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INNOVATE
JMT CONSULTING

Overview to Sage Intacct Planning (1C)

Dan Holcomb, Declan Lawlor

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THE EXPERTS IN
MISSION-DRIVEN
NONPROFIT FINANCE

Housekeeping

- 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

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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

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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

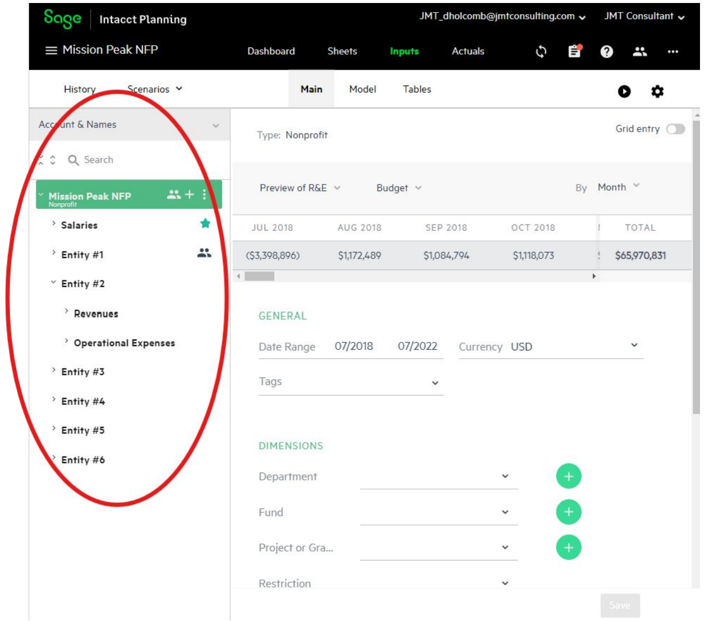
  General

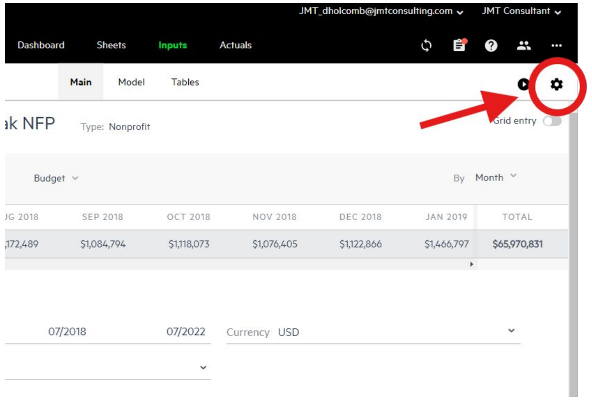
  Dimensions

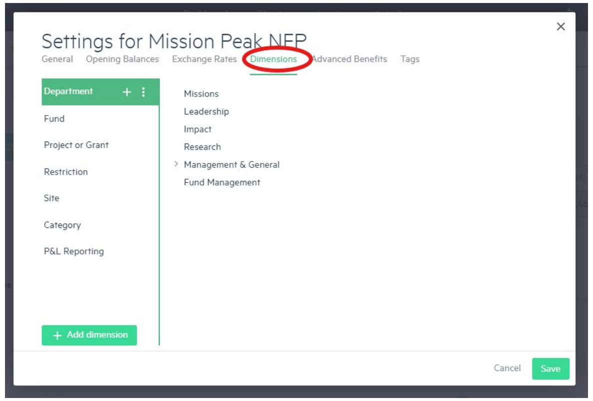
  Allocations

  Advanced Benefits (more later)

  Tags (more later)







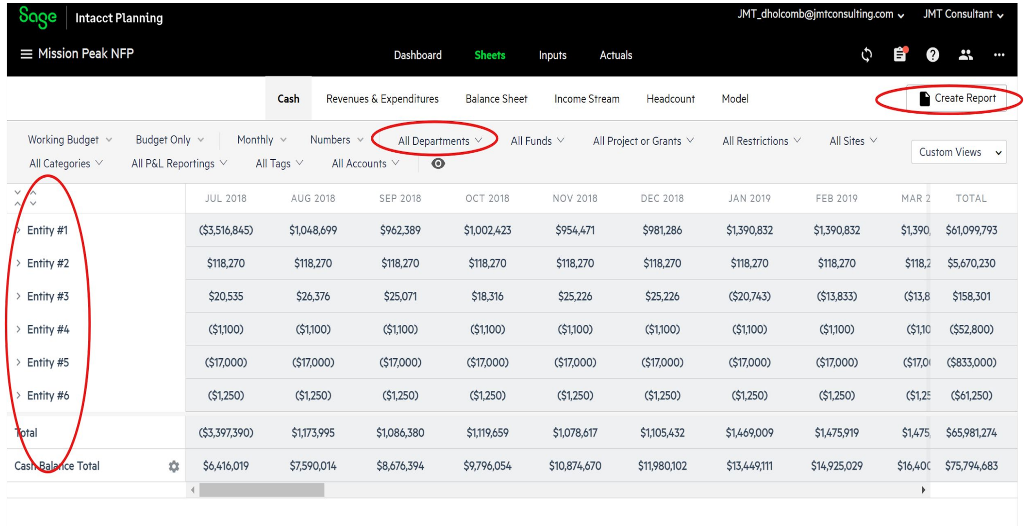
General Navigation

<u>Sheets</u>

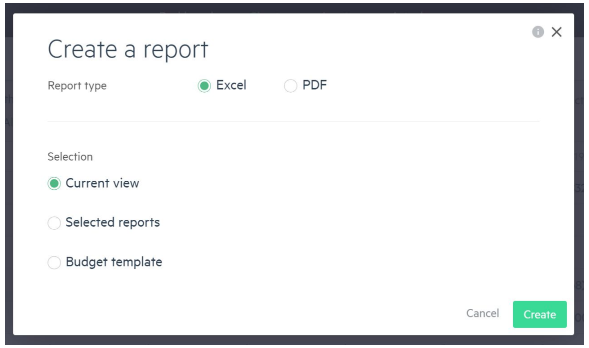
WARNING: Do not conflate the functions of the Inputs>Main with the functions of the Sheets tab. Inputs>Main is for getting your data into SIP. The Sheets tab is for viewing your data and creating custom reports.

- 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)	($1,10	($52,800)
Entity #5	($17,000)	($17,000)	($17,000)	($17,000)	($17,000)	($17,000)	($17,000)	($17,000)	($17,0	($833,000)
Entity #6	($1,250)	($1,250)	($1,250)	($1,250)	($1,250)	($1,250)	($1,250)	($1,250)	($1,25	($61,250)
Total	($3,397,390)	$1,173,995	$1,086,380	$1,119,659	$1,078,617	$1,105,432	$1,469,009	$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	$16,40	$75,794,683



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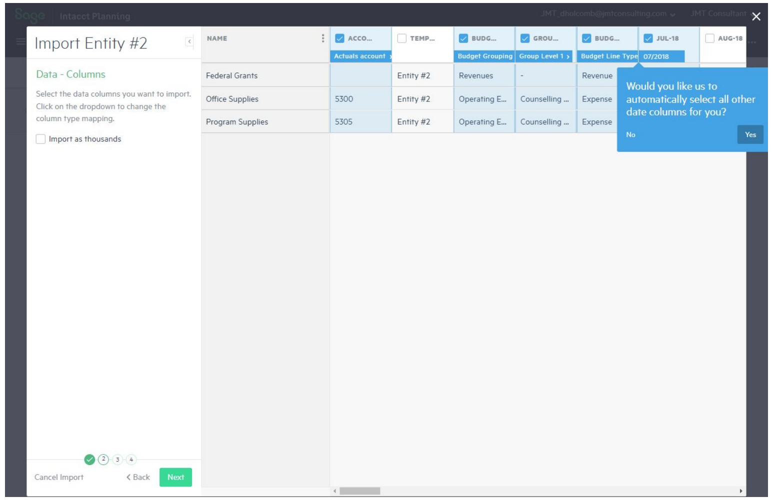
Budget Templates

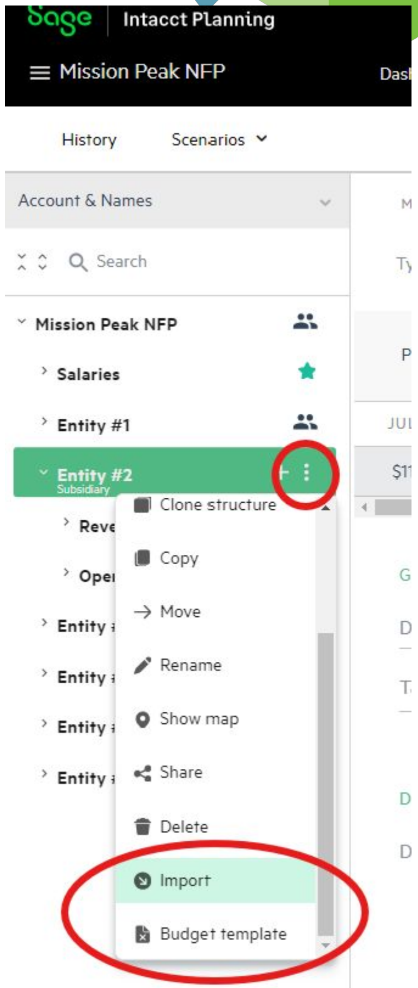
- Understanding the Budget Template
  - Budget Tree Columns
  - Monthly Data Columns
  - Dimensions & Details
- Importing a Budget Template
  - Five Steps: Two Real Steps (1, 3 and 5 don't count)
  - Make Sure the Template Matches the Budget Tree
  - Selecting the Columns – Look for "Map to…"
  - Existing 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 Servic	Expense	$1,730
5	**Program Supplies**	**5305**	Entity #2	Operating Expense	Counselling Servic	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 Reportin	oject 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	-	-





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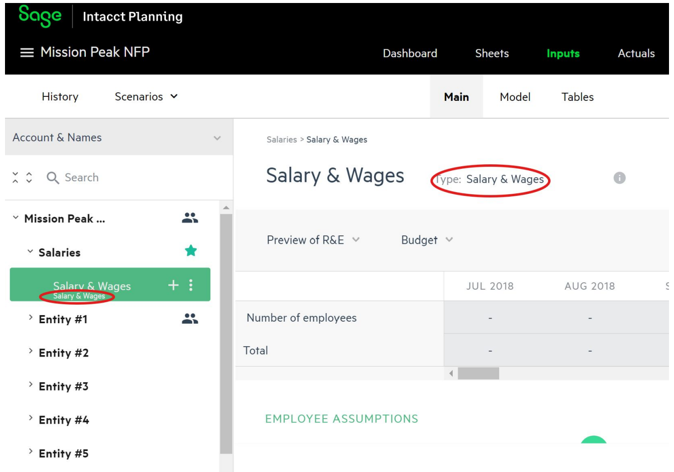
Personnel Budgeting

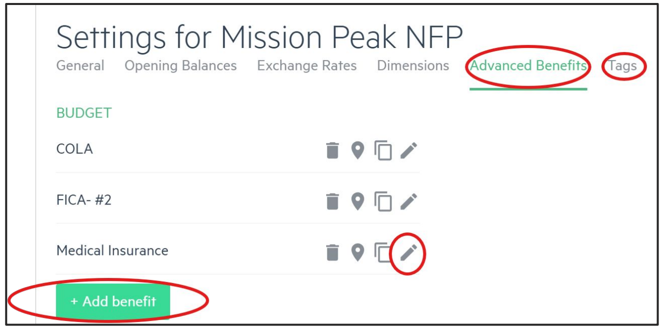
Personnel Budgeting in SIP is very similar to general budgeting, but there are a few key differences:

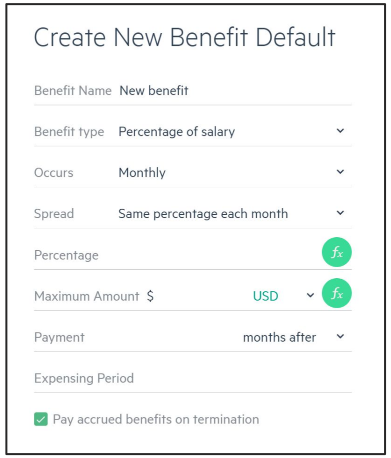
- Budget Line Types
- Advanced Benefits + Tags
- <u>Personnel Budget Template</u>

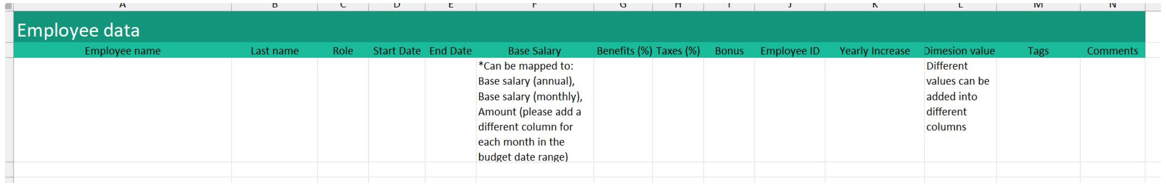
Personnel Budgeting in Three Steps

1. In the budget tree, create a Salary & Wages Budget Line
2. In the Budget Settings, create Advanced Benefits and corresponding Tags
3. Import your data and **Tags** with the Personnel Budget Template









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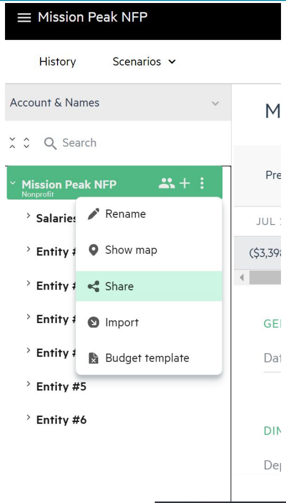
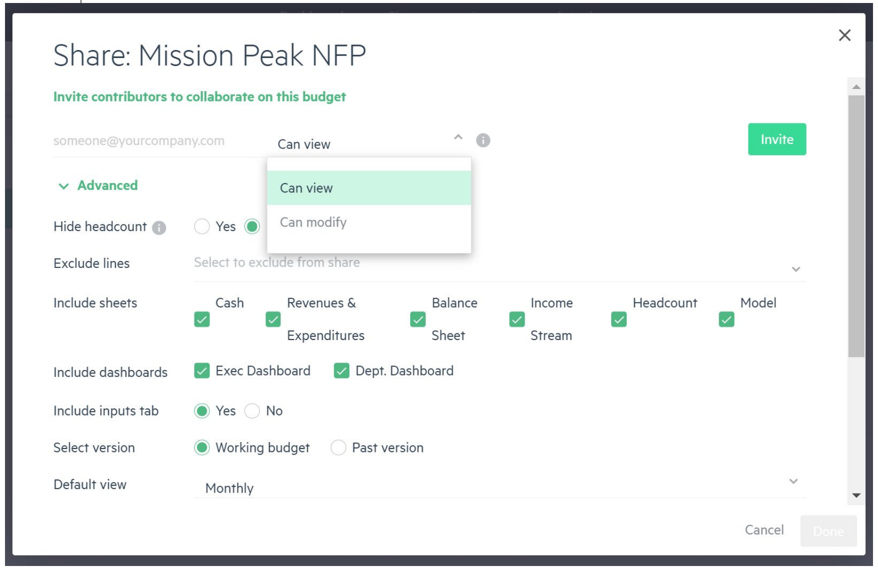
Sharing Your Budget

- 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.





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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

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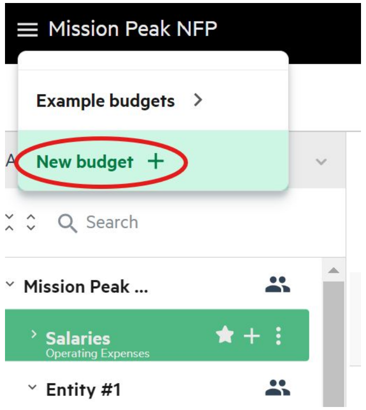
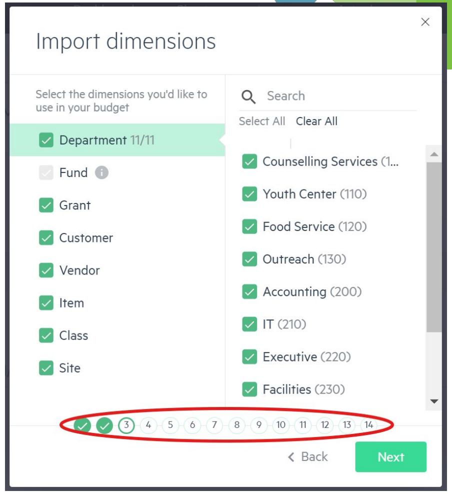
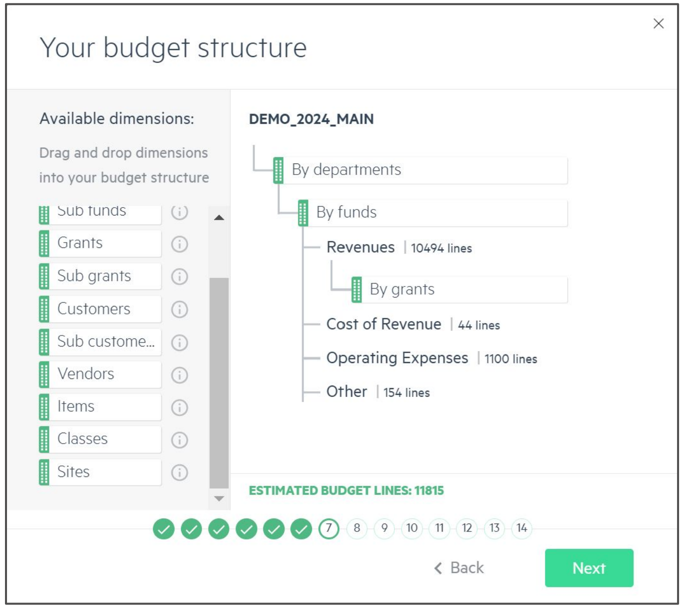
Creating a Budget Using Sage Intacct Data

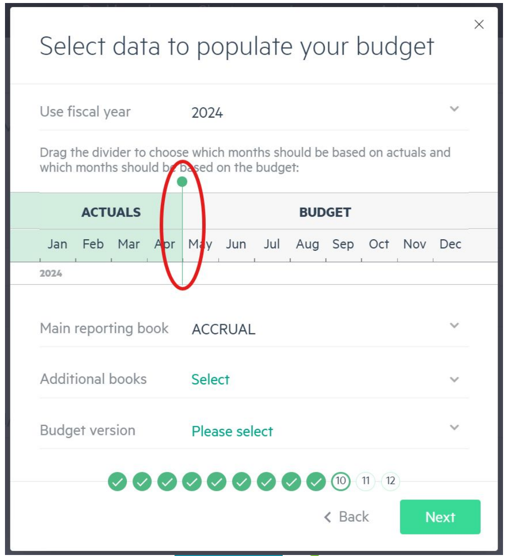
You can manually create a budget tree using the basics we learned in General Navigation… OR you can import a budget tree using your Sage Intacct Dimensions.

- 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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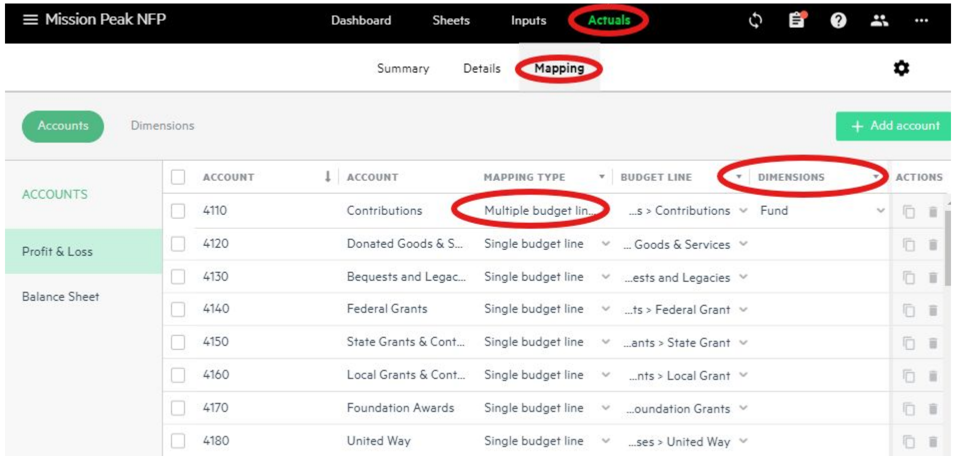
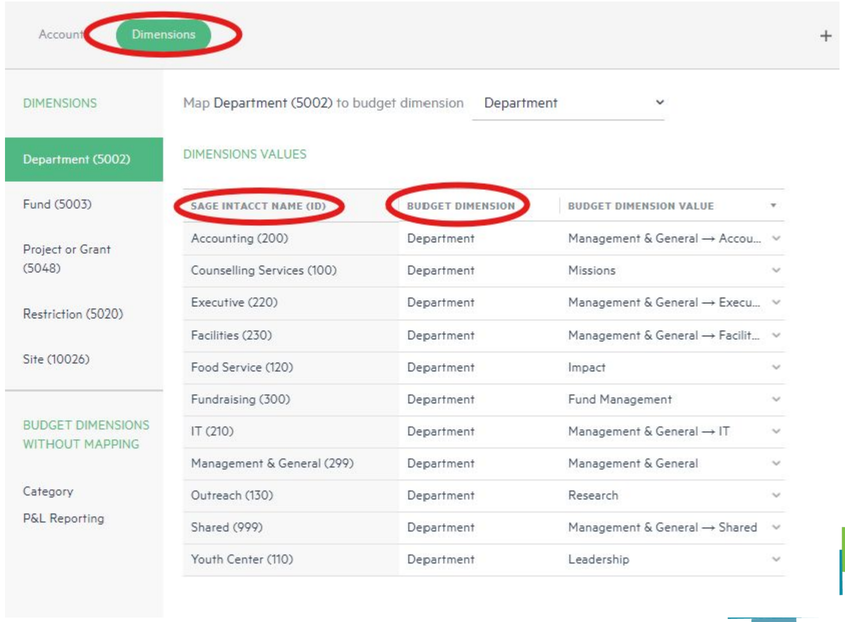
Mapping

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

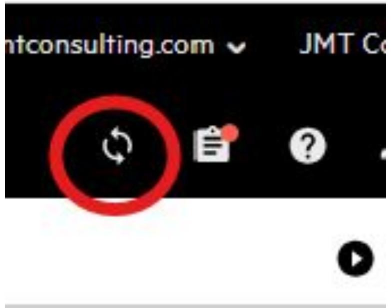


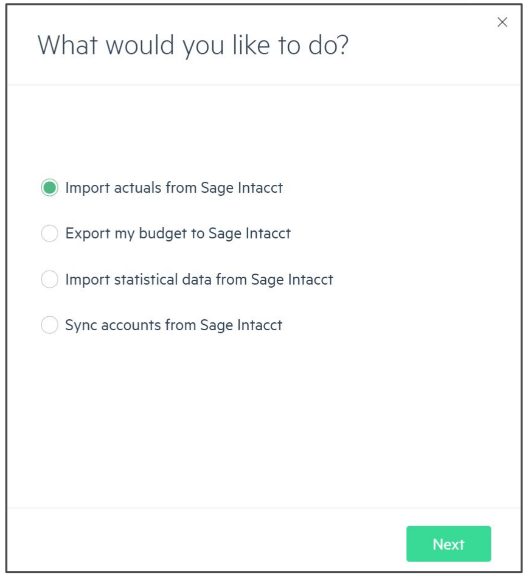


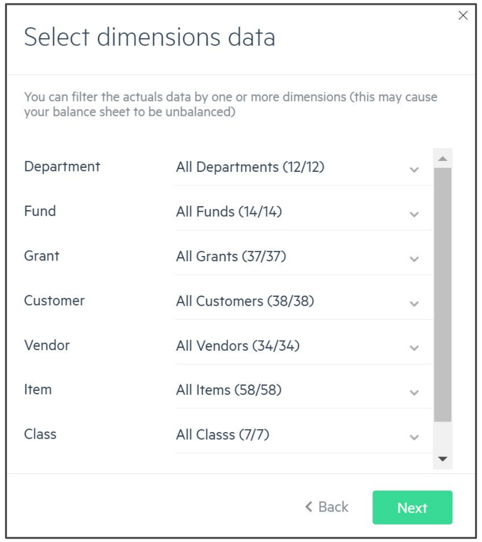
Integration - moving data to and from Sage Intacct

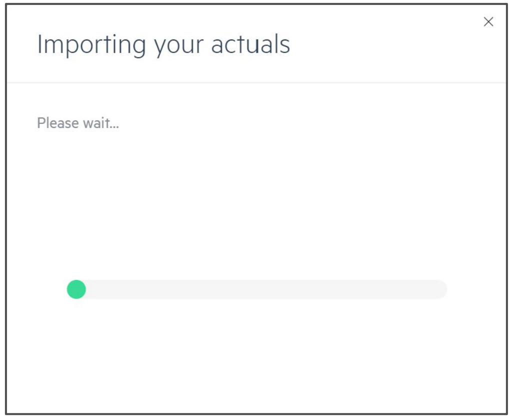
At any time, you can bring your Sage Intacct Actuals data into SIP, or export your budget to Sage Intacct with the Connect to Sage Intacct button in the top right.

- 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







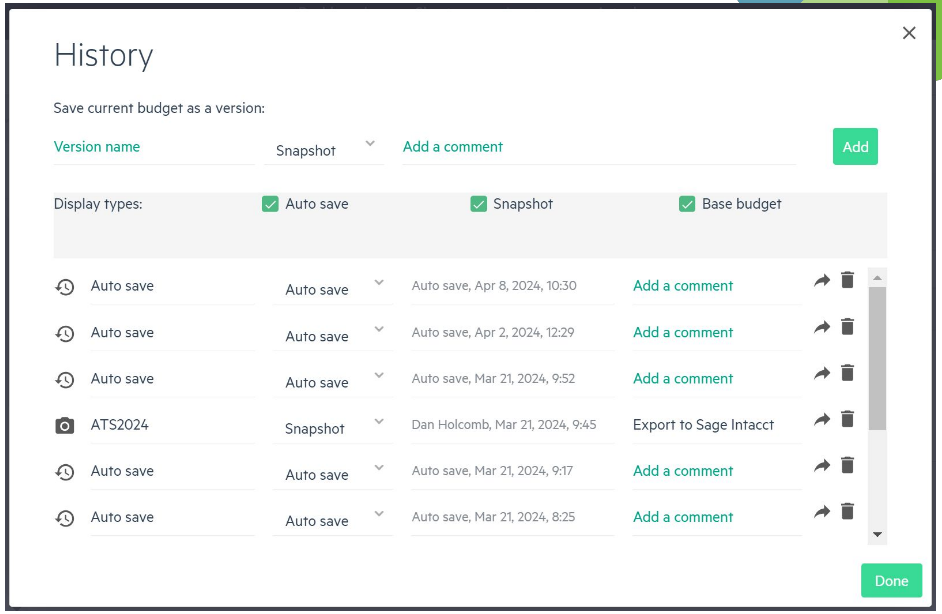


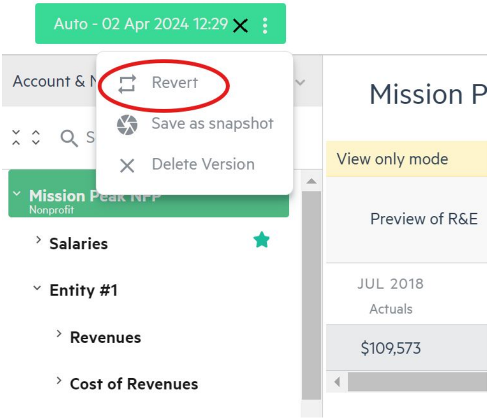
History, Base Budget, Snapshots

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.

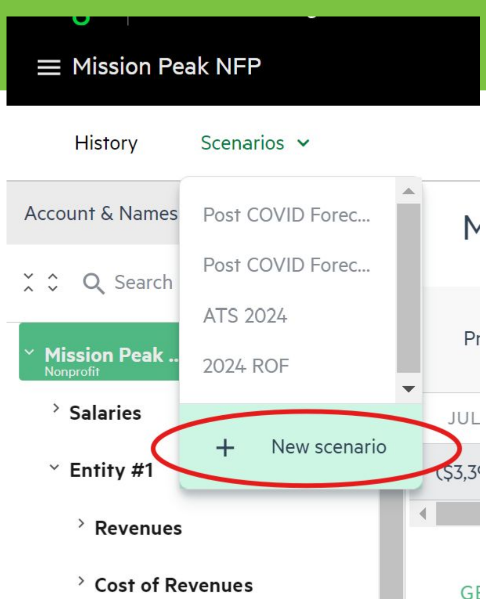




Scenarios and Forecasts

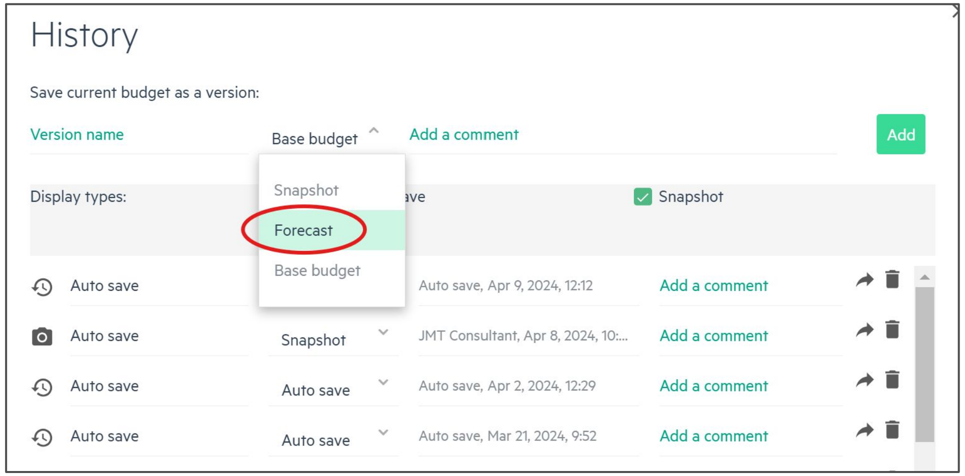
Scenarios are versions of your budget that you create to reflect a "what if" situation.

- 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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