payments (USD)	Balance (USD)
2200091 - Macys.com	10/01/2024		Balance forward							1,470,531.88
	10/28/2024	INV000554		Invoice	USD	14,000.00	AR-AAAAAAA	14,000.00		1,484,531.88
	10/28/2024	INV000555		Invoice	USD	12,000.00	AR-aaaaaab	12,000.00		1,496,531.88
	10/28/2024	INV000556		Invoice	USD	5,000.00		5,000.00		1,501,531.88
	10/28/2024			Payments	USD	14,000.00	AR-AAAAAAA		14,000.00	1,487,531.88
	10/28/2024			Payments	USD	7,000.00	AR-aaaaaab		7,000.00	1,480,531.88
	10/28/2024			Payments	USD	3,000.00	AR-aaaaaab		3,000.00	1,477,531.88
Total for Macys.com								31,000.00	24,000.00	1,477,531.88
				Totals				31,000.00	24,000.00	1,477,531.88



Automated AR Subledger Reconciliation Configuration (R4)



Enable Customer Reconciliation in AR Configuration



Update User Permissions



Create document sequence (alpha only)

Configure Accounts Receivable

- Show warning
- Do not allow transactions to be created
- Do nothing

Require numbers on

- Invoices, adjustments, and recurring invoices only
- Manual deposits

Customer reconciliation

- Enable customer reconciliation

AR match sequence

ARMatch

Sunset of Customer payment service integrations 2025 (R4)

- Intacct is working to sunset our customer payment service integrations with Authorize.net and PayPal in November of 2025.
- This means that customer payment services will no longer be supported or work after this time. Check out the [Sage Intacct Marketplace](#) to explore other solutions for a customer credit card integration.



Enhanced AR Statements (R1)

- Add custom fields from Customers and Invoices to AR Statement
- You can check the box “Include custom fields” on Printed Document template information

Platform Services

Printed document template information

Template name *

Description

Locale
English/United States

Default template
 Secure PDF

Application
Accounts Receivable

Template type
Statement

Include custom fields

Upload template
Choose File No file chosen

Status
Active

Custom field support

Custom AR statement templates now support custom fields for the following objects:

Object	Description
Customer	Custom fields are supported in the statement header.
Invoice	Header-level custom fields for invoices are supported in the statement's PREENTRY table.
AR adjustment	Header-level custom fields for AR adjustments are supported in the statement's PREENTRY table.





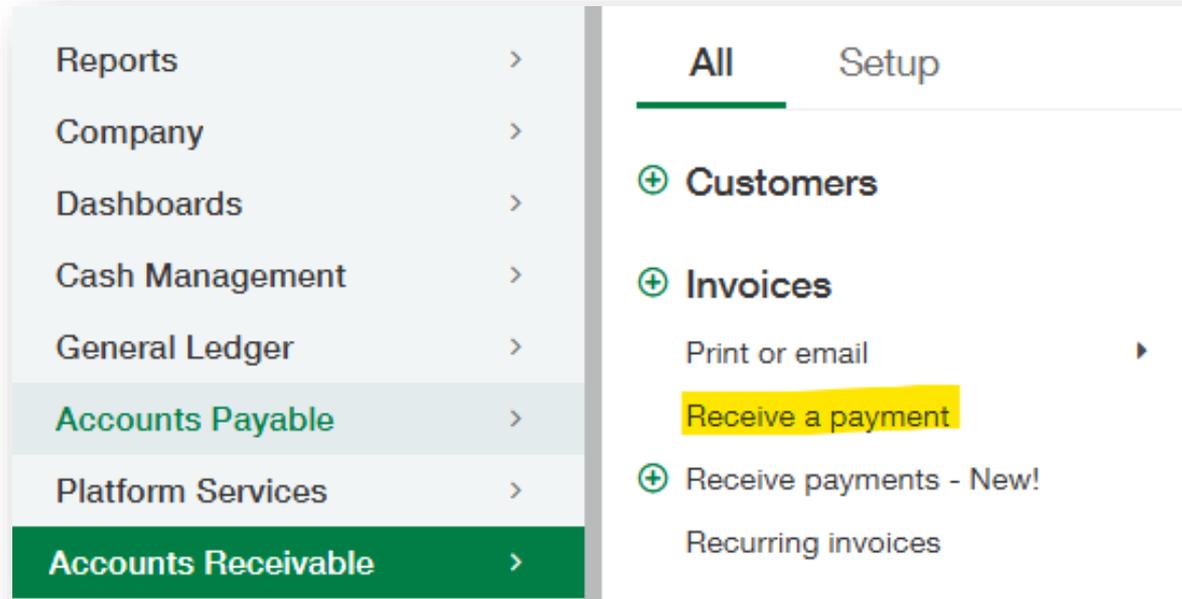
Large AR Statement Runs (R1)

- Customer Statements run in offline mode if the run exceeds more than 100 customers
- Support for higher Volume of AR Statement processing. The system can process approximately up to 2500 Customers' statements depending on the number of lines in the statement



Retirement of Receive a payment (R1)

- Receive payment is Retiring. This is a reminder that the older payments receipts method will be retired on May 2025 (Release 2)





Accounts Payable Enhancements



Retirement of Vendor Payments by American Express (R4)

- As of December 31, 2024, the following American Express payment services are no longer be available in Sage Intacct:
 - American Express Check Delivery Service
 - American Express ACH Payment Service
 - American Express Card Payment Service
- For more payment provider options, visit the [Sage Intacct Marketplace](#) to explore alternative solutions



Automatic Vendor Payment Notifications to more Recipients (R4)

- Enable the option to include secondary email addresses in AP configuration
- Enable payment notifications on the vendor record
- Payment notification sent to the Primary email address and Secondary email address of the Pay-to-Contact specified on the Contact list tab of the vendor record
- If the Pay-to contact is set to same as vendor, Intacct uses the Primary and Secondary email addresses for the vendor primary contact, shown on the first Vendor tab

☰ ContactTest -- ContactTest

Vendor Additional information Contact list Payment information Ban

Payment details

Preferred payment method

Configure Accounts Payable

released for payment

Enable and show only items released for payment

Enable reclassification for bills and adjustments

Enable reversal of unpaid bills

If enabled for reversal, bills cannot be deleted.

Enable creating, editing, and deleting foreign currency bills

Payment dates must be greater than their bill dates

Include secondary email contacts in automatic payment notifications

Do not include payment copy PDF in payment notification email

Include payment details in payment notification email

Send automatic payment notification

Vendor billing type
Open item

Payment priority
Normal

ContactTest -- ContactTest

Primary contact

Last name
Contact

First name
Test

Middle name

Print as *
ContactTest

Country
United States

Address line 1

Address line 2

Address line 3

City

Primary phone

Mobile phone

Pager

Fax

Email address
sally.smith@gmail.com

Secondary email address
johndoe@hotmail.com

URL

Exclude from the company contact list





Automated Subledger Reconciliation Tool with Automatic Matching (R4)

- Automatically matches payments with the corresponding bills and adjustments
- Flexible filters for matched/unmatched/partially matched transactions

Vendor reconciliation

[Customize](#)
[View](#)
[Print](#)
[Process & store](#)
[Email](#)



As of date: 10/01/2024 - 10/31/2024

Created on: 10/29/2024, 8:48 AM PST

Vendor	Date	Document	Memo	Txn Type	Txn currency	Txn amount	Match sequence	Charges (USD)	Payments (USD)	Balance (USD)
V00050 - Acme Printing	10/01/2024		Balance forward							3,167.40
	10/29/2024	Test APMatch		Bill	USD	1,500.00	AP-AAAAAAAAA	1,500.00		4,667.40
	10/29/2024	TestAP match 2		Bill	USD	3,000.00		3,000.00		7,667.40
	10/29/2024	TestAP Match 3		Bill	USD	7,000.00	AP-aaaaaaaaab	7,000.00		14,667.40
	10/29/2024			Payments	USD	1,500.00	AP-AAAAAAAAA		1,500.00	13,167.40
	10/29/2024			Payments	USD	1,200.00	AP-aaaaaaaaab		1,200.00	11,967.40
	10/29/2024			Payments	USD	2,000.00	AP-aaaaaaaaab		2,000.00	9,967.40
Total for Acme Printing								11,500.00	4,700.00	9,967.40
				Totals				11,500.00	4,700.00	9,967.40



Tax Information populated for companies with Tax application (R4)

- If the predicted location is a taxable location, AI determines the header-level tax information for the transaction

1. The **Transaction has tax implications** option is selected
2. **Tax solution** is derived from the predicted location
3. The **Inclusive tax** option is selected when the previous bill for the vendor had inclusive tax
4. Line entries display the **Transaction tax** when the original document has tax information for each line

AP purchase invoice INV-04

Submit Draft Duplicate Print Cancel

Term: N30 Recommended to pay on: Attachment: STXDOC_856076941--LineVat_04.pdf
Due date: 10/9/2024 Payment priority: Normal Place this AP purchase invoice on hold

▼ Tax information

1 Tax group ABN: -- 3 Inclusive taxes
 Transaction has tax implications 2 Tax solution: United Kingdom - VAT

> Currency

Entries Show defaults

	Account *	1099	Transaction amount *	Base amount	Department	Location	Billable	Multiple taxes on line	Tax detail	Rate	Transaction tax	Memo	Transaction total	Base total	
1	6850 03--Taxes	<input type="checkbox"/>	1,000.00	1,969.20		3--United Kingdom	<input type="checkbox"/>	<input type="checkbox"/>		--	100.00	Laptop	1,100.00	2,166.12	+ -
2	6850 03--Taxes	<input type="checkbox"/>	500.00	984.60		3--United Kingdom	<input type="checkbox"/>	<input type="checkbox"/>		--	25.00	Hard Ware Service	525.00	1,033.83	+ -
3	6850 03--Taxes	<input type="checkbox"/>	200.00	393.84		3--United Kingdom	<input type="checkbox"/>	<input type="checkbox"/>		--	0.00	Other Service	200.00	393.84	+ -
4		<input type="checkbox"/>	--	--			<input type="checkbox"/>	<input type="checkbox"/>		--	0.00		--	--	+ -
Total			1,700.00	3,347.64							125.00		1,825.00	3,593.79	



AP Bill Approval by Vendor (R1)

- Add Vendor-based approval rule to your bill approval policy in AP configuration, then the Bill approver fields appears in the Vendor record
- Assign bill approvers by editing vendor records directly or by updating vendor records using CSV import

The image displays two overlapping screenshots from the SAP Accounts Payable configuration interface. The background screenshot shows the 'Accounts Payable bill approval policy' configuration page. It features a table with columns for 'Process', 'Rule type', 'Rule set', and 'Manage rule'. A dropdown menu is open under the 'Rule type' column, showing options: 'Rule type', 'Find', 'Vendor-based Approval', 'Value Approval', and 'Value Approval - Transaction Department'. The 'Vendor-based Approval' option is highlighted. The foreground screenshot shows the 'Accounts Payable' vendor record for 'V0008 -- Star Guard Insurance'. It includes fields for 'Billing details' such as 'AP account', 'Default expense account', and 'Credit limit'. The 'Bill approver' field is highlighted, showing 'Electra--Electra Ramirez'. Other fields include 'On hold', 'Do not pay', 'Comments', and 'Default currency'. Buttons for 'Save', 'Duplicate', 'Print to...', 'Cancel', and 'More actions' are visible at the top of the vendor record form.





Accounts Payable and Accounts Receivable - Retainage



Accounts Receivable Setup (R4)

- Retainage (Retention) – portion of the contract price that is intentionally withheld until the project is substantially complete
 - Add General Ledger accounts – Retainage Receivable and Retainage Release Clearing
 - Enable retainage in AR for customers
 - Specify retainage tracking account
- Enable retainage in Order Entry transaction definitions (if being utilized)

****Only for Accrual Only based companies and No Contract Subscription****

Configure Accounts Receivable

Retainage

Enable AR retainage

Retainage receivable account

1135--Retainage Receivable

Retainage release invoice document sequence

Retainage

Retainage release invoice template

Intacct AR Invoice

Calculate retainage tax

- Calculate tax on retainage held (gross invoice line amount) for all tax solutions
- Calculate tax on retainage release (invoice line amount net retainage) only for VAT/GST enabled transactions

: Transaction definition: Order Entry

Transaction posting

- Accounts Receivable
- General Ledger
- Do not post

Enable additional posting ?

Do not capture tax

Enable revenue recognition ?

- Post
- Display only
- Do not enable

Enable payment processing ?

Enable retainage

Display original project contract billing amount fields



Accounts Receivable Setup and Invoice Generation (R4)

- Set default retainage percentage on customer record
- Projects > Generate Invoice
- Will create invoice with appropriate retainage amount

☰ C103 -- McFarland Clinics

Fair value price list

Price list override
 Customer
 Billing contact
 Shipping contact

Term

AR account

Default revenue account

Shipping method

On hold

Statement and invoice delivery
 Print
 Email
 Both

Default invoice message

Comments

Currency

Default retainage percentage

☰ SalesInvoice - Retainage-INV0300

Transaction Posting details History Payment details Source and attachments

McFarland Clinics (C103)

Transaction date	Date due	Item totals	Retainage held	Subtotals	Transaction total	Transaction
11/04/2024	12/04/2024	2,000.00	300.00	0.00	2,000.00	Closed

Date
11/04/2024

GL posting date
11/04/2024

Customer
[C103--McFarland Clinics](#)

Bill to
[Jessica Morgan](#)

Ship to
[Jessica Morgan](#)



AR Retainage Release(R4)

- Update Permissions to be able to release retainage
- Ready to Release Retainage
 - Go To: Accounts Receivable > Retainage > Add

☰ AR retainage release

Release retainage

Subledger

Options What can I do here? ?

Release date	Description	State
<input type="text" value="11/04/2024"/>	<input type="text"/>	Draft
GL posting date		
<input type="text" value="11/04/2024"/>		

Details

Items selected 2 Remove Set release percentage Add

	<input checked="" type="checkbox"/>	Customer	Doc no.	Created from	Invoice	Date	Project	Amount	Retained	Released	Remaining	Amount to release *	Calculate retainage tax	
1	<input checked="" type="checkbox"/>	McFarland Clinics	SalesInvoice - Retainage-INV0300		INV0300	11/04/2024	TandM_McFarland--T&M_McFarland	600.00	90.00	--	90.00	90.00	Held	
2	<input checked="" type="checkbox"/>	McFarland Clinics	SalesInvoice - Retainage-INV0300		INV0300	11/04/2024	FFEXP0811--FFEXP0811	1,400.00	210.00	--	210.00	210.00	Held	
Total											300.00	--	300.00	

Show details (Ctrl + Down arrow)



Accounts Payable Setup (R4)

- Retainage (Retention) – portion of the contract price that is intentionally withheld until the project is substantially complete
 - Add General Ledger accounts – Retainage Receivable and Retainage Release Clearing
 - Enable retainage in AP for vendors
 - Specify retainage tracking account
- Enable retainage in Purchasing transaction definitions (if being utilized)

****Only for Accrual Only based companies and No Contract Subscription****

Configure Accounts Payable

Multi-currency gain and loss *
6490--FX Gain/Loss

Retainage

Enable AP retainage

Retainage payable
2003--Retainage Payable

Retainage release bill document sequence
AP-Retainage

Calculate retainage tax

Calculate tax on retainage held (gross invoice line amount) for all tax sequences
Transaction definition: Purchasing

Calculate tax on retainage amount net retainage) or transactions

Exchange rate and exchange rate type

Multi-currency

Exchange rate type
Intacct Daily Rate

Display base currency

Transaction posting

Accounts Payable

General Ledger

Do not post

Enable additional posting ?

Enable allocations

Do not capture tax

Enable retainage



Accounts Payable Setup/Release (R4)

- Setup default retainage percentage on vendor record
- Update Permissions to be able to release retainage

☰ V-00009 -- Blue Net, Inc

AP account 

Default expense account

Credit limit

Do not pay

Comments

Default currency

Default retainage percentage

10.00

SIRET

Accounts Payable Permissions

Tax schedule map	<input checked="" type="checkbox"/> List	<input checked="" type="checkbox"/> View	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Edit	<input checked="" type="checkbox"/> Delete
Accounts Payable release retainage	<input checked="" type="checkbox"/> List	<input checked="" type="checkbox"/> View	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Edit	<input checked="" type="checkbox"/> Delete



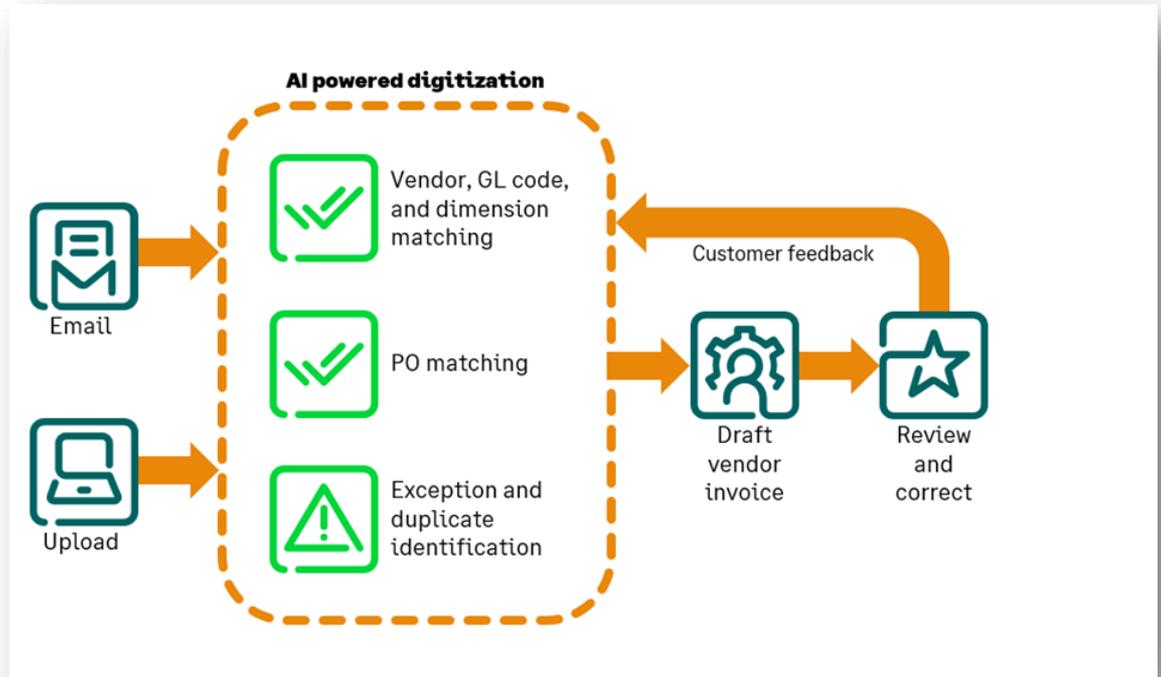


Accounts Payable/Purchasing



AP Automation with Purchasing (R1)

- Incoming Vendor Invoice will match to Purchase Order or Receiver in draft mode
- Sets up a one-time mapping for incoming Purchasing documents to existing sources



AP Automation with Purchasing (R1)

Automated Transaction List

- Incoming documents will default to draft vendor invoices in the Automated Transactions list
- Transactions can be changed at any time before you post it
- Sage Intacct automatically flags previously uploaded files as duplicates

★ Home Purchasing Q Search

Automated transactions Refresh Upload Done Export

Drafts Manage views Include private [Advanced filters](#) [Clear all filters](#)

(1 - 65 of 65)

	Transaction type	Doc no.	Vendor name	Vendor doc no.	Date	Txn currency	Amount	State	Matched transaction	Source	Sender email	Import exceptions
View	SYS-PO Auto default	Draft-000016-Auto	HC Equipment Repair	INV-9030	01/02/2025	USD	0.00	Draft		Invoice upload		Duplicate Delete
View	SYS-PO Auto default	Draft-000015-Auto	HC Equipment Repair	INV-9031	01/08/2025	USD	0.00	Draft		Invoice upload		Duplicate Delete
Edit View	Vendor Invoice	VI0092	HC Equipment Repair	INV-9032	01/08/2025	USD	8,500.00	Draft	Purchase Order-PO0075	Invoice upload		Delete
Edit View	Vendor Invoice	VI0091	HC Equipment Repair	INV-9031	01/08/2025	USD	8,500.00	Draft	Purchase Order-PO0074	Invoice upload		Delete
Edit View	Vendor Invoice	VI0088	HC Equipment Repair	INV-9030	01/02/2025	USD	6,000.00	Draft	Purchase Order-PO0073	Invoice upload		Delete
Edit View	Vendor Invoice	VI0087	HC Equipment Repair	INV-9030	01/02/2025	USD	3,000.00	Draft	Purchase Order-PO0072	Invoice upload		Delete
Edit View	Purchase Invoice-Inventory	PI-INV012	HC Equipment Repair	INV-9030	01/02/2025	USD	1,850.00	Draft	PO Receiver-Inventory-RE-INV016	Invoice upload		Delete



AP Automation with Purchasing (R1)

Transaction View/Edit mode

- User can change PO assigned, remove or add PO in Edit mode
- Draft vendor invoices, like rent or utility bills, can be changed to AP bills

Vendor Invoice-VI0091

Transaction | History

Transaction date	Date due	Item totals	Subtotals	Transaction total	Transaction status
01/08/2025	02/07/2025	8,500.00	0.00	8,500.00	Draft

Date: 01/08/2025 | GL posting date: 01/08/2025

Vendor: 20015--HC Equipment Repair | Pay to: Lee, Wei | Return to: Lee, Wei | Deliver to: Delivery Center Contact

Project: 101 S Madison St, Bloomington, IL 61701 United States

Document number: VI0091

Converted from: [Purchase Order-PC0074](#)

Payment terms: Net 30 | Shipping method: | Exchange rate date: 01/08/2025

Date due: 02/07/2025 | Attachment: STXDOC_726012199--HC-f | Exchange rate type: | Exchange rate: 1.00

Reference: | Base currency: USD | Txn currency: USD | State: | Vendor document number: INV-9031 | State: | Draft

INVOICE 1/8/2025

HC Equipment Repair Invoice #: INV-9031
101 S Madison St, Bloomington, IL 61701, United States PO #: PC0074

DESCRIPTION	QUANTITY	AMOUNT	EXTENDED AMOUNT
Lab Test Kits	25	\$100.00	\$2,500.00
Rent	2	\$3,000.00	\$6,000.00

SUBTOTAL \$8,500.00

TAX RATE 8.60%

Make all checks payable to HC Equipment



AP Automation with Purchasing (R1)

Change Vendor Invoice to AP Bill to move to Accounts Payable

- User can check the box to Always create transactions from this Vendor to AP Bill

The screenshot displays the Sage Intacct Purchasing interface for a Vendor Invoice (VI0088). The main view shows a table with transaction details:

Transaction date	Date due	Item totals	Subtotals	Transaction total	Transaction status
01/02/2025	02/01/2025	6,000.00	0.00	6,000.00	Draft

Below the table, the invoice details are shown, including Date (01/02/2025), Vendor (20015--HC Equipment Repair), and Project. A modal dialog titled "Change transaction type to AP bill" is open, displaying the following text:

Change transaction type to AP bill

If this transaction was matched to a purchasing transaction, it will be unmatched after you change it to an AP bill.

Always create transactions from this vendor as AP bills.

The dialog also includes "OK" and "Cancel" buttons. The background interface shows additional fields like Payment terms (Net 30), Shipping method, and Exchange rate date (01/02/2025).





AP Automation with Purchasing (R1)

Email Invoice

- Emailed documents will default to Purchasing transactions when AP Automation with Purchasing is enabled
- User can change the default preference to creates the AP Bills in the Vendor record, if needed





Cash Management Enhancements



New Blank Canadian Check Format (R4)

- Enhanced layout of the blank check stock format
- This format has been validated with our Sage-approved check vendors from the Sage Intacct Marketplace
- To purchase blank check stock, contact either of the following vendors:
 - [Cheque Print](#)
 - [Print & Checks Now](#)

∨ Print settings

Next check no.

Printing format

CAD blank check ∨

Paper format

Top ∨



New Preprinted Canadian Check Format (R4)

- Preprinted Canadian checks adhere to the CPA-006 specification for Canadian business checks
- Select Printing Format = CAD check 2.0
- To purchase preprinted CAD check stock, contact either of the following vendors:
- [Cheque Print](#)
- [Print & Checks Now](#)

★ Home Cash Management

☰ Checking account information

Phone number

Phone number input field

▽ Signatures

Make sure that the signature file is max 3.0 inches wide by 0.36 inches high no larger than 10 KB.

Use 2-signature checks

▽ Print settings

Next check no.

Next check no. input field

Printing format

CAD check 2.0

Paper format

Top



Print CAD Checks in French (R1)

☰ Checking account information

▼ Print settings

Next check no.

Printing format
CAD blank check ▼

- Standard
- CAD blank check**
- CAD French blank check

Print these location details on the check stub

ID
 Name
 Both

Additional text

Print preview
One ▼

**Accented characters
maintained**

**Currency symbol at the
end of the amount**

**Thousands/decimal
separators derive from
Company setup**

**Date fields use the letters:
AAAAMMJJ
Memo field prints as:
"POUR"**

**Currency must be CAD or
USD on the bank account**

**Printing Format options:
CAD French blank check,
CAD French preprinted
check**





Platform Services Enhancements



Internationalization Capabilities (R4)

- More language options added for UI labels
- The following languages are supported
 - English (Australia)
 - English (United States)
 - English (United Kingdom)
 - English (South Africa)
 - French (France)
 - French (Canada - Beta)
 - German (Germany)
 - Spanish (Spain - Beta)
- Provisioning support case needed to enable this feature
- Import/Export options provided as well

[Platform Services](#) > [Objects](#) > [Washer](#) > Edit

☰ Object properties & attributes: Washer

Status options

Deployed objects cannot be deleted. To delete this object definition, first undeploy it by unchecking this box.

This object is deployed

Enable this object as a user-defined GL dimension

Additional fees can apply

Limit record availability to the creating entity

Object properties

Define a singular and plural name for this object definition. These names will be used throughout your Intacct account to refer to one or more records of this object.

Singular name Washer [Add labels for different languages](#)

Plural name Washers [Add labels for different languages](#)

What are records of this object called? The Record name field is used in pages, views, selectors, and search results that reference records of this object.

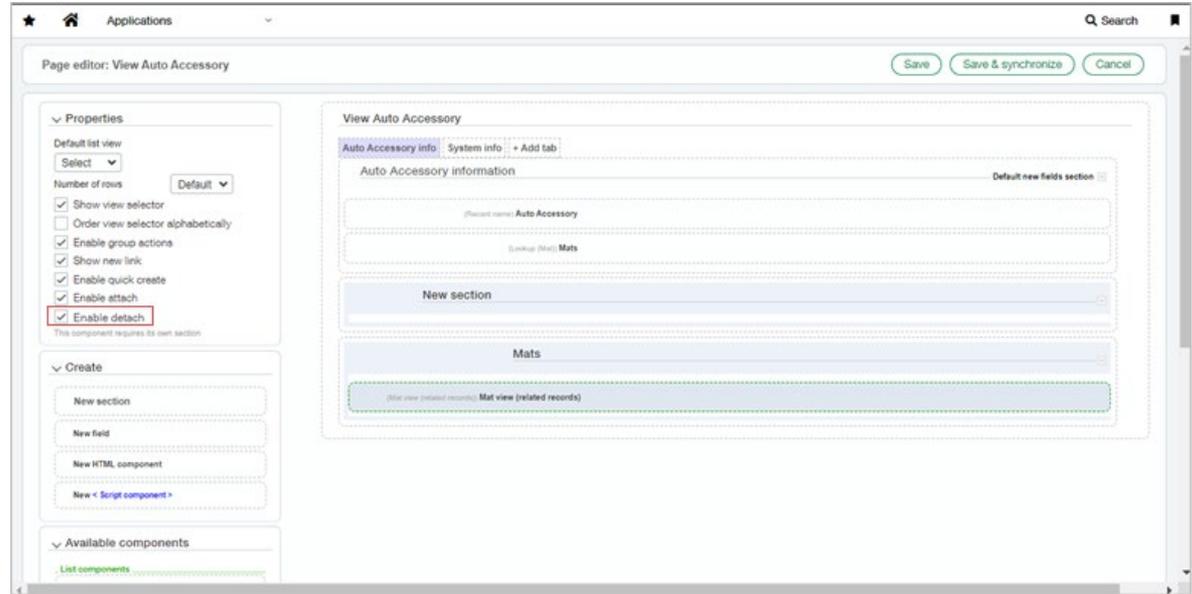
Record name Washer [Add labels for different languages](#)

The Record name template field allows you to create new Name values for records based on one or more other field values, such as a contact



Manage Dimension Relationships (R4)

- New properties added for managing dimension relationships
- Can now control the option to detach related dimensions from your object records
- This is not permission based but set within individual page properties
 - More Actions->Edit this page





Employee Expense Enhancements



Electronic Receipts (R4)

One Document = One Receipt

The screenshot displays a software interface with a navigation menu on the left and a main content area on the right. The navigation menu includes the following items:

- Company
- Reports
- Company
- General Ledger
- Accounts Payable
- Purchasing
- Time & Expenses** (highlighted in green)
- Accounts Receivable

The main content area shows a header with 'All' and 'Setup' tabs. Below this, there are several sections:

- Employees (with a plus icon)
- Expenses (with a plus icon)
- Electronic receipts** (highlighted with a red box)
- My expenses (with a plus icon)
- Staff expenses (with a plus icon)



Permissions and Requirements (R4)

Subscription	Time and Expense Sage Cloud Services
Regional availability	United States
User type	Business Employee
Permissions	Time and Expenses Electronic receipts: List, View, Edit, Delete, Upload, Manage staff electronic receipts
Configuration	Ensure that all employee contact records use an assigned primary email address, which associates the receipt with that email Ensure that the primary email address is associated with only one employee

Electronic Receipts Requirements (R4)

- Email address will be company name or instance id and @ai.sage.com
- Can be changed once
- Recommend number sequence to automatically number receipts
- **IF:**
- Unrestricted User – will load at top
- User restricted to multiple entities – will load at the top
- Restricted to one entity – will load at entity level

Configure Time & Expenses

grants

Electronic receipts inbounding

Enable electronic receipt inbounding

Electronic receipts automation settings

Enable email services

Mailbox
pm_editions_nfp_22r1-receipts@ai.sage.com

Electronic receipt number sequence
Expense_Report

Load receipts

Top

Entity



Electronic Receipts Permissions (R4)

- Email only now, upload available in the future
- Can do Staff Expense if the box is checked – Manage staff electronic receipts

Time & Expenses permissions for abryant Save Cancel Help

Electronic receipts	<input type="checkbox"/> List	<input type="checkbox"/> View	<input type="checkbox"/> Edit	<input type="checkbox"/> Delete	<input type="checkbox"/> Upload	<input type="checkbox"/> Manage staff electronic receipts
My expenses	<input checked="" type="checkbox"/> List	<input checked="" type="checkbox"/> View	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Edit	<input checked="" type="checkbox"/> Delete	
Expense adjustments	<input checked="" type="checkbox"/> List	<input checked="" type="checkbox"/> View	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Edit	<input checked="" type="checkbox"/> Delete	<input checked="" type="checkbox"/> Reverse <input checked="" type="checkbox"/> Reclass
Approve expenses	<input checked="" type="checkbox"/> List					
Expense approval levels	<input checked="" type="checkbox"/> Level 1	<input checked="" type="checkbox"/> Level 2	<input checked="" type="checkbox"/> Level 3	<input checked="" type="checkbox"/> Level 4	<input checked="" type="checkbox"/> Level 5	<input checked="" type="checkbox"/> Level 6
Post Expense Reports						
Select to reimburse	<input checked="" type="checkbox"/> Run					
Approve reimbursements	<input checked="" type="checkbox"/> List	<input checked="" type="checkbox"/> Level 1	<input checked="" type="checkbox"/> Level 2	<input checked="" type="checkbox"/> Level 3	<input checked="" type="checkbox"/> Level 4	<input checked="" type="checkbox"/> Level 5 <input checked="" type="checkbox"/> Level 6



Electronic Receipts – Receipt Lister (R4)

From the Receipt Lister a User can Edit, View, or Delete a Receipt

Electronic receipts Beta [Send us feedback](#) [Turn off beta](#) Export

All Manage view Filters Settings

Items selected: 0 Delete

	First name	Last name	Date filed	Total amount	Electronic recei...	Reason for receipt	State	Currency	
<input type="checkbox"/>	<input type="text" value="Contains"/>	<input type="text" value="Contains"/>	<input type="text" value="Equals"/>	<input type="text" value="Equals"/>	<input type="text" value="Contains"/>	<input type="text" value="Contains"/>	<input type="text" value="Equals"/>	<input type="text" value="Contains"/>	
<input type="checkbox"/>	Harpreet	Hansra	03/02/24	\$1,060.00			Draft	USD	
<input type="checkbox"/>	Bob	Blake	02/25/24	\$0.00			Draft	USD	View Edit Delete
<input type="checkbox"/>	Bob	Blake	08/20/24	\$1,207.00			Draft	USD	
<input type="checkbox"/>	Bob	Blake	08/20/24	\$1,625.24			Draft	USD	...
<input type="checkbox"/>	Bob	Blake	02/25/24	\$21.99			Draft	USD	...
<input type="checkbox"/>	Bob	Blake	03/01/24	\$15.97			Draft	USD	...

Show First Previous Page of 1 Next Last 6 items



Utilize Receipts in Expense Report (R4)

- Choose “Select electronic receipts” from the My Expense or Staff Expense report
- A list of inbounded receipts will appear for insertion to the expense report; check off the receipts to add to the current expense report and press “Add Selected”

Select electronic receipts

Total selected amount
--

Items selected 0

<input type="checkbox"/>	Expense type	Date	Description/memo	Amount	Amount remaining	Amount to apply	Paid to	Paid for
<input type="checkbox"/>	General Travel	08/20/24	--	1,207.00	1,207.00	Amount to apply	Paid to	Paid for
<input type="checkbox"/>	General Travel	08/20/24	MGM	1,625.24	1,625.24			
<input type="checkbox"/>	General Travel	--	--	21.99	21.99			
<input type="checkbox"/>	General Travel	08/26/24	Uber	15.97	15.97			

Select credit card transactions

Select electronic receipts



Utilize Receipts in Expense Report (R4)

- From the Receipts Lister a User can edit/provide coding

Expense entries

[Show defaults](#)

	Expense type *	Amount *	Paid to	Paid for	Date	Department	Fund	
1	General Travel	1,625.24	MGM	Hotel stay	08/20/24	100--Counselling Serv	100--General	+
	<input checked="" type="checkbox"/> Qualified expense							+
	Quantity							
	<input type="text"/>							
	Unit rate							
	<input type="text"/>							
	Project or Grant							
	110--Templeton Expansion							
	Customer							
	C-1001--Health Initiative 1							
	Vendor							



Employee Expenses (R4)

- Attachment is available for review

Attachment Edit Done Help More actions ▾

ID	Folder	Created on
EXPENSEDOC_319045285	EXPENSEUPLOADGROUP_EMAIL	08/20/24
Name	Description	Created by
952215243-folio.pdf		system

	Files in attachment		Size
1	952215243-folio.pdf		20.35KB



Resources

- Sage University Training & Release Notes
- Intacct Customer Office Hours
- View and Subscribe to the CLA Intacct Blog

<https://blogs.claconnect.com/intacct/>

- Continue to join our monthly Sage Intacct Webinars

[2025 Sage Intacct Webinar Series](#)



SAGE | 9/14/2023

What's New in Sage Intacct's 2023 R2 and R3?



Thank you!



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