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# The Basics of Sage Intacct Planning

August 27th, 2024



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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:*
  - *Review how Sage Intacct Planning integrates with Sage Intacct*
  - *Determine budget structures to efficiently manage your budget and share with others.*
  - *Identify how to utilize models and scenarios to drive insight in your budget values.*





# Sage Intacct Planning Integration with Intacct



# What is Sage Intacct Planning?

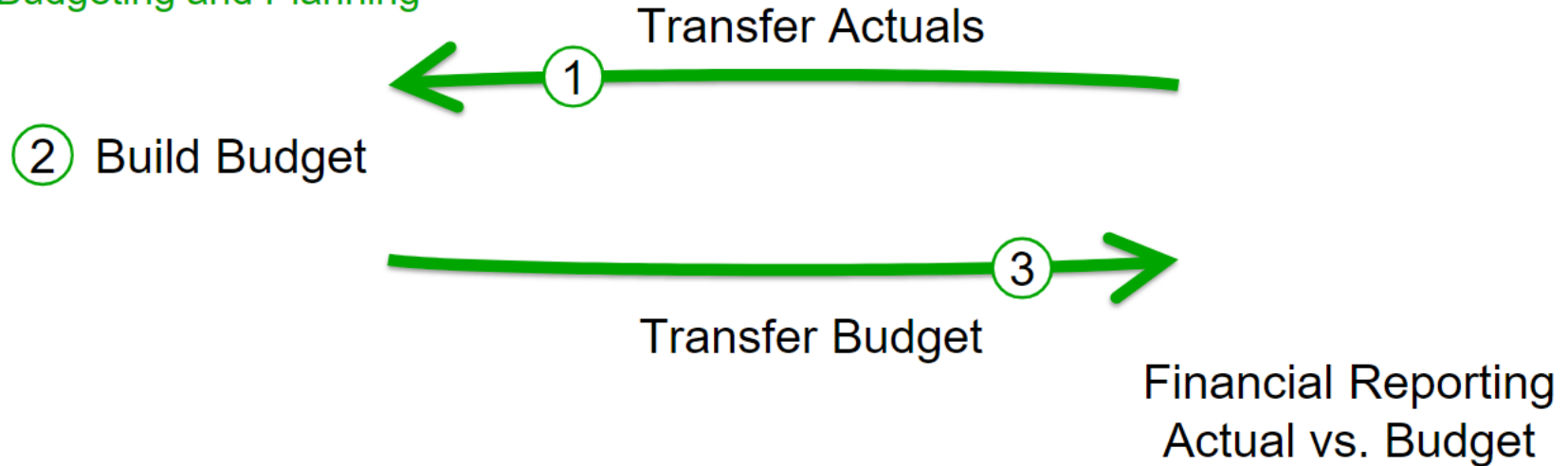
- Complimentary budget application to Sage Intacct.
- Simplified approach to budgeting.
- A look and feel of its own.
- Has its own set of users and permissions separate from Sage Intacct.
- Integrates with Sage Intacct via API.



# The Big Picture

**sage** Intacct  
Budgeting and Planning

**sage** Intacct



# Budget Lifecycle

## Create plan

- Create plan using company and actuals data
- Add calculations and business drivers
- Review and share with team members
- Export final plan to Sage Intacct



## Use in Sage Intacct

- Analyze actuals versus plan using direct links
- Use in reports and spend management



## Update a Plan

- Import actuals from Sage Intacct
- Update plan data
- Save plan as forecast
- Export updated plan to Sage Intacct





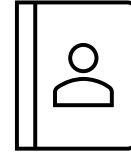
# User Types



**Creator:** ability to create new budgets



**Contributor:** ability to add to existing budgets



**Viewer:** only view budget but cannot make changes to existing budgets

# Accessing Sage Intacct Planning:



No console available like with Sage Intacct



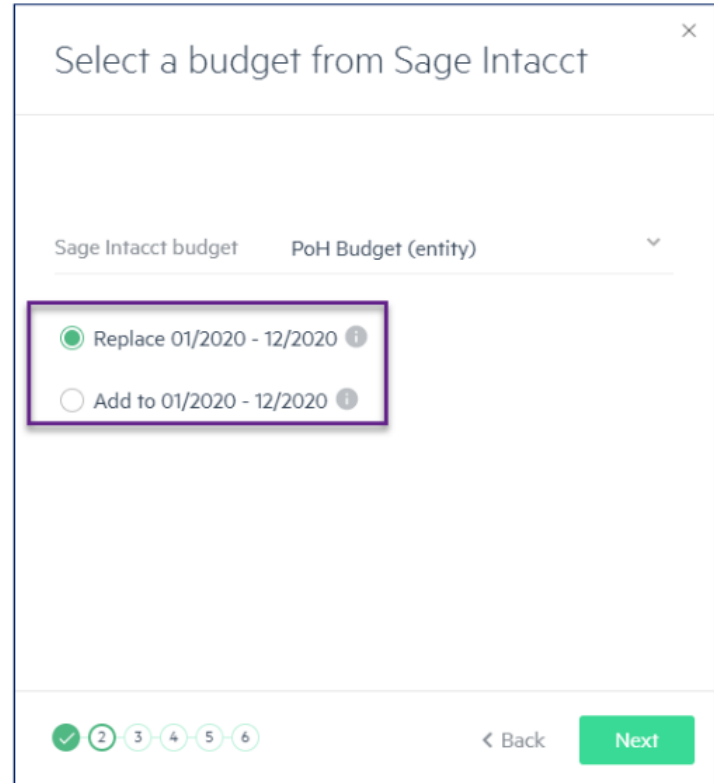
Access is attached to the users email address



Partners will have access to multiple customers budgets in a single ungrouped listing

# Budget Export to Sage Intacct

- Export budgets to an existing budget container in Sage Intacct with ability to Replace or Add to.
- Export budget to a brand-new budget container.
- Export to Top Level, specific entity, or to a consolidated budget.



The screenshot shows a dialog box titled "Select a budget from Sage Intacct" with a close button (X) in the top right corner. Below the title, there is a dropdown menu currently showing "Sage Intacct budget" and "PoH Budget (entity)". Below the dropdown, there are two radio button options, both for the period "01/2020 - 12/2020":

- Replace 01/2020 - 12/2020 ⓘ
- Add to 01/2020 - 12/2020 ⓘ

The "Replace" option is selected and highlighted with a purple rectangular box. At the bottom of the dialog, there is a progress indicator with six steps: a green checkmark in a circle, followed by circles containing the numbers 2, 3, 4, 5, and 6. To the right of the progress indicator are two buttons: a grey "< Back" button and a green "Next" button.





# Optimizing Your Budget Structure for Efficient Management and Collaborative Sharing



# Budget Structure

- Choose dimension values used for budgeting.
- Determine dimension hierarchy in budget structure.
- Four dimensions can be added to budget structure.
- Keep it simple.

Your budget structure

Available dimensions:

Drag and drop dimensions into your budget structure

- Departments
- Sub department...
- Sub department...
- Locations
- Sub locations
- Sub locations 2
- Projects
- Sub projects
- Customers
- Vendors

\*FA V6.0 | PEA V3.4

- Revenues | 67 lines
  - By locations
- Cost of Revenue | 4 lines
- Operating Expenses | 970 lines
  - By locations
    - By departments
    - By projects
    - By items
- Other | 8 lines

ESTIMATED BUDGET LINES: 1050

Progress: 1-10 (6 active)

< Back



# Budget Creation

- Ability to bring in information from additional books (GAAP, user-defined, etc)
- Remove irrelevant budget levels and lines to reduce budget lines
  - Including Revenue, Cost of Revenue, Operating Expenses and Other Income and Expenses
- Consider breaking up the budget into smaller budgets that are combined into a singular budget in Intacct

Select data to populate your budget

Use fiscal year 2020

Drag the divider to choose which months should be based on actuals and which months should be based on the budget:

ACTUALS						BUDGET					
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2020											

Main reporting book ACCRUAL

Additional books Allocations  
Fixed Assets


Budget version Operational Budget

- ✓
- ✓
- ✓
- ✓
- ✓
- ✓

- Operational Budget
- Original FY2018
- PoH Budget
- Copv 1 of 2019 xmlaw-SIBP Bu...




# Working within Budget

History Scenarios **Main** Model Tables 

Budget Lines Grid entry

Operational Expenses > G&A > Facilities > Utilities

**Utilities** (600029|600030) | Type: Expense 

Preview of P&L Budget By Month

JAN 2022	FEB 2022	MAR 2022	APR 2022	MAY 2022	JUN 2022	JUL 2022	AUG 2022	NOV	TOTAL
(\$100)	(\$102)	(\$104)	(\$106)	(\$108)	(\$110)	(\$113)	(\$115)	(\$117)	(\$5,199)

Occurs Monthly Spread Growth

Amount \$100 USD Growth 2

**GENERAL**

Date Range 01/2022 12/2024 Tags

- Revenues
- Operational Expenses
  - R&D
  - Sales & M...
  - G&A
    - Salary & ... (600008| + 4 more)
    - Facilities
      - Rent (600028)
      - Utilities (600029|600030)** Expense
      - Cleaning and m... (600033)





# Utilize Models and Scenarios





# Models & Scenarios: The Sage Intacct Planning Difference

- Driver-based modeling: create flexible models based on key business drivers like revenue, headcount, or square footage that can be quickly adjusted as business conditions change.
- Scenario planning: create multiple scenarios based on different assumptions, such as best-case, worst-case, or most-likely scenarios.
- Enables finance teams to evaluate the potential impact of different business decisions and make more informed decisions.
- Flexibility and Adaptability.
- Cross-Functional Collaboration.

Demo Budget

Dashboard Sheets **Inputs** Actuals

History Scenarios ▾ Main **Model** Tables

Models +

- Employee assumptions
- Bookings
- Accrued Vacation
- Membership Assumptions
- Salary and Wages Calcula...**

Demo Budget > Salary and Wages Calculations

### Salary and Wages Calculations

+ Add Model

	JAN 2020	FEB 2020	MAR 2020	APR 2020
▼ Bonus & Tax Assumptions				
Headcount	-	-	-	-
Pay Periods	2	2	3	2
Fixed Payroll Assumptions				
Per Pay Period Salaries				



# Model Samples for Specific Industries

- **Healthcare:**
  - Revenue per patient
  - Labor Costs
  - Supply Costs
- **Finance Services:**
  - Expenses and Investments
  - Loan Portfolios
  - Fee Income
- **General Business:**
  - Sales Volume
  - Production
  - Workforce Requirements
- **Nonprofit:**
  - Grant Revenue
  - Program costs
  - Project requirements
- **Hospitality**
  - Room Occupancy
  - Average Daily Rate
  - Conferences and Events
- **Construction/Real Estate**
  - Cost Estimation
  - Revenue Projection
  - Market Analysis



# Demonstration



# Resources

- CLA Digital Learning Portal
- 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
- [2024 Sage Intacct Webinar Series: CLA \(claconnect.com\)](https://blogs.claconnect.com/intacct/)



SAGE | 7/17/2024

Sage Intacct Tips for a Balanced Balance Sheet



SAGE | 6/21/2024

Adding Your Company Brand to Sage Intacct Email Templates



SAGE | 6/7/2024

Sage Intacct for Schools: Data-Driven Decisions with Dashboards



SAGE | 5/16/2024

Sage Intacct's New Bank Transaction Assistant File



SAGE | 5/12/2024

Sage Intacct Bank Feeds: Matching Rules



SAGE | 3/5/2024

Elegant Chart of Account Design Maintenance



*Thank you!*



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