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Unveiling the Latest Enhancements in Sage Intacct R4 Release

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Session CPE Requirements

- You need to attend 50 minutes to receive the full 1 CPE credit.
- 4 Attendance Markers that read: “I’m Here,” will be launched during this session. You must respond to a minimum of 3 to receive the full 1 CPE credit.

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



Learning Objectives

- *At the end of the session, you will be able to:*
- *Recall the key features and improvements in the R4 Release.*
- *Identify how the new enhancements can benefit your organization and improve efficiency.*
- *Recall the most impactful updates*





Company & Administration



Real-time alignment with Sage Collaborate

- With Sage Collaborate, your team can:
 - Communicate instantly within the context of records
 - Resolve issues like missing documents or exceptions faster
 - Keep everyone on the same page with a centralized space for updates and collaboration.
- Sage Collaborate is the evolution of Intacct Collaborate, representing the next generation of Sage's real-time communication tool.



Updates to the Sage Intacct import service

- Expanded ability to update records via import
 - Update GL and Stat Account numbers, as well as **Class IDs** via import
 - Expanded functionality to update **department** and **location** records via import (ID updates not included)

Imports by application

Company	1	2	3
Classes	Create	Update	Template
Contacts <i>Open beta</i>	Create	Update	Template
Departments	Create	Update	Template
Locations	Create	Update	Template
WIP management			
WIP schedule project <i>Open beta</i>		Update	Template
Fixed Assets Management			
Assets	Create	Update	Template



Permission changes

- **Updated: Time preferences - View**
 - This permission now enables the Leave management feature on the **Time** menu.
- **Added: Contract - Historical**
 - Allows you to create and edit historical contract lines.
- **Removed: Consoles**
 - **Slide-in permissions:** Subordinate company (anonymous slide-in users)





General Ledger Enhancements



Include unposted journal entries in GL Reports

- Provides a real-time view of your financial data by including unposted journal entries in GL/Journal Reports
- **Key benefits**
 - **Improved financial visibility:** See the impact of draft, submitted, or partially approved journal entries before they're posted.
 - **Faster reconciliation:** Finance teams can reconcile and analyze data earlier in the process.
 - **Supports continuous close:** Enables better planning and automation through tools like Close Workspace.
 - **Reporting compliance ready:** Filter selections are clearly displayed in report footers for audit transparency.



How it works

Filters

Reporting book
ACCRUAL

Other books (adjustment and user-defined) Combine reporting book with other books

Select

Include these transactions
Posted and unposted transactions

Include unposted transactions
Selected items (2) [Add or edit](#)

- Submitted
- Partially approved

Journal report

Date	Txn state	Document	Memo	Account no.	Account desc	Department ID	Entity or Fund ID	Debit	Credit
General Journal									
10/10/2025		115	investment activity						
	Draft		investment activity	1500	Investments			75,801.15	0.00
	Draft		investment activity	4410	Unrealized Gain (Loss) Investments			0.00	75,801.15
Total for transaction 115								75,801.15	75,801.15
Total for journal General Journal								75,801.15	75,801.15
Payroll Journal									
10/15/2025		292	2025-10.15 payroll						
	Draft		2025-10.15 payroll	5121	Salaries	999	100	448,776.57	0.00
	Draft		2025-10.15 payroll	5126	Health Ins. Premiums	999	100	45,461.44	0.00
	Draft		2025-10.15 payroll	5127	Other Employee Benefits	999	100	12,548.84	0.00
	Draft		2025-10.15 payroll	1199	Payroll Clearing	999	100	0.00	506,786.85
Total for transaction 292								506,786.85	506,786.85
Total for journal Payroll Journal								506,786.85	506,786.85
Grand total								582,588.00	582,588.00





Cash Management Enhancements



Combine Debit/Credit Amounts for Reconciling

- Set up a matching rule to match a transaction and associated fees or charges in Intacct to a single bank transaction

Cash Management

Rule

Save Duplicate Cancel More actions

Bank transactions

Document number

Posting date

Matching conditions

	Bank transaction field	Operator	Value	
1	Amount	Equals	Value	Combine debits and credits
2				

Document number

Posting date

Description

Amount

Amount (combine debits and credits)

Combine debits and credits

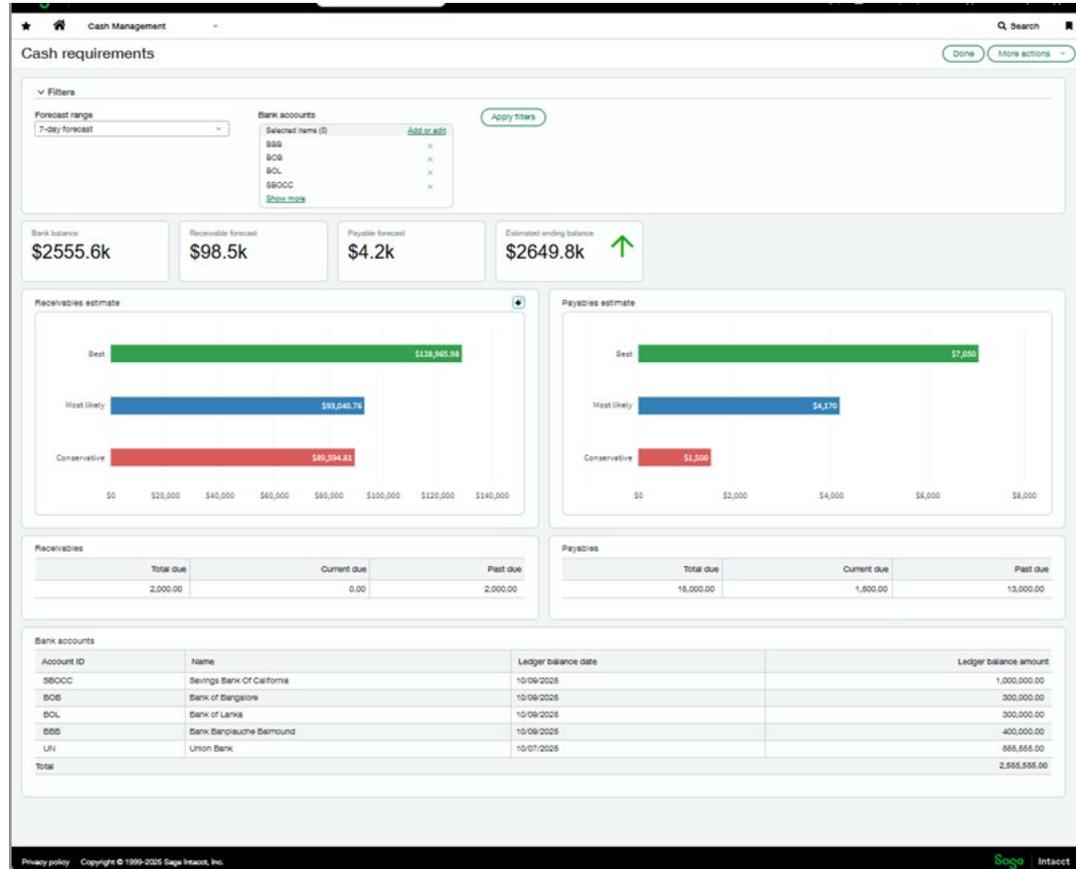


Cash Requirements Summary – Early Adopter

- View amounts for payables, receivables, and bank balances on a single page to help efficiently surface cash flow insights.
- **Key benefits**
 - **Centralized cash flow view:** View a single-page summary of your payables, receivables, and bank balances for quicker insights.
 - **Cash flow insights:** Use cash requirements estimates to support your decision making.
 - **Customize your view:** Apply filters for forecast range and select only the bank accounts you want to include



Cash Requirements





Accounts Receivable Enhancements



New Options for Customer Statements

- Insight into which transactions will appear in the statement
- **Key benefits**
 - Easily identify and select which transactions will appear in the statement
 - Optionally include open invoices and credits or open invoices only

From customer

To customer

Customer type

Show for
All customers

Transaction options

Show all transactions

Show open invoices and credits

Show open invoices

Show all but reversed payments

Show customers with no balance if activity occurred

Show customers flagged as inactive if activity occurred

Show external credits



From Release 3 - Record Customer Refunds

- Streamline your refund management process, ensuring that refunds are accurately documented and credits are cleared
- **Key benefits**
 - **Increased reporting accuracy:** Up-to-date customer balances
 - **Tidier books:** Close out credits easily and effectively
 - **Easily resolve inactive accounts:** Efficiently refund and zero out accounts for customers who have credit balances with no planned future invoices.
 - **Refund audit trail:** Enhancing transparency and accountability.





Accounts Payable Enhancements



AP Automation Email Enhancements

- In February 2026, all companies will move automatically to the new email domain for AP Automation (@ai.sage.com)
- **Key Benefits:**
 - Auto-forwarding rules
 - Email copy capabilities for bounce back notifications
 - New file formats accepted

Configure email services

Generate each bill with *

A single line item that summarizes the total

All line items and associated amounts

Email bounce-back notifications *

Do not send to an additional recipient

Send to the following email address



Improved AP Ledger Filters

- New filter options include the following:
 - **Multiple vendors:** Select multiple vendors, individually or in ranges
 - **Vendor group:** Include vendors based on an existing vendor group
 - **Include child vendors:** When filtering by range a range of vendors, include child vendor in the report

Vendor selection

Range

From vendor

To vendor

Include child vendors

Multiple vendors

Vendor group

[Select vendors](#)



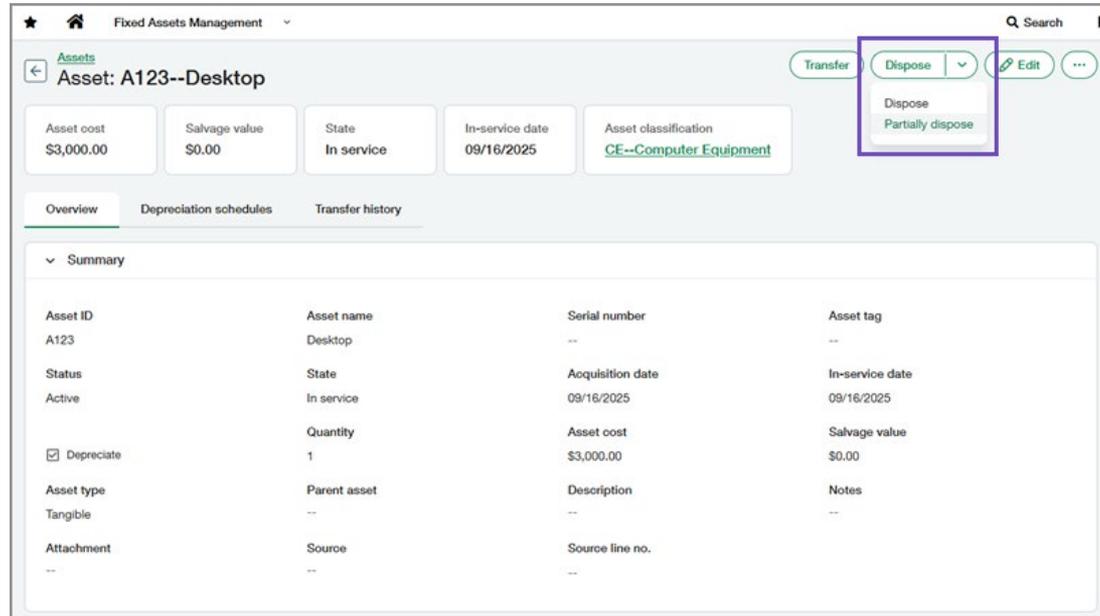


Fixed Asset Management Enhancements



Assets – Partial Disposal

- Manage depreciation more precisely by disposing of part of an asset while continuing to depreciate the remaining value.



The screenshot displays the 'Fixed Assets Management' interface for asset 'A123--Desktop'. Key details include an asset cost of \$3,000.00, a salvage value of \$0.00, and an in-service date of 09/16/2025. The asset is classified as 'CE--Computer Equipment'. The 'Dispose' dropdown menu is open, showing options for 'Dispose' and 'Partially dispose'. Below the summary, a table provides further details:

Asset ID	Asset name	Serial number	Asset tag
A123	Desktop	--	--
Status	State	Acquisition date	In-service date
Active	In service	09/16/2025	09/16/2025
Quantity	Asset cost	Salvage value	
<input checked="" type="checkbox"/> Depreciate 1	\$3,000.00	\$0.00	
Asset type	Parent asset	Description	Notes
Tangible	--	--	--
Attachment	Source	Source line no.	
--	--	--	



Create multiple assets from a single bill line

- **Key benefits**

- **Manage assets accurately:** Track and depreciate each asset individually, even when purchased in bulk.
- **Reduce manual work:** Eliminate workarounds like manual creation of assets and journal entries.
- **Save time:** Automate asset creation and reduce errors.

- **What's changed**

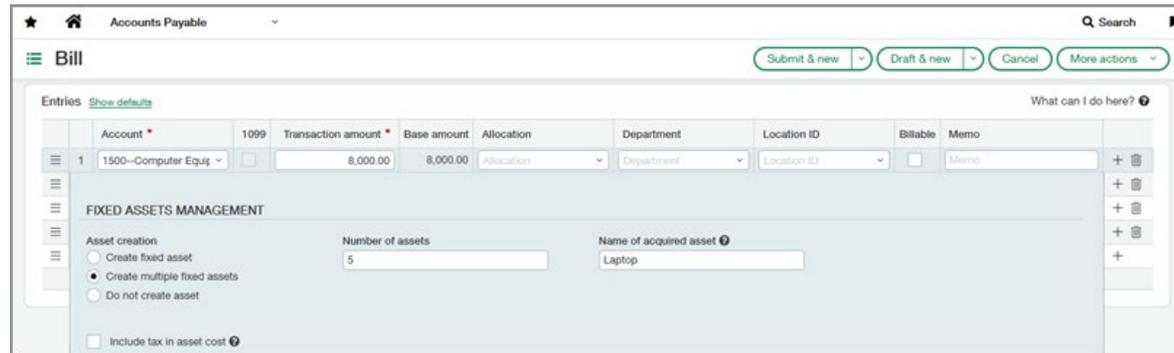
- Previously, you could only create one asset per line. Now, you can specify how many assets to generate (up to 20 per line). The transaction line amount is then evenly distributed across the created assets.



Create multiple assets from a single bill line

- **How it works**

- Create a bill or purchasing transaction line that is associated with an Asset GL account.
- Expand the **Show details** section for the line.
- For Asset creation, select **Create multiple assets**.
- Enter the **Number of assets** and a name for the assets.



The screenshot displays the 'Accounts Payable' interface. At the top, there is a search bar and navigation buttons: 'Submit & new', 'Draft & new', 'Cancel', and 'More actions'. Below this is the 'Bill' section with a 'Show defaults' link. The main area contains a table with columns: Account, 1099, Transaction amount, Base amount, Allocation, Department, Location ID, Billable, and Memo. The first row shows '1500-Computer Equip' with a transaction amount of 8,000.00. Below the table is the 'FIXED ASSETS MANAGEMENT' section, which includes radio buttons for 'Create fixed asset', 'Create multiple fixed assets' (selected), and 'Do not create asset'. There are input fields for 'Number of assets' (set to 5) and 'Name of acquired asset' (set to Laptop). A checkbox for 'Include tax in asset cost' is also present.



Skip Asset Creation

- Gain more control over asset management with a new option to skip asset creation when it's not needed.

Accounts Payable

Bill

Submit & new Draft & new Cancel More actions

Entries [Show defaults](#) What can I do here?

	Account	1099	Transaction amount	Base amount	Allocation	Department	Location ID	Billable	Memo	
1	1500--Computer Equip	<input type="checkbox"/>	1,600.00	1,600.00	Allocation	Department	Location ID	<input type="checkbox"/>	Memo	+

FIXED ASSETS MANAGEMENT

Asset creation

Create fixed asset

Create multiple fixed assets

Do not create asset



Other updates to Fixed Assets Management



**Edit dimensions without
needing an asset transfer**



**Change the historical
accumulated depreciation
setting at any time**



**Edit asset names for
better flexibility:**



Tax Enhancements



AR Term Discounts for Taxes

- Customers using a standard or custom tax solution in the Taxes application can capture taxes on term discounts in their Accounts Receivable and Order Entry transactions.

Accounts Receivable

AR terms information

Discount

Day

From invoice or bill date

Amount

Fixed amount

Grace days

Calculate based on

- Line-items total, excluding taxes
- Line-items total, including taxes
- Invoice total, including taxes and added charges



1099 Season – What to know

- **Form changes**

- All 1099 forms now support a 2-digit calendar year instead of 4-digits.
- Use 1099-NEC Box 3 for Excess golden parachute payments. (was 1099-MISC Box 14)

- **Setup changes**

- If your company is configured to issue a separate 1099 per entity, you need to assign each entity an entity contact for address information to print.
 - At the top-level company, go to **Company > Setup > Entities > Edit**.
 - In the Contacts section, select or add a contact from the **Entity** drop down. Then select **Save**.





AI & Automation



Close Workspace

- Close Workspace is a centralized environment for managing the period-close process.
- **Close Checklists:**
 - Establish repeatable close procedures with customizable task templates.
 - Track every task, owner, and status for a consistent/complete close.
 - Use notifications to surface due dates, dependencies, and outstanding tasks before they become blockers.



Close Workspace

- **Close progress monitor**

- Close progress monitor gives finance teams a centralized, real-time view of their period close process.
- Simplifying oversight across entities, tasks, and assignees
- Filtering options provide flexible views based on your needs.

- **Integration with Sage Collaborate**

- This integration brings messaging and file sharing directly into your close checklist and task records
 - Eliminate the need for external tools
 - Prevent missed updates and lost files
 - Make tracking easier and enhance audit-readiness



Close Checklist

☰ Close checklist : CWCL-17--Monthly close September 2025

[Mark completed](#)
[Edit](#)
[Done](#)
[More actions](#)

▼ General information

Checklist template CWT-23--Monthly close new	Reporting period Month ended September 2025
---	--

▼ Checklist information

Checklist ID CWCL-17	Checklist name Monthly close September 2025	Description --	Checklist owner abyrant
Checklist schedule At risk	Checklist state In progress	Status Active	

Close Assistant indicators

All
Refresh

Close tasks

	Entity restriction	Category name	Close Assistant indicator	Task name	Description	Navigation link	Task owner	Start date	Due date	Dependency	On schedule	Task state	Action
1	Yes	Accounts Payable		Review unposted bills	Review unposted transactions in Accounts Payable	Review unposted bills	ajackson	09/25/2025	10/01/2025	Yes	🟢 Completed	Completed	Mark in-progress
2	Yes	Accounts Payable		Prepare AP reconciliation	Prepare AP Subledger reconciliation	Prepare AP reconciliation	bwilson	10/01/2025	10/01/2025	No	🟢 Completed	Completed	Mark in-progress
3	Yes	Accounts Payable		Close AP	Close Accounts Payable subledger	Close AP	kgrace	10/01/2025	10/01/2025	No	🟢 Completed	Completed	Mark in-progress
4	Yes	Accounts Receivable		Review unposted invoices	Review unposted transactions in Accounts Receivable	Review unposted invoices	ajackson	09/24/2025	10/02/2025	No	🟢 Completed	Completed	Mark in-progress
5	Yes	Accounts Receivable		Prepare AR reconciliation	Prepare AR subledger reconciliation	Prepare AR reconciliation	bwilson	10/02/2025	10/02/2025	No	🔴 Overdue	In progress	Mark completed
6	Yes	Accounts Receivable		Close AR	Close Accounts Receivable subledger	Close AR	kgrace	10/03/2025	10/03/2025	No	🟡 On track	Not started	Mark in-progress
7	Yes	Cash Management		Review bank reconciliations	Review incomplete bank reconciliations	Review bank reconciliations	ajackson	09/18/2025	10/01/2025	No	🟢 Completed	Completed	Mark in-progress
8	Yes	Cash Management		Close CM	Close Cash Management subledger	Close CM	kgrace	10/01/2025	10/01/2025	No	🔴 Overdue	In progress	Mark completed
9	Yes	Reporting		Review unposted journal entries	Review unposted journal entry transactions	Review unposted journal entries	ajackson	09/23/2025	10/03/2025	No	🟡 On track	Not started	Mark in-progress
10	Yes	Reporting		Run variance analysis	Review Variance Analysis insights	Run variance analysis	bwilson	10/02/2025	10/06/2025	No	🟡 On track	Not started	Mark in-progress
11	Yes	Reporting		Close GL	Close General Ledger	Close GL	kgrace	10/03/2025	10/07/2025	No	🟡 On track	Not started	Mark in-progress
12	Yes	Accounts Payable		Import bills	Import bills	Bills	jjohnson	09/23/2025	09/25/2025	No	🟢 Completed	Completed	Mark in-progress



Close Progress Monitor

Cancel
Refresh
More actions ▾

Task insights
Task assignment insights

Filters

Checklist state

Selected items (1) Add or edit

In progress x

Checklist

Selected items (2) Add or edit

CWCL-14 x

CWCL-17 x

Reporting period

Selected items (2) Add or edit

Month ended August 2025 x

Month ended September 2025 x

Show task owner details

Apply filters Clear

⚠️ Tasks overdue
1

⚠️ Tasks at risk
0

🕒 Tasks on track
9

✅ Tasks complete
14

Progress by task category 📊 👤

Category	Complete	On track	At risk	Overdue
Accounts Payable	75%	25%	0%	0%
Accounts Receivable	65%	35%	0%	0%
Cash Management	50%	50%	0%	0%
Reporting	35%	45%	10%	10%

Top 10 tasks overdue 👤

Task name	Days overdue	Tasks placed at risk	Due date	Task owner
Close GL	28	0	09/05/2025	kgrace

Next 10 tasks due 👤

Task name	Days until due	Due date	Task owner
Close GL	6	10/07/2025	kgrace
Run variance analysis	5	10/06/2025	bwilson
Close AR	2	10/03/2025	kgrace
Review unposted journal entries	2	10/03/2025	ajackson
Prepare AR reconciliation	1	10/02/2025	bwilson
Prepare AP reconciliation	0	10/01/2025	bwilson
Close AP	0	10/01/2025	kgrace
Review bank reconciliations	0	10/01/2025	ajackson
Close CM	0	10/01/2025	kgrace

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Sage Collaborate Integration

Collaborate

Following To Me All Company More ▾

To Me

Grace, Karla
Sep 23, 2025 2:19 PM

[Checklist task: Close GL](#) Unfollow

@Wilson, Betty Anthony is going to work on these tasks today.

Screenshot 2025-08-08 at 11.54.27 AM (1).png

Daily outstanding close task summary

The following outstanding tasks are awaiting action.

Task	Due date	On schedule	Navigation link
Review unposted invoices	09/06/2025	Overdue	Review unposted invoices
Review bank reconciliations	09/01/2025	Overdue	Review bank reconciliations
Import AR Invoices	09/03/2025	Overdue	Import AR Invoices
Prepare AR reconciliation	09/06/2025	Overdue	Prepare AR reconciliation

Reply...

Johnson, Jodie
Sep 26, 2025 4:22 PM

Type a new message

📎 📷 Aa Discard ➔

Collaborate

Following To Me All Company More ▾

All Company

Wilson, Betty
Oct 8, 2025 6:51 PM

Follow

@Grace, Karla I've attached the receipts to the task record.
Do you need anything else?

Sending...

Reply...



Draft Emails with Copilot

- You can now use Copilot to write the emails used to send insights through Close Workspace and Variance Analysis.
- **Key benefits**
 - Save time by letting Copilot do the work.
 - Copilot will adjust the length and tone of voice. Just ask.
 - You can edit the drafts to make them just right.
- **How it works**
 - Draft with Copilot buttons appear on the following pages:
 - Configure Close Workspace
 - Configure Copilot Variance Analysis



Draft Emails with Copilot

- When email notifications are enabled, the **Draft with Copilot** buttons appear under the email template fields

Email template

Subject *

Message *

 Draft with Copilot < 3 / 3

Adjust tone Adjust length

Generate

A new draft is added each time you select Generate. Use the arrows at the top of this section to navigate between drafts. Only the selected draft will be saved.

Hi {[CWCHECKLISTTASKENTITY.ASSIGNEE.CONTACTNAME]},

Just a quick heads-up—you have one or more tasks coming up that are due soon. You can find the details below.

Log in to {[CWCHECKLISTTASKENTITY.COPILOT_LOGIN_TO_SAGE_INTACCT_LINK]} and check out Copilot to stay on top of things. {[CWCHECKLISTTASKENTITY.ALL_RUN_TIME_INSIGHT_IMAGES]}

Thanks,
Sage Intacct





Demo!



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
 - <https://godigital.claconnect.com/insights/webinar/2026-sage-intacct-webinar-series-2/>

January 27, 2026: Delve Into the Weeds of Designing Financial Reports in Sage Intacct

February 24, 2026: Mastering Bank Reconciliation: Best Practices in Sage Intacct

March 31, 2026: 2026 R1 Highlights

