



2024 | BOSTON  
**INNOVATE**  
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# Overview to Sage Intacct Planning (1C)

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- This session qualifies for 1 CPE credit.
- 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

### Dan Holcomb Planning Analyst



- Over 22 years of Financial Planning & Analysis experience
- Multi Platform Implementation expertise in FP&A environment
- Certified Sage Intacct Planning Implementation Consultant
- Certified Sage Intacct Implementation Consultant

### Declan Lawlor Planning Analyst



- Certified Sage Intacct Planning Implementation Consultant
- Multi Platform Implementation expertise in FP&A environment
- 5 years Business Intelligence and Strategy experience

# Agenda **10:00 AM – 3:00 PM** (1 hour break for lunch)

## Sage Intacct Basic and Advanced Skills Training

### SIP Basics (10:00-12:00)

- General Navigation
- Using Budget Templates
- Personnel Budgeting
- Sharing Your Budget
- History - Snapshots and Forecasts

### **Lunch - 1 hour break**

### Integration with Sage Intacct (1:00-2:00)

- Creating a budget using Sage Intacct data
- Mapping
- Integration - moving data to and from Sage Intacct

### Advanced Skills (2:00-3:00)

- Scenarios
- Models
- Reporting and Dashboards - custom views
- Tips & tricks

# General Navigation

## Inputs > Main

- Navigating the Budget Tree
- Revenue, Operational Expenses, Other income and expenses, Subsidiary
- Copy, Duplicate, Move, Delete, Share (more later)
- Drag and Drop
- Search, Change View, Expand/Close
- Budget Line Types
- Budget Settings

General

Dimensions

Allocations

Advanced Benefits (more later)

Tags (more later)

The screenshot shows the SAGE Intacct Planning interface for 'Mission Peak NFP'. The 'Inputs > Main' menu is circled in red. The interface includes a top navigation bar with 'Dashboard', 'Sheets', 'Inputs', and 'Actuals'. Below the menu, there's a search bar and a list of budget items: 'Mission Peak NFP', 'Salaries', 'Entity #1', 'Entity #2', 'Revenues', 'Operational Expenses', 'Entity #3', 'Entity #4', 'Entity #5', and 'Entity #6'. To the right, there's a 'Preview of R&E' table and a 'GENERAL' settings section with fields for 'Date Range', 'Currency', and 'Tags'.

This screenshot shows the 'Settings for Mission Peak NFP' dialog box. The 'Dimensions' tab is selected and circled in red. The dialog has tabs for 'General', 'Opening Balances', 'Exchange Rates', 'Dimensions', 'Advanced Benefits', and 'Tags'. Under 'Dimensions', there are fields for 'Department', 'Fund', 'Project or Grant', 'Restriction', 'Site', 'Category', and 'P&L Reporting'. A '+ Add dimension' button is at the bottom left, and 'Cancel' and 'Save' buttons are at the bottom right.



# General Navigation

## Sheets

**WARNING:** Do not conflate the functions of the Inputs>Main with the functions of the Sheets tab. Inputs>Main is for getting your data into SIP. The Sheets tab is for viewing your data and creating custom reports.

- We can manipulate the visual structure of the Inputs>Main data with the Sheets tab
- Customize your report with the filters
- Compare Budget vs. Actuals
- Compare Budget vs. Forecast
- View data by Department, Dimension, Category, etc.
- Export your current view as an Excel file or PDF with the Create Report button

Tip: Use the Sheets tab to validate data entry in the Inputs>Main

	JUL 2018	AUG 2018	SEP 2018	OCT 2018	NOV 2018	DEC 2018	JAN 2019	FEB 2019	MAR 2	TOTAL
> Entity #1	(\$3,516,845)	\$1,048,699	\$962,389	\$1,002,423	\$954,471	\$981,286	\$1,390,832	\$1,390,832	\$1,390	\$61,099,793
> Entity #2	\$118,270	\$118,270	\$118,270	\$118,270	\$118,270	\$118,270	\$118,270	\$118,270	\$118,2	\$5,670,230
> Entity #3	\$20,535	\$26,376	\$25,071	\$18,316	\$25,226	\$25,226	(\$20,743)	(\$13,833)	(\$13,8	\$158,301
> Entity #4	(\$1,100)	(\$1,100)	(\$1,100)	(\$1,100)	(\$1,100)	(\$1,100)	(\$1,100)	(\$1,100)	(\$1,100)	(\$52,800)
> Entity #5	(\$17,000)	(\$17,000)	(\$17,000)	(\$17,000)	(\$17,000)	(\$17,000)	(\$17,000)	(\$17,000)	(\$17,000)	(\$833,000)
> Entity #6	(\$1,250)	(\$1,250)	(\$1,250)	(\$1,250)	(\$1,250)	(\$1,250)	(\$1,250)	(\$1,250)	(\$1,250)	(\$61,250)
Total	(\$3,397,390)	\$1,173,995	\$1,086,380	\$1,119,659	\$1,078,617	\$1,105,432	\$1,449,009	\$1,475,919	\$1,475	\$65,981,274
Cash Balance Total	\$6,416,019	\$7,590,014	\$8,676,394	\$9,796,054	\$10,874,670	\$11,980,102	\$13,449,111	\$14,925,029	\$16,400	\$75,794,683

Create a report

Report type:  Excel  PDF

Selection:  Current view  Selected reports  Budget template

Cancel Create

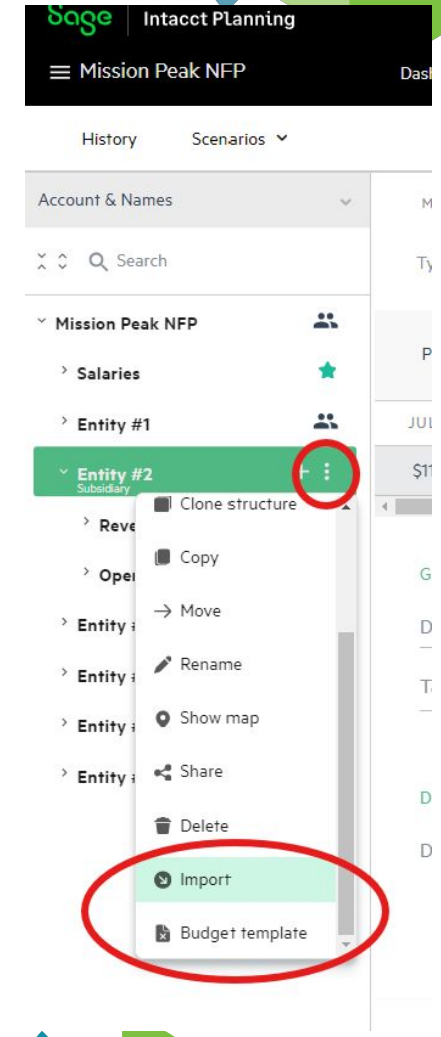
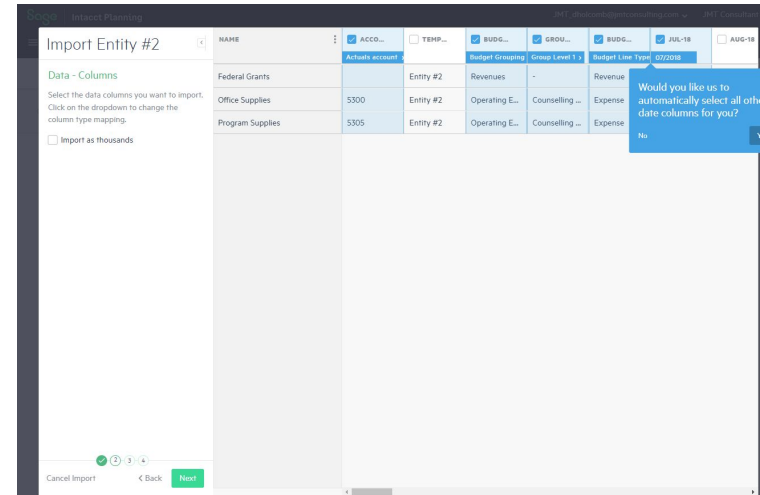
# Budget Templates

- Understanding the Budget Template
  - Budget Tree Columns
  - Monthly Data Columns
  - Dimensions & Details
- Importing a Budget Template
  - Five Steps: Two Real Steps (1, 3 and 5 don't count)
  - Make Sure the Template Matches the Budget Tree
  - Selecting the Columns – Look for "Map to..."
  - Existing Line, or New Line
- Importing at Different Levels
  - Lowest Level vs Highest Level

	A	B	C	D	E	F	G
1	Entity #2 (Mission Peak NFP) - Revenues & Expenditures (Budget)						
2	Created using Sage Intacct Planning	Accounts	Template root	Budget Grouping	Group 1	Budget Line Type	Jul-18
3	Federal Grants		Entity #2	Revenues	-	Revenue	\$125,000
4	Office Supplies	5300	Entity #2	Operating Expense	Counselling Serv	Expense	\$1,730
5	Program Supplies	5305	Entity #2	Operating Expense	Counselling Serv	Expense	\$5,000

	G	H	I	J	K	L	M	N	O	P	Q	R	S
	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19
	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000
	\$1,730	\$1,730	\$1,730	\$1,730	\$1,730	\$1,730	\$1,730	\$1,730	\$1,730	\$1,730	\$1,730	\$1,730	\$1,730
	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000

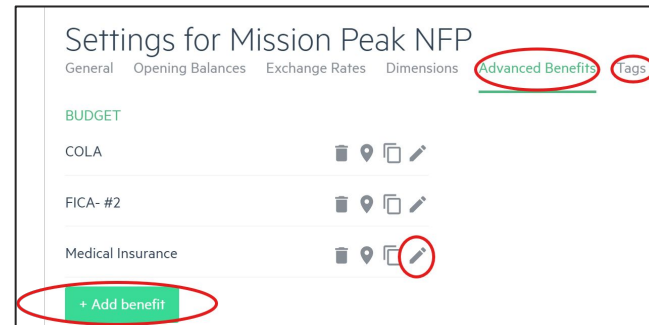
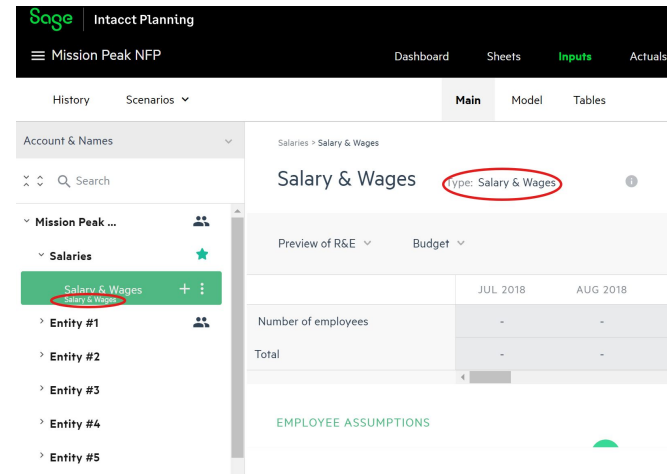
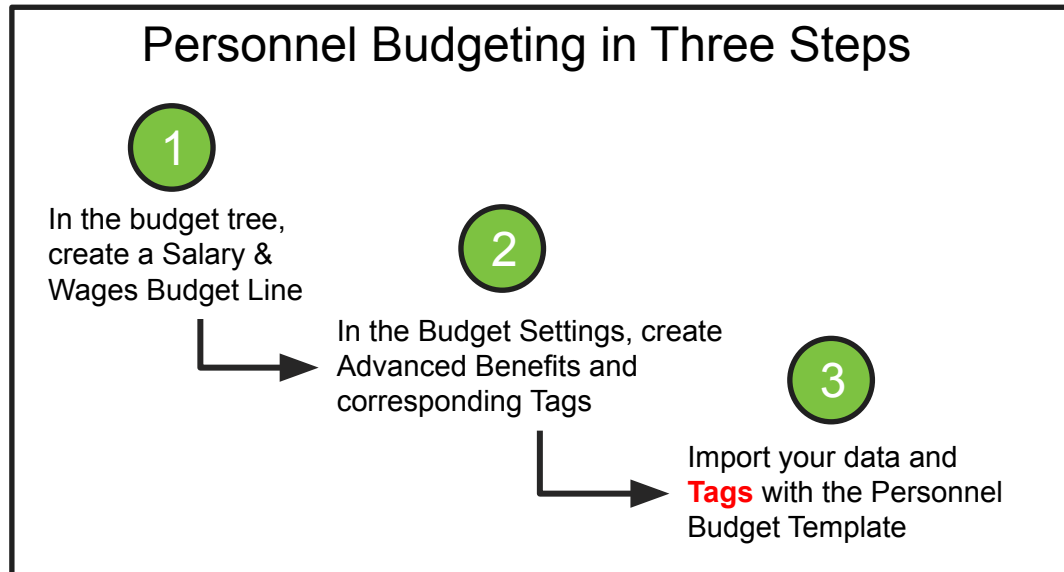
	BC	BD	BE	BF	BG	BH	BI	BJ	BK	BL	BM	BN	BO
	Jul-22	Currency	Category	Department	Fund	&L Report	object or Gra	Restriction	Site	Start Date	End Date	Tags	Comments
	\$0	USD	-	Missions, L	Entity #2	-	-	-	-	07/2018	07/2022	-	-
	\$1,730	USD	-	Missions	Entity #2	-	-	-	-	07/2018	07/2022	-	-
	\$5,000	USD	-	Missions	Entity #2	-	-	-	-	07/2018	07/2022	-	-



# Personnel Budgeting

Personnel Budgeting in SIP is very similar to general budgeting, but there are a few key differences:

- Budget Line Types
- Advanced Benefits + Tags
- Personnel Budget Template



### Create New Benefit Default

Benefit Name: New benefit

Benefit type: Percentage of salary

Occurs: Monthly

Spread: Same percentage each month

Percentage:

Maximum Amount: \$ USD

Payment: months after

Expensing Period

Pay accrued benefits on termination

Employee name	Last name	Role	Start Date	End Date	Base Salary	Benefits (%)	Taxes (%)	Bonus	Employee ID	Yearly Increase	Dimension value	Tags	Comments
					*Can be mapped to: Base salary (annual), Base salary (monthly), Amount (please add a different column for each month in the budget date range)								
											Different values can be added into different columns		



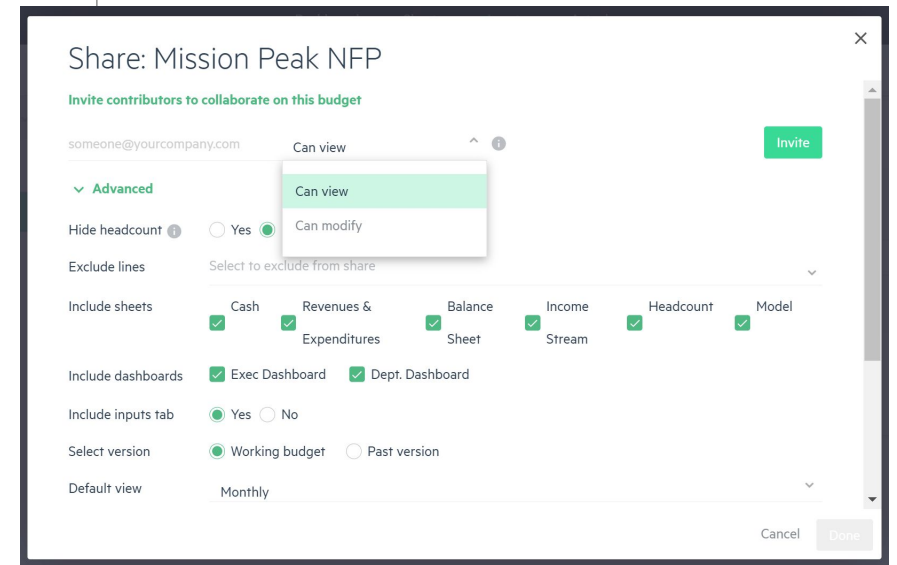
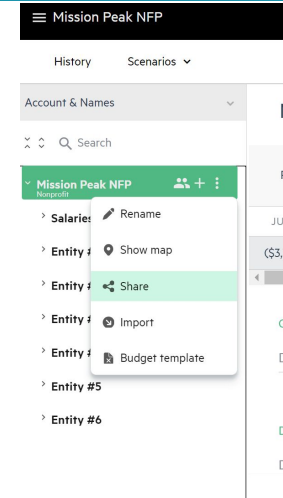
# Sharing Your Budget

- You can share your budget at any level in your budget tree by clicking the three dots on the right.
- People with whom you have shared the budget will be able to see everything included in the level you have shared.

For example:

If you share a budget at the top level, they will see everything. If you share a budget at the subsidiary level, they will only see what is within that subsidiary.

- You have the option to choose between Can View and Can Modify.
- You can exclude certain elements of the budget from being shared by clicking the Advanced dropdown.





# RECAP

## General Navigation

- Organize your budget tree by creating lines and subsidiaries.
- Organize your data with the budget settings and dimensions.
- Analyze and create reports in the Sheets tab.
- Share your budget at any level.

## Budget Templates

- First, create your budget tree structure, then, import data into that structure.
- Look for “Map to...” as a sign of error. Double check you are at the right level.
- Import your monthly data and dimensions all at once.

## Personnel Budgeting

- Import personnel data with the dedicated Personnel Budget Template, same process as before.
- Create your Advanced Benefits in the Budget Settings and Tag them.
- You can't import Advanced Benefits, but you can import Tags.

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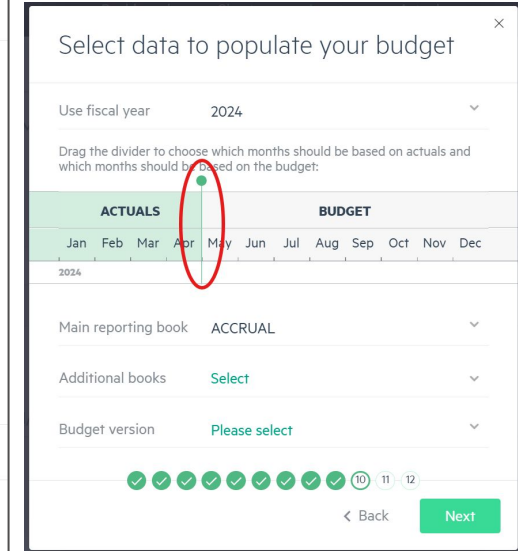
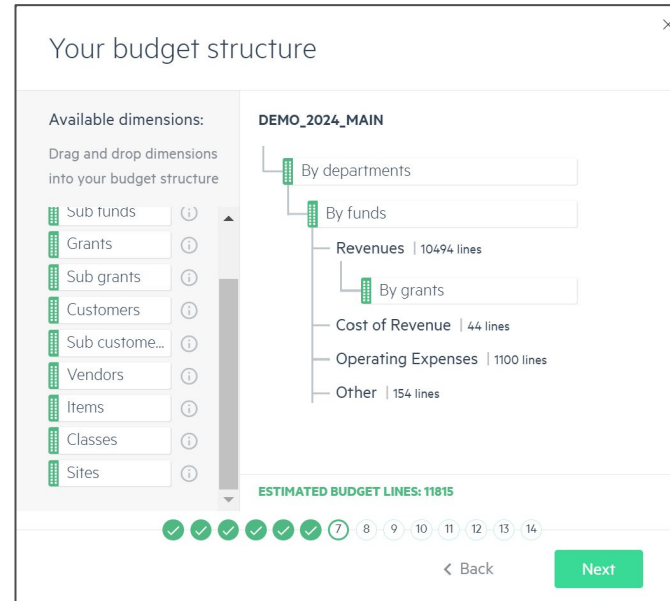
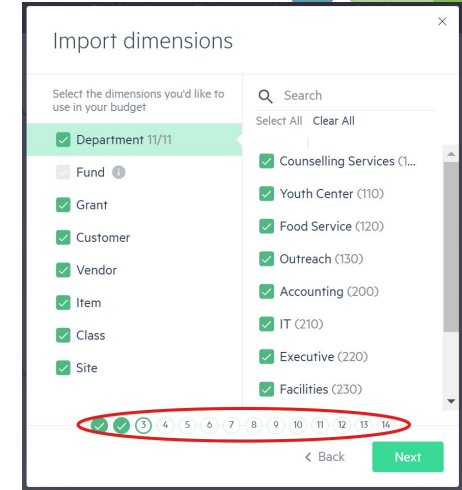
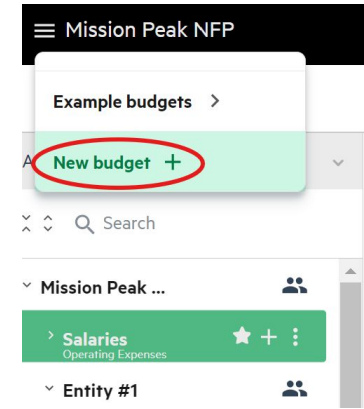
# Lunch Break

# Creating a Budget Using Sage Intacct Data

You can manually create a budget tree using the basics we learned in General Navigation... OR you can import a budget tree using your Sage Intacct Dimensions.

- You will need to enter your Sage Intacct credentials.
- Select the dimensions you would like to import. Be mindful of how many budget lines they may create.
- Drag and Drop your dimensions to create your budget tree. This is the most crucial step. Be mindful of budget lines.
- Use the Actuals/Budget separator to choose whether Actual or Budget data is imported by month.
- In a perfect world, we create our ideal budget tree populated with Sage Intacct data. In reality, there is usually one or two unique elements of the budget we have to manually adjust.

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# Mapping

The Actuals>Mapping tab creates the path for Sage Intacct transactions into SIP. It is also a place to view how Sage Intacct Names (IDs) are converted into SIP Budget Dimensions.

- Accounts that hit multiple budget lines will need to have at least one Dimension selected.
- Single Budget Lines do not need a Dimension
- Correctly mapping your budget lines will ensure your data is going to the right location in your budget tree when you sync your budget to Sage Intacct and import actuals
- The Actuals>Details tab can show you more granular information about each transaction

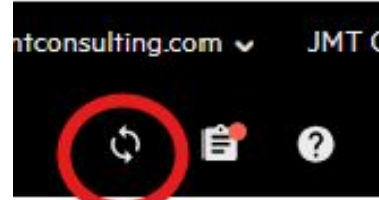
ACCOUNT	ACCOUNT	MAPPING TYPE	BUDGET LINE	DIMENSIONS	ACTIONS
410	Contributions	Multiple budget lin...	...s > Contributions	Fund	
4120	Donated Goods & S...	Single budget line	... Goods & Services		
4130	Bequests and Legac...	Single budget line	...sts and Legacies		
4140	Federal Grants	Single budget line	...ts > Federal Grant		
4150	State Grants & Cont...	Single budget line	...ants > State Grant		
4160	Local Grants & Cont...	Single budget line	...nts > Local Grant		
4170	Foundation Awards	Single budget line	...oundation Grants		
4180	United Way	Single budget line	...ses > United Way		

SAGE INTACCT NAME (ID)	BUDGET DIMENSION	BUDGET DIMENSION VALUE
Accounting (200)	Department	Management & General → Accou...
Counselling Services (100)	Department	Missions
Executive (220)	Department	Management & General → Execu...
Facilities (230)	Department	Management & General → Facilit...
Food Service (120)	Department	Impact
Fundraising (300)	Department	Fund Management
IT (210)	Department	Management & General → IT
Management & General (299)	Department	Management & General
Outreach (130)	Department	Research
Shared (999)	Department	Management & General → Shared
Youth Center (110)	Department	Leadership

# Integration - moving data to and from Sage Intacct

At any time, you can bring your Sage Intacct Actuals data into SIP, or export your budget to Sage Intacct with the Connect to Sage Intacct button in the top right.

- For either operation, you will click through a series of steps just like we did when importing a budget template, or creating a budget with Sage Intacct Data
- SIP does not currently bring in Actuals automatically. We need to do this process each time we want to bring in new Actuals
- When Exporting your budget, you have the option to Set as Default Budget
- Be sure to name it something so you can clearly identify it



What would you like to do?

- Import actuals from Sage Intacct
- Export my budget to Sage Intacct
- Import statistical data from Sage Intacct
- Sync accounts from Sage Intacct

Next

Select dimensions data

You can filter the actuals data by one or more dimensions (this may cause your balance sheet to be unbalanced)

Department	All Departments (12/12)	▼
Fund	All Funds (14/14)	▼
Grant	All Grants (37/37)	▼
Customer	All Customers (38/38)	▼
Vendor	All Vendors (34/34)	▼
Item	All Items (58/58)	▼
Class	All Classes (7/7)	▼

< Back   Next

Importing your actuals

Please wait...

Progress bar with a green dot at the beginning.

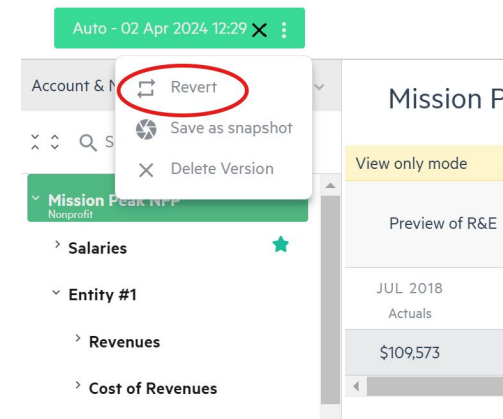
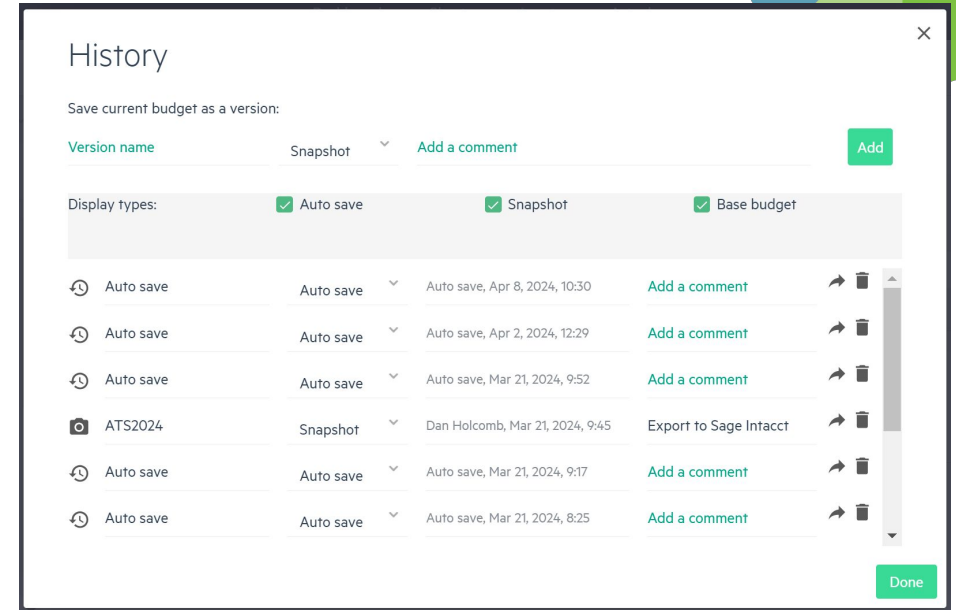
# History, Base Budget, Snapshots

As you work on a budget, things change, various decisions are made, and edits are done. After many changes, you may want to recall some figures and calculations, or even completely revert back to a previous version.

- All saved versions are listed in Inputs > History. You can see the date and time of each version. Preview any version by clicking the arrow on the right.
- Auto-save - Saved automatically every few minutes so you don't have to worry about saving manually.
- Snapshot - Manually save your budget as a snapshot to compare with your working budget.
- Base budget - Save any version to use as a starting point to build a new budget
- You can revert to any Auto-save or Snapshot by previewing that budget, then selecting the revert option.

Tip: If you delete a shared budget group and then revert to a previous version of the budget before the deletion, the share permissions no longer exist. Therefore, you need to share the restored budget group again.

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# Scenarios and Forecasts

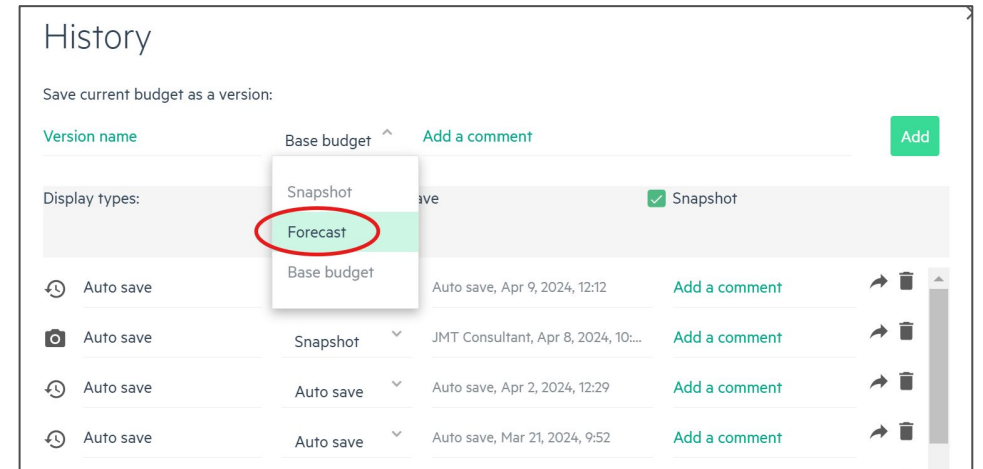
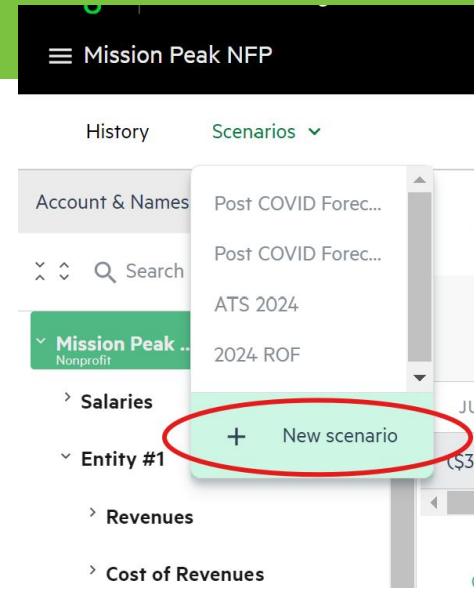
Scenarios are versions of your budget that you create to reflect a "what if" situation.

- After you build your scenario, you can compare the scenario against your budget in the Sheets tab to view the differences.
- You can create multiple scenarios and switch from one to another.
- You can also delete your scenario if it becomes obsolete, or merge it with your budget if it becomes the new reality.

Use a combination of budget and actuals data to create financial forecasts and update your company's budget throughout the budget year.

- Forecasts can be easily created using the History window.
- It's recommended that you first set a version of your budget that has been finalized and approved as your base budget. This serves as a reference to all of your future forecasts.
- From the Sheets view and from the Dashboard, you can choose to view your working budget or Budget versus Actuals, or you can view your forecasts or Forecast versus Actuals display.

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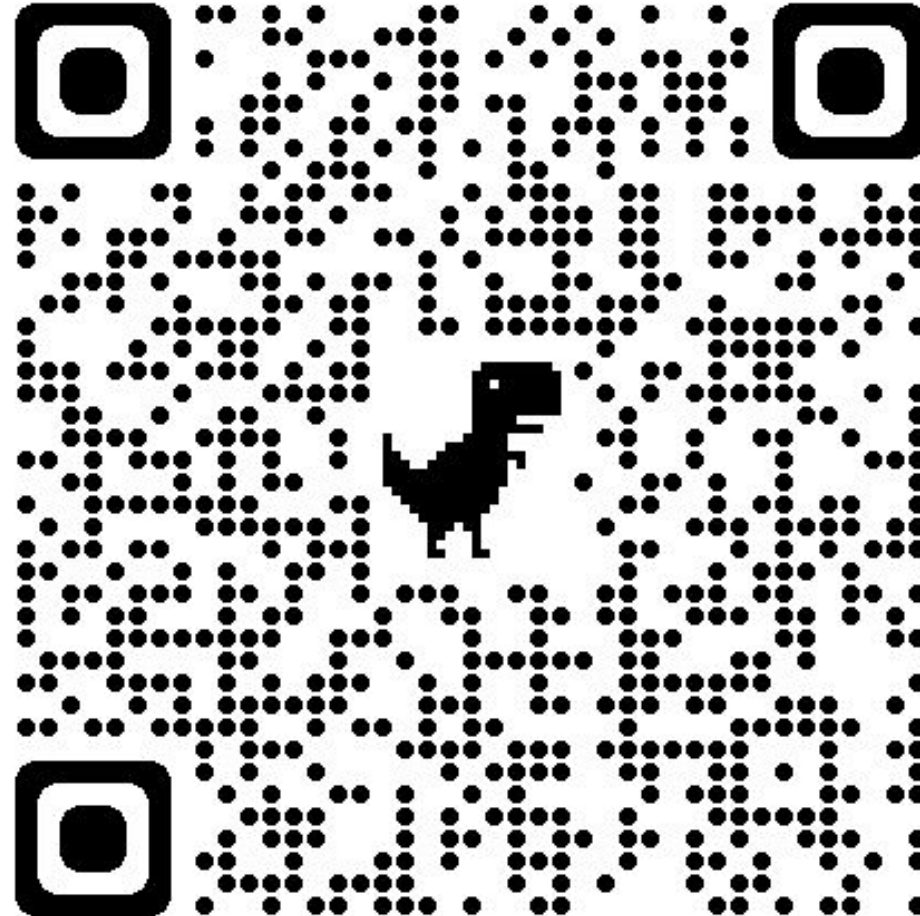


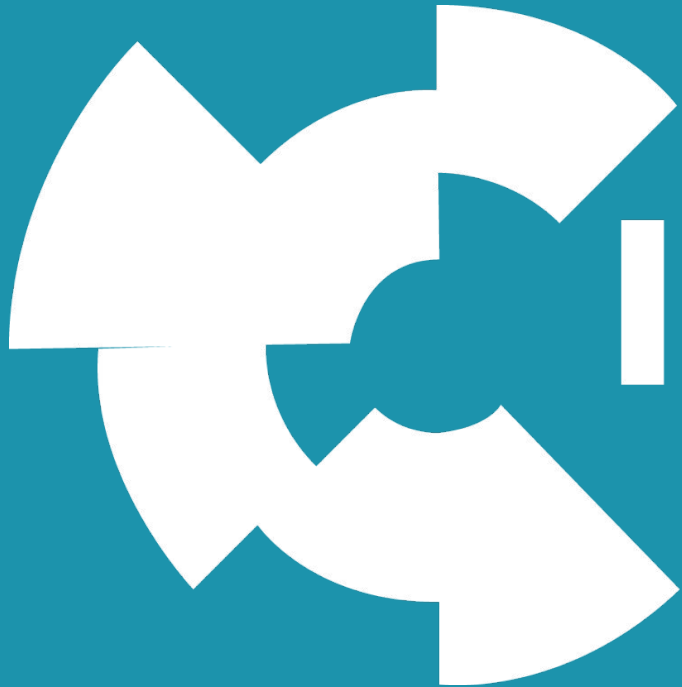


# Session Name: Overview to Sage Intacct Planning (1C)



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