



Overview & Objective – The purpose of this I M & U is to demonstrate access to the Intacct Financial Reports. Financial Reports are easily accessed after logging onto the Home Page (Accounting Console).

Initial Navigation & Login Screen

1. Go to the URL: www.Intacct.com
2. In the upper right hand corner of the screen click the “Secure Login” link
3. The following login information is then required:

Company ID:
User ID:
Password:

...You should request IDs and initial passwords from your NDH Group Account Executive

Navigation to Financial Reports

1. Once logged onto your Intacct session you will see the Intacct home page. To verify this, you should see “Accounting Console” in the upper left hand corner of the screen.
2. From here, click on the “General Ledger” link in the upper left hand corner of the screen (this link is located below the “Applications” heading).
3. Once in the General Ledger Module click on the “Financials” link located towards the right (the “Financials” link is located directly below the “Reports” Heading).
4. You will now be in the Financial Reports screen.
5. The Financial Reports are available in multiple versions, including “HTML” and “PDF” (see below).

Accessing Different Versions

- Each Financial Report is available in multiple screen and print format versions. These versions can be accessed by clicking on the links directly to the right of the report name. The most common are:
 - **HTML** – The HTML view allows the User to view the report in a separate browser session.
 - **PDF** – The PDF view allows the User to view the report in an Adobe Acrobat Reader. This view provides the clearest printed version and can be saved and forwarded as an attachment.

Filter Sets

- Most Financial Reports have filters, including the basic “As of” date filter. Filters Sets allow reports to be viewed by date, department, or location. In addition, a filter for cash or accrual reporting methods is also available. A prompt for filter selections will occur after a version of a report is selected.

Current Financial Reports

For initial use we have setup the following (additional reports are available):

- 1 - Balance Sheet - Actual, Detail, CY
 - 2 - Statement of Income (Loss) - Actual, Summary, CP/CY (COS)
 - 3 - Statement of Cash Flow - Actual, Detail, CP/CY
 - 4 - Statement of Stockholders' Equity (Deficit) - Actual, Detail, CP/CY
 - 5 - Key Metrics Scorecard - Actual/Budget, Summary, RYM
- Comparative Balance Sheet - Actual, Detail, CYM

Further Instruction & Use – For further information regarding Financial Reports contact your Account Executive or call The NDH Group, Ltd. at 312.461.0505.