

Sage Intacct Five Crucial Topics Controllers Must Present the CFO

March 19, 2025

Sage Partner

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mazars**

U.S. Presence

Top 10

U.S. Public
Accounting Firm*

\$2.2bn

Revenue
(FY2024)

76

Markets

29

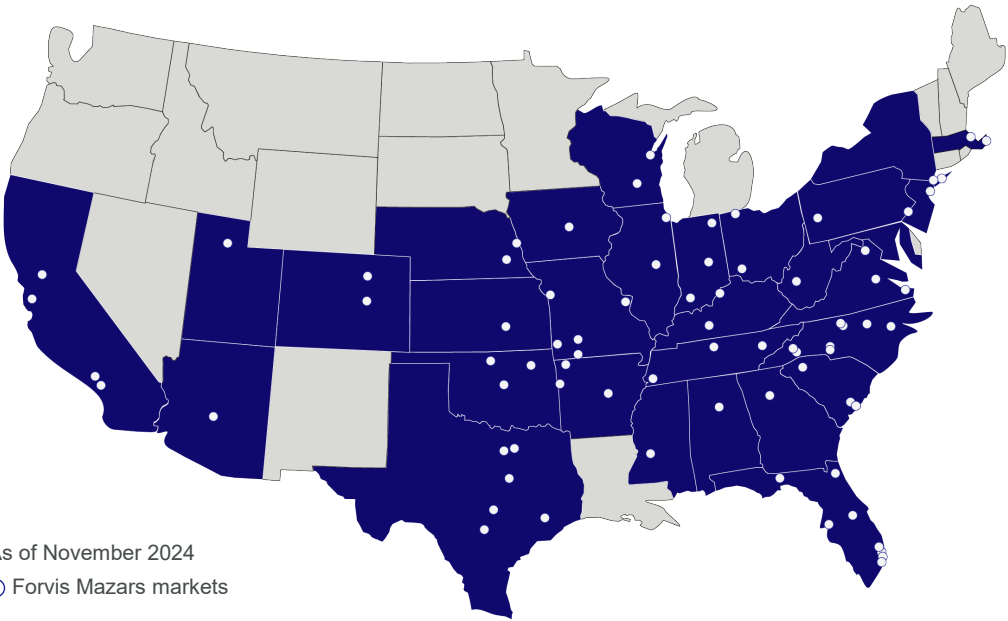
States

600+

Partners &
Principals

7,000+

Employees



Alabama
Birmingham

Arizona
Phoenix

Arkansas
Fort Smith
Little Rock
Rogers

California
Irvine
Los Angeles
Sacramento
San Jose

Colorado
Colorado Springs
Denver

Florida
Boca Raton
Fort Lauderdale
Jacksonville
Miami
Orlando
Tallahassee
Tampa Bay
West Palm Beach

Georgia
Atlanta

Illinois
Chicago
Decatur

Indiana
Evansville
Fort Wayne
Indianapolis

Iowa
Des Moines

Kansas
Wichita

Kentucky
Bowling Green
Louisville

Massachusetts
Boston Brewster
Boston-Chestnut Hill

Mississippi
Jackson

Missouri
Branson
Joplin
Kansas City
Springfield
St. Louis

Nebraska
Lincoln
Omaha

New Jersey
Iselin

New York
Long Island
New York City

North Carolina
Asheville
Charlotte SouthPark
Charlotte Uptown
Greensboro
Greenville
Hendersonville
Raleigh
Winston-Salem

Ohio
Cincinnati
Toledo

Oklahoma
Enid
Oklahoma City
Tulsa

Pennsylvania
Fort Washington
Pittsburgh

South Carolina
Charleston
Greenville
Summerville

Tennessee
Knoxville
Memphis
Nashville

Texas
Austin
Dallas
Fort Worth
Houston
San Antonio
Waco

Utah
Salt Lake City

Virginia
Norfolk
Richmond
Tysons

West Virginia
Charleston

Wisconsin
Appleton
Madison

* Source: Inside Public Accounting, based on most recent rankings
FY2024 combined revenues: FORVIS & Mazars USA
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Business Technology Services


Forvis Mazars can help support your organization with enterprise resource planning (ERP), customer relationship management (CRM), advanced technology, & managed service solutions.

Our end-to-end services can help clients achieve their digital transformation goals & include:

- Technology assessments
- Design
- Implementation
- Upgrades
- Automation
- Training
- Monitoring
- Support



Business Technology Services

 **ERP**


Microsoft Dynamics 365

Finance	Supply Chain
Commerce	Project Operations
Business Central	Dynamics GP

NetSuite

Sage & Sage Intacct

Trimble Construction One


 **CRM**

Microsoft Dynamics 365

Sales	Customer Service
Customer Insights	Field Service

Salesforce

Marketing Automation

 **Advanced Technology**

Insights

Microsoft Power BI

Solver Planning & Analysis

Automation

Microsoft Power Platform

Robotic Process Automation (RPA)

App Development

 **Managed Services** for business applications, IT, & cybersecurity support.

Microsoft Partner

ORACLE
NetSuite
Solution Provider Partner

Sage Partner

salesforce **PARTNER**


solver

Trimble
Construction One™

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Today's Presenters

Business Technology Services Practice

“Our team is focused on delivering an Unmatched Client Experience® on every engagement.”

– Chad Back, Partner



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Sage Intacct

Innovative accounting & ERP tools for midsize organizations.

1st

AICPA Preferred Accounting Application

(<https://www.sage.com/en-us/sage-business-cloud/intacct/>)

100+

Awards for Customer Support, Software Innovation, & More

(<https://www.sage.com/en-us/blog/sage-intacct-tops-g2s-winter-2023-grid-reports-in-customer-satisfaction-and-wins-100-awards/>)

30+

Years as a Sage Partner

Sage Partner



Five Crucial CFO Questions

1. How many manual journal entries are we making during a month-end close?
2. Have you reviewed compliance with regulatory requirements & local jurisdictions?
3. Are we still using Excel? If so, why?
4. How long does it take to close our books? What can be streamlined?
5. Can we integrate data from other systems to prevent repetitive tasks & provide a clear picture of our operations?



Agenda

1. Closing Process – Manual vs. Automated Journal Entries
2. Compliance Considerations in Sage Intacct
3. System Automation & Reports to Replace Excel Spreadsheets
4. Tips to Improve Days to Close
5. Ending Repetitive Tasks by Integrating Data From Other Systems



Resources > Forvis Mazars & Sage Intacct

Quick Links

Resources referenced during today's webinar can be found at the links below.

- Sage Intacct 2025 R1 Release Notes (February 7, 2025) > [2025 R1 Release Notes](#)
- Sage Intacct 2024 Release Notes > [2024 R4 Release Notes](#)
- Sage Intacct Help Center's Compliance Overview > [Compliance](#)
- Sage Intacct Help Center's Bank Feeds Guide > [Quick reference guide for bank feeds](#)
- **FORsights**™ Article on Sage Intacct 2024 Release 4 Updates
 - [Announcing Sage Intacct 2024 Release 4 Updates | Forvis Mazars](#)
- FORsights Webinar Recording – Streamline Your Year-End Close With Sage Intacct
 - [Streamline Your Year-End Close With Sage Intacct | Forvis Mazars](#)
- Sign Up for Sage Intacct Updates > [Subscribe | Business Technology Services](#)

01

Closing Process – Manual vs. Automated Journal Entries



Record Journal Entries

Types of Entries in Sage Intacct

Sage Intacct offers many types of journal entries to record business transactions that occur outside of subledger processes.

- Standard Entries > Manual entry or import to post to financial accounts
- **Recurring Entries** > Accounts, amounts, & dimensions do not change; post on recurring schedules
- **Memorized Transactions** > Templates used to record entries with slight changes to accounts, amounts, or dimensions
- Statistical Entries > Manual entry or import to post to non-financial accounts
- Adjusting Entries > Entries (& reversals) that post only to closed periods

Dashboards	>	All	Setup
Reports	>		
Company	>	Accounts	
General Ledger	>	+ General Ledger accounts	
Budgets	>	+ Statistical accounts	
Cash Management	>	+ Journal entries	
Inventory Control	>	+ Adjusting	
Accounts Payable	>	+ Recurring	
Purchasing	>	+ User-defined	
Accounts Receivable	>	Approve journal entries	
Consolidation	>	+ Statistical journal entr...	
Platform Services	>	+ Recurring statistical	
Lease Accounting	>	+ Statistical adjusting	

Recurring Entries

Automating Entries in Sage Intacct

Recurring journal entries can be used to automatically record the same entries on a schedule.

Schedules

Journal entry start date ?

01/31/2025

Ends

After a number of occurrences

End after

12

Occurrences

Posting repeat by

Months

Every

1

Months

End of month

☒

Description	Journal	Last posted	Last posted result	Next posting date	Posted
Accrue Loan Interest	ACT	01/31/2025	Success	02/28/2025	1
Amortize Goodwill	GJ	01/31/2025	Success	02/28/2025	1
Amortize Organizational Costs	ACT	01/31/2025	Success	02/28/2025	1
Recognize Bequest Revenue	ACT	01/31/2025	Success	02/28/2025	1

- Entries recorded every month-end or on another routine cycle
- Accounts, amounts, & dimensions do not change
- Set up the recurring schedule & entries automatically post
- If approvals are set up on the journal, then recurring entries will route for approval before posting
- Email notification is delivered if recurring entry posting fails (such as newly required department missing from entry)

Memorized Transactions

Journal Entry Templates in Sage Intacct

Memorized transactions are templates to use during closing for common entries with minor changes each period.

- Entries recorded every month end or on another routine cycle
- Accounts, amounts, dimensions, & other details vary month to month
- Users can draft the transactions from the list, edit details, & post or post directly
- Tracking in the list view > Last posted date, number posted, number in draft state
- Examples of Memorized transactions > Payroll, deferred revenue, & accruals

Memorized transactions				
All	Manage views	<input type="checkbox"/> Include private	Advanced filters	Clear all filters
Posting date		Reversing date		
02/24/2025				
		Description		Last posted
				Posted
<input type="checkbox"/>	Edit View	Accrue Bonuses		02/24/2025 6
<input type="checkbox"/>	Edit View	Accrue Inventory Recd Not Bil...		02/24/2025 6
<input type="checkbox"/>	Edit View	Accrue Legal Fees		02/24/2025 7
<input type="checkbox"/>	Edit View	Deferred Revenue Adjustment		02/24/2025 6
<input type="checkbox"/>	Edit View	Depreciation Expense		02/24/2025 6
<input type="checkbox"/>	Edit View	Donor Rev/Rec Activity		02/24/2025 6
<input type="checkbox"/>	Edit View	Payroll Entry		02/24/2025 6
<input type="checkbox"/>	Edit View	Tuition Receivable		02/24/2025 6

Record Journal Entries

Other Ways to Save Time on Month-End Entries

Other features in Sage Intacct's General Ledger module can help users record transactions in a timely manner.

- **Transaction Allocations** > Distribute amounts across multiple dimensions based on pre-defined percentages or exact/fixed amount formulas at the time of transaction posting (Allocate utility bill across five departments)
- **Dynamic Allocations** > Automate distribution of amounts after-the-fact using calculations based on historical postings to allocate across multiple dimensions (Allocate benefit costs in the same manner salaries were recorded)
[Separate subscription required]
- **Automatic Reversal Process** > Enter a future date in the Automatic Reversal Date field in the header of any journal entry
- **Duplicate** > Access the Duplicate action button from the journal entry list or within "View" mode of a posted entry. The entire entry is copied to a new record. Make changes as needed and post. (**Special Note: Duplicate or Copy To is available on many transaction types in Sage Intacct.*)
- **User Defined Entries** > Posted to User Defined Books for reporting basis other than primary accounting method such as Cash basis, Purchasing commitments, Pro-forma analysis, Fair market value, Allocations, etc. Create automatic Recurring Entries to post to User Defined Journals. Imports can also be used.

Recurring = Automation = Time Saved!

Sage Intacct Recurring Transaction Functionality

In addition to journal entries, Sage Intacct offers many types of recurring transactions.

- Accounts Payable (AP) > **Recurring** Bills
- Accounts Receivable (AR) > **Recurring** Invoices
- Purchasing > **Recurring** Transactions
- Order Entry > **Recurring** Transactions
- Remember to establish automatic document sequences for transactions to prevent posting errors
- Set the schedule for creating and posting frequency
- AR & Order Entry > Allow for **Recurring** payments too
- When you see “**Recurring**” think “**Automation**” which translates to “**Time Saved!**”

Accounts Payable >	Automated tran
Purchasing >	⊕ Bills
Time & Expenses >	Approve bills
Accounts Receivable >	Pay bills
Cash Management >	⊕ Recurring bills

Purchasing >	Receive a payment
Time & Expenses >	⊕ Receive payments - New!
Accounts Receivable >	⊕ Recurring invoices

Purchasing
Other transaction activity
Approve transactions
Process transactions
⊕ Recurring transactions
View transactions

Order Entry
Other transaction activity
Post scheduled transactions
Process transactions
⊕ Recurring transactions
View transactions

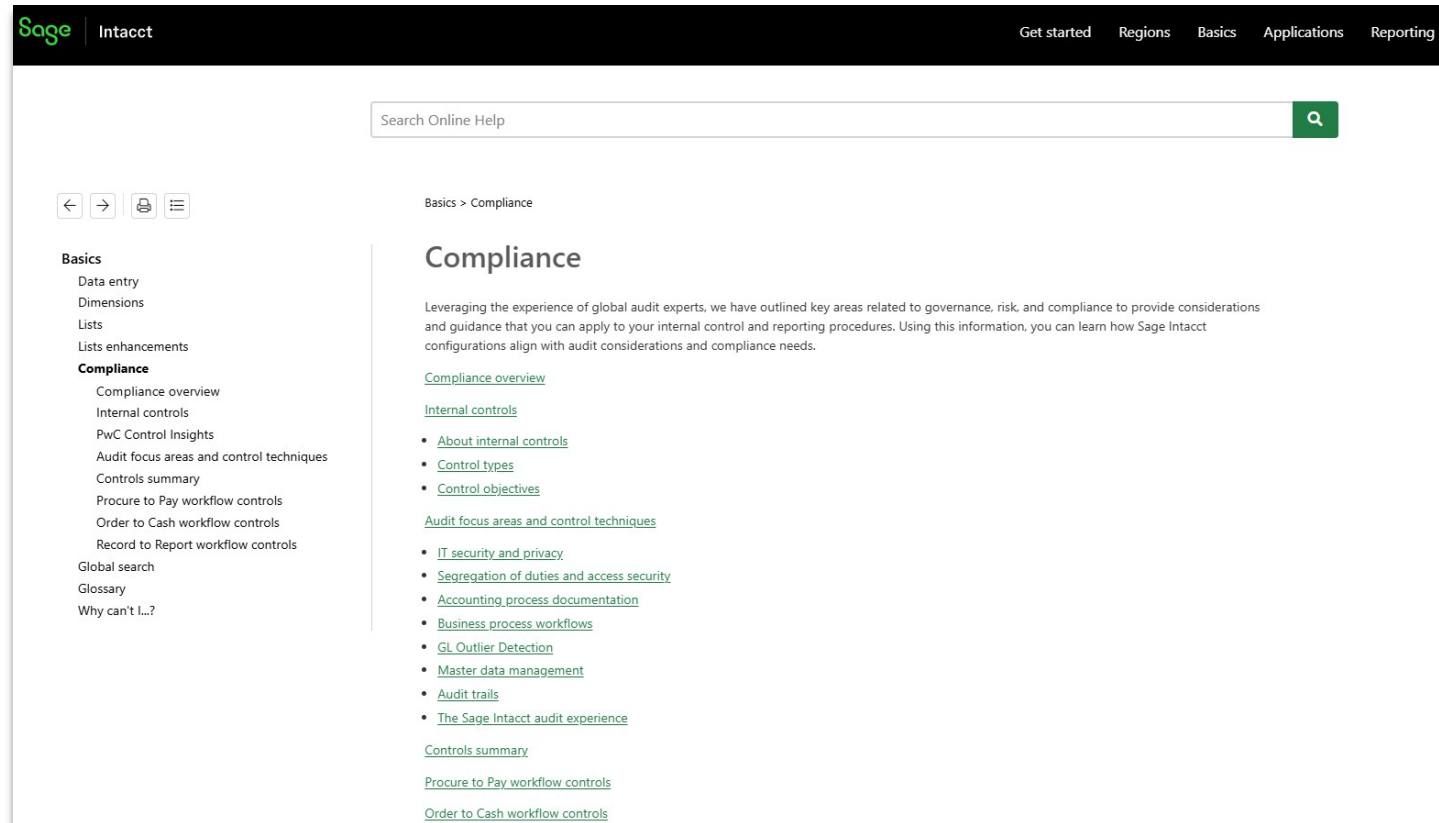
02

Compliance Considerations



How Does Sage Intacct Consider Compliance?

Sage Intacct's Investment in Compliance



- Detailed Help topic
- Feature enhancements
- Collaboration with Global Auditing Professionals

How Does Sage Intacct Consider Compliance?

Internal Controls & Audit Focus Areas

Search Online Help

← → 🖨️ ☰

Internal controls

About internal controls

Internal control types

Internal control objectives

Basics > [Compliance](#) > [Internal controls](#) > About internal controls

Internal controls overview

Internal controls are processes designed to help safeguard an organization and minimize risk to its objectives while fostering the efficient execution of operations. Internal controls should minimize risks and protect assets, ensure accuracy of records, promote operational efficiency, and support adherence to industry best practices and regulations. However, internal controls are only effective if they are selected and adopted with a holistic plan to ensure that these processes will work seamlessly with the systems in place and the people who are performing the tasks.

Establishing a governance framework

The process of instituting an optimized governance framework involves several steps that might include consultation with an experienced auditor (assurance services) to ensure the controls and practices will best address the key areas of compliance and risk for your organization. A thorough approach to establishing a governance framework might include the following internal control components:

1. Perform an initial risk assessment based on the scale and operations of the organization.
2. Establish internal controls and business processes that are the right fit for your organization size and operational complexity.
3. Review the internal controls and business processes with your auditor, validating risk assessment and materiality.
4. Configure your systems to match the agreed upon internal controls.
5. Establish an effective control environment with a culture of compliance and clearly communicated expectations that all employees operate with integrity, ethical values, and competence.
6. Engage in ongoing monitoring.

During an audit, auditors use internal control reports to assess whether the company's internal controls comply with compliance mandates and work to ensure the reliability of the financial statements. Auditors categorize internal controls into various types, objectives, and techniques.

- Considerations/guidance
- Sage Intacct configurations
- Compliance specific controls

Search Online Help

← → 🖨️ ☰

Compliance

Compliance overview

Internal controls

PwC Control Insights

Audit focus areas and control techniques

Controls summary

Procure to Pay workflow controls

Order to Cash workflow controls

Record to Report workflow controls

Basics > [Compliance](#) > Audit focus areas and control techniques

Audit focus areas and control techniques

In this section:

- [IT security and privacy](#)
- [Segregation of duties and access security](#)
- [Accounting process documentation](#)
- [Business process workflows](#)
- [GL Outlier Detection](#)
- [Master data management](#)
- [Reports for compliance](#)
- [Audit trails](#)
- [The Sage Intacct audit experience](#)

How Does Sage Intacct Consider Compliance?

Features & Control Techniques

Basics > [Compliance](#) > [Audit focus areas and control techniques](#) > GL Outlier Detection

GL Outlier Detection

Sage Intacct GL Outlier Detection is a Machine Learning (ML) service delivered with core functionality that uses your historical transaction patterns, evaluates current transactions in the approval cycle, and flags transactions that don't match. GL Outlier Detection can serve as a powerful detective control, turning transaction patterns into reliable approval process accuracy. Advantages include:

Basics > [Compliance](#) > Procure to Pay workflow controls

Procure to Pay workflow controls

This section contains information about audit considerations, internal control options, and Sage Intacct configuration options for Procure to Pay workflows. A Procure to Pay workflow can include the following business process steps and related master data records, depending on the operational and compliance requirements of the organization:

Data

Vendors

Warehouses

Product lines

Items

Price lists

Tasks

Create a purchase request

Create a purchase order

Receive a shipment

Create a vendor invoice

Approve purchasing transactions

Split / merge transactions

Print email transactions

Return a shipment

Reports

Standard reports

My reports

Control selections

Internal controls should be selected based on the control objectives, the functional requirements of the control and the reasonableness of practice based on the organization's operational reality. The following list of internal control options is grouped by process step and control objective, to streamline the evaluation and selection process.

The Sage Intacct audit experience

Sage Intacct can store, organize, and present all audit information within the system, enabling a fully paperless audit experience. Several organizations that use the Sage Intacct solution opt to provide their auditors direct access to the environment, providing the highest level of efficiency to the audit process, with transparency and confidence in their financial data.

Sage Intacct: Five Crucial Topics Controllers Must Present the CFO

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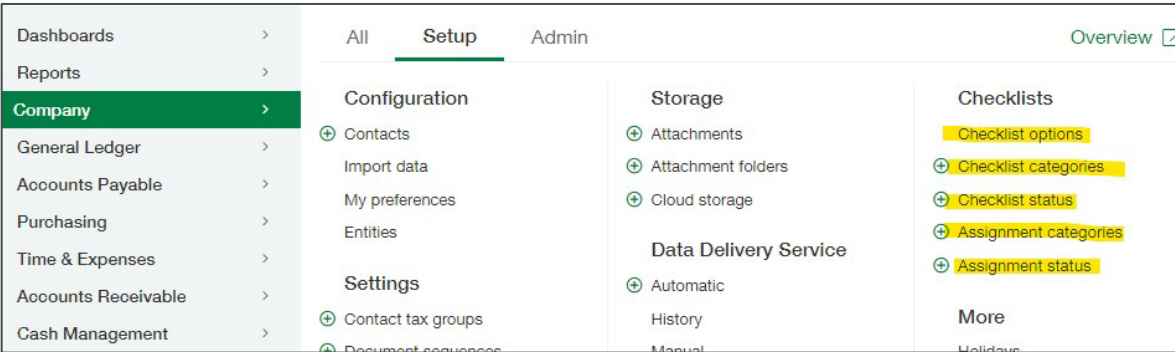
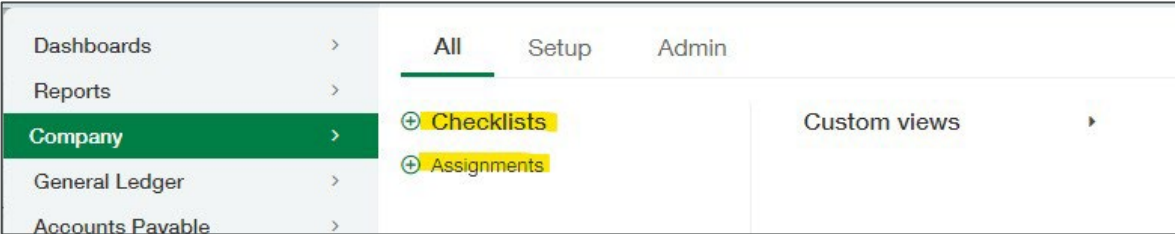
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Checklists & Assignments

Menu Location – How to Access

Checklists & Assignments can be created in Sage Intacct to help manage compliance requirements.

- Company > All > Checklists
 - Add Checklists & Assignments
- Company > Setup > Checklists
 - Define options & create categories & statuses



Checklists & Assignments

Assignments

Assignments can be manually added or imported to associate with Checklists.

- System creates Assignment IDs automatically
- Enter Assignment Name, Description, Checklist, User/Assignee, Start Date, Due Date, & Category
- Use Internal control reference field (free-form text) for your company's requirements such as SOC, HIPAA, ISO, etc.
- Constraints (dependents) can be set up to indicate relationships with other assignments & order of completion
- Users can add percent complete, actual end date, comment, & attachment to assignments

View assignment information

General information

Assignment category

Accounting

Assignment ID

AP72

Assignee

Tesla, Nick

Start date

01/04/2025

Attachment

--

Status

Active

Associated checklist

CL16--Year End Close 2024

Assignment name

Review/Close AR

Assignment status

Not Started

Due date

01/04/2025

Internal control reference

--

Description

Review all AR and Aging - ensure accuracy and close AR

Percent complete

--

Actual end date

--

Comment

Constraints on this assignment

Constraint type	Date type	Assignment name
Start on or after	Start date of	AP70--Create Customer Invoices
Start on or after	Start date of	AP71--Record Customer Receipts
Finish by	Start date of	AP80--Verify Results

Checklists & Assignments

Checklists

Checklists can be manually added or imported.

- System creates Checklist IDs automatically
- Enter Name, Description, Category, Owner, & Status
- Assignments associated with Checklist appear in table
- Constraints also show in Assignment table
- Checklist can be added to Dashboard
- Checklist & Assignment permissions include List, View, Add, Edit, & Delete functions under Company permissions

View checklist information

General information

Checklist ID

CL16

Checklist category

[Year End Close](#)

Checklist status

[Not Started](#)

Checklist name

Year End Close 2024

Checklist owner

[Grace, Karla](#)

Checklist description

Year End Close

Status

Active

Assignments

	Assignment name	Assignment description	Start date	Due date	Assignee	Assignment status
1	Create Customer Invoices	Create Customer Invoices for last service month of year	01/01/2025	01/03/2025	Tesla, Nick	Not Started
2	Record Customer Receipts	Post all AR Receipts for last service month of year	01/02/2025	01/03/2025	Tesla, Nick	Not Started
3	Review/Close AR	Review all AR and Aging - ensure accuracy and close AR	01/04/2025	01/04/2025	Tesla, Nick	Not Started
4	Reconcile AR Aging to GL	Agree AR Aging to GL	01/05/2025	01/05/2025	Waits, Tom	Not Started
5	Enter Vendor Bills	Enter all Vendor bills with 2024 service dates	01/01/2025	01/06/2025	Grace, Karla	Not Started
6	Review/Close AP	Review outstanding checklist (over 60+ days outstanding)	01/06/2025	01/07/2025	Grace, Karla	Not Started
7	Reconcile AP Aging to GL	Agree AP Aging to GL	01/07/2025	01/07/2025	Waits, Tom	Not Started
8	Allocations	Perform and post Dynamic Allocations	01/01/2025	01/05/2025	Waits, Tom	Not Started
9	Manual Journal Entries	Record accruals, prepaid amortization, depreciation, and deferred revenue entries	01/01/2025	01/03/2025	Waits, Tom	Not Started
10	Bank Reconciliation	Complete Bank Recons, ensure all items are recorded, review outstanding items	01/03/2025	01/07/2025	Grace, Karla	Not Started
11	Verify Results	Review GL, Trial Balance, and Financial Reports	01/07/2025	01/09/2025	psmith	Not Started
12	Close GL	Close the General Ledger	01/09/2025	01/09/2025	psmith	Not Started
13	Review 1099 Reports	Review 1099 Reports	01/10/2025	01/10/2025	Grace, Karla	Not Started

Managing Local Jurisdictions

Sage Intacct Functionality

Tax rates can be entered manually on transactions, or automated based on defined rate schedules.

Detail ID ▾	Description	Percent
<input type="text"/>	<input type="text"/>	<input type="text"/>
KY Fayette City	KY Fayette Co City Tax	1.250
KY Fayette School	KY Fayette Co School Tax	1.000
KY State	Kentucky State Tax	6.000

- Sage Intacct offers two options:
 - ❑ Simple tax – allowing staff to enter a tax rate
 - ❑ Advanced tax – will automatically calculate taxes on transactions
- Set up Customers, Contacts, & Items as taxable vs non-taxable
- Sage Marketplace Partners are also available for tax functionality

03

System Automation & Reports to Replace Excel Spreadsheets



Streamline Transaction Activity

AI/ML Functionality, Streamlined Processes, Reports, & Modules

*This content represents some, not all, of the functionality available in Sage Intacct. A thorough review of the system & consultation with your Forvis Mazars technology partner should be performed.

AI for Transactions

- GL Outlier Detection > Streamlined setup!
- **Dynamic Allocations** > Eliminate manual calculations & automate your distributions
- **AP Bill Automation** & **AP Automation with Purchasing**
- Bank Feeds & Matching/Creation Rules
- **Fixed Assets** > Streamlined to allow offline imports of up to 15,000 assets
- Automate Submission of Employee Expenses > Now generally available in **Time & Expenses module!**
- Sage Copilot AI > Close Assistant – Early Adopter phase
- **DA, APA, FAM, ICRW, IVE, PEA, & T&E require separate subscriptions**

AI for Reports & Analysis

- Sage Copilot AI > Variance Analysis generally available
- New Search Engine help with Copilot > phased general availability
- New Variance Analysis report
- List Enhancements > generally available
- TaxBandits seamless integration for Form 1099 reporting within AP
- New **Fixed Assets Management (FAM)** reporting areas > Assets, Depreciation Schedule, & Depreciation Schedule Detail
- New and enhanced report library available in **Interactive Custom Report Writer (ICRW)** and **Interactive Visual Explorer (IVE)**

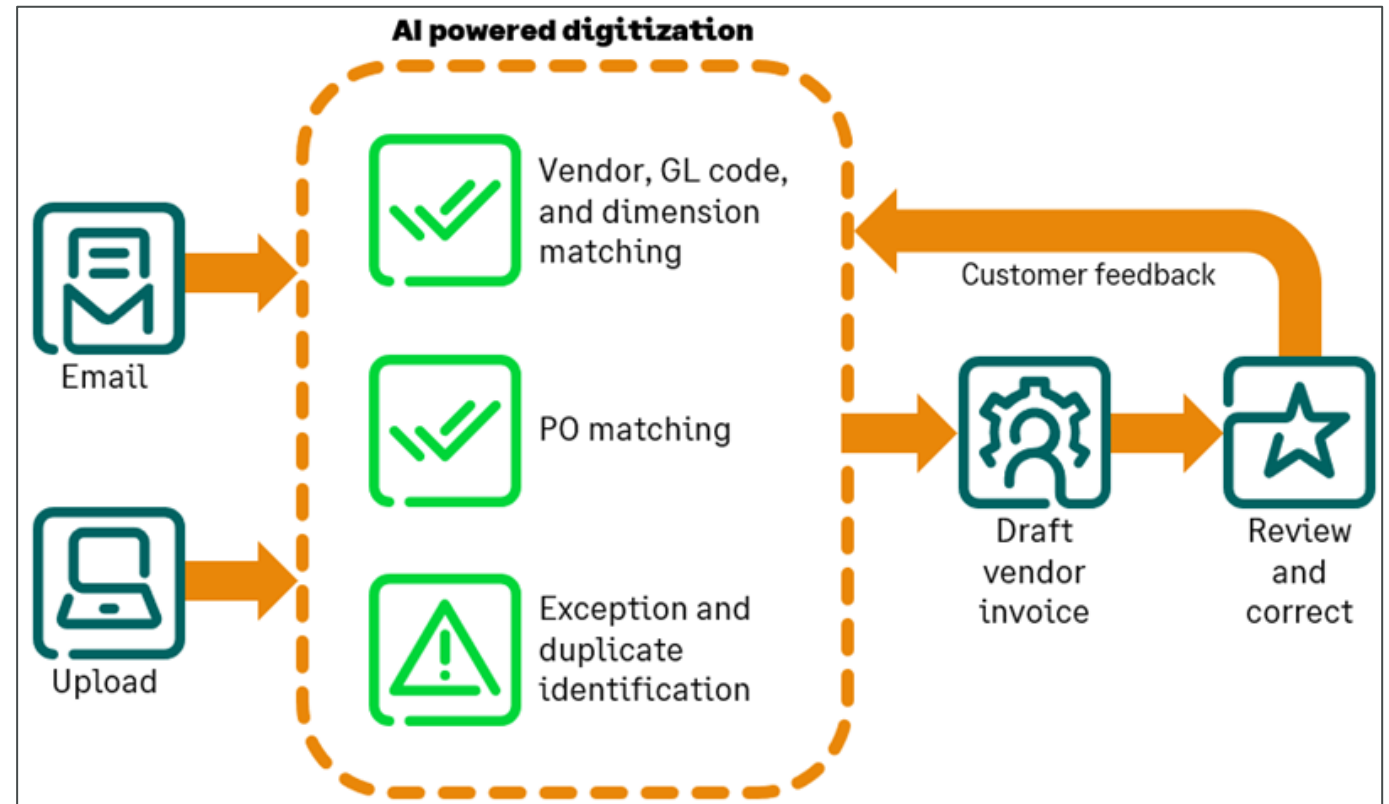
Other Modules to Consider

- Your team may be manually tracking certain accounting transactions outside of the system. Adding the modules listed below can help improve efficiencies & replace time-consuming, manual work with system automation
 1. **Prepaid Expense Amortization (PEA)**
 2. **Fixed Assets Management (FAM)**
 3. **Time & Expenses (T&E)**
- Other modules can provide connectivity to AP & Purchasing to auto-create Subledger entries (such as AP Bills creating Assets) & “one-click” options to record all month-end amortization or depreciation entries

AP Automation With Purchasing New With Release 2025-1

AP Automation with Purchasing drafts the incoming Vendor Invoice & matches it to any previous documents, such as the Purchase Order or Receiver.

- Define Purchasing document mapping in a one-time setup
- Email or upload Vendor Invoices; Sage AI detects Vendor & matches to Purchasing transaction
- System creates a draft invoice with source document attached; Line items populate based on the matched source transaction
- Review draft invoice, make any corrections, & post; Corrections feed back to AI engine for machine learning (ML) model to improve future matches.
- **AP Automation with Purchasing is an add-on with AP Bill Automation**



AP Automation With Purchasing

New With Release 2025-1

- Update user permissions in both AP & Purchasing for “Automated transactions” – new list in both modules
- Incoming transactions are created as Vendor Invoices by default, & users can change the transaction type as needed before posting
- Users can also change the transaction match for a Draft transaction at any time before posting
- For transactions that do not belong in the Purchasing workflow, such as rent or utility bills, you can select **Change to AP Bill** to move the transaction to Accounts Payable
- If you want Sage to create all future transactions for a Vendor as AP Bills, set **Change to AP Bill** as a preference on the Vendor record
- Sage automatically detects files that were previously uploaded & flags them as duplicates, bringing them to your attention
- The following [enhancements](#) to AP Automation with Purchasing are available to [Early Adopters](#):
 - [Standalone automated transactions](#) > Automate standalone transactions for cases when there is no existing Purchasing document to match with
 - [Line-level transaction matching](#) > Populate line items in the Vendor Invoice using data from the Vendor document rather than the matched source transaction

Bank Feeds & Matching/Creation Rules

Connecting Feeds for Bank & Credit Card Transactions

If your bank participates in one of the programs offered, connecting the feed directly to Sage Intacct can be an efficient way to complete reconciliations.

- Plaid > Over 3,000 banks participate in the Plaid connection
- FISPAN > Works with banks that use both API & SFTP; Banks with FISPAN connections will be denoted in the Banking Cloud search engine
- AccessPay > For premium bank feeds; Create an AccessPay account & follow the setup steps; Effective with 2025 Release 1 on February 7 AccessPay now supports even more connections
- Review related articles in the Sage Intacct Help Center for lists of banks that participate & step-by-step instructions to connect feeds
- Help Center > “Quick reference guide for bank feeds” & “Bank feeds FAQ” articles
- Full Admin user > Enable Sage Cloud Services at Company > Admin > Subscriptions & then assign users any permissions they need to work with connected feeds
- *Sage Intacct does not charge for connecting bank or credit card feeds. FISPAN, AccessPay, or your financial institution may have associated costs.*

Reconciling Bank & Credit Card Accounts

Bank Transaction Assistant File Import UI Page

If your bank does not participate in a feed program, then use Bank Transaction Assistant (BTA) to import transactions. Effective with Release 2024-4, BTA now supports BAI2 & CAMT53 file types in addition to OFX, ASO, QIF, CSV, & XLS(X). File import guide quick link is on “Upload your file” UI page.

Upload your file

⬆

Drag and drop your file here or

Select a file from your device

Download a statement from your bank

We support BAI2, CAMT053, OFX, ASO, QIF, CSV, XLS(X) file formats.

These files can be identified by one of the following extensions: BAI, XML, TXT, OFX, ASO, QBO, QFX, QIF, CSV, XLS, XLSX.

Format your file

If you're importing a CSV, XLS or XLSX file, it needs to contain specific headers.

Open the file import guide for help setting up your file or to download example files.

Open file import guide

File import guide

CSV with 3 columns

Learn more

CSV with 4 columns

Learn more

XLS or XLSX with 3 columns

Learn more

XLS or XLSX with 4 columns

Learn more

Other supported file types

QIF, QFX, QBO, OFX, BAI2, CAMT53, and ASO.

Learn more

Close

Sage Intacct: Five Crucial Topics Controllers Must Present the CFO

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Bank Feeds & Matching/Creation Rules

Matching & Creation Rules

Setup rules for the system to auto-match Intacct & bank/credit card transactions, whether you connect feeds or use BTA imports.

- Matching Rules > Define matching conditions as Document Number, Amount, Posting Date, &/or Description
- Creation Rules > Use to direct the system to auto-create a journal entry or credit card (CC) transaction
- Reconciliation Txn Templates > Basis for journal entry or CC transaction paired with Creation Rule, or for AR advance with Bank Transaction Assistant (BTA)
- Rule Sets > Groups of rules assigned to Bank or CC accounts; List Creation rules before Matching rules
- Assignment Rules > Use with Bank Transaction Assistant (BTA) to auto-assign Customers to unmatched deposits

Dashboards	>	All	Setup
Reports	>		
Company	>		Configuration
General Ledger	>		Accounts
Accounts Payable	>	+	Credit card
Purchasing	>	+	Checking
Time & Expenses	>	+	Savings
Accounts Receivable	>		Reconciliation rules
Cash Management	>	+	Matching and creation rules
Grants	>	+	Rule sets
Inventory Control	>		Rule set performance log
Order Entry	>	+	Assignment rules
Additional Dimension	>		Reconciliation txn templates
Budgets	>	+	AR advance
Fixed Assets Management	>	+	Credit card transaction
		+	Journal entry

Fixed Assets Management (FAM) Module

Maintain Fixed Assets & Depreciation in Sage Intacct

Fixed Assets is used to monitor your Assets, Depreciation, CIP, & related activities. The module includes a dashboard of several reports for insights & analysis.

- Replace spreadsheet tracking with the Fixed Assets module in Sage
- Links to AP & Purchasing to automatically create assets upon posting
- Review dimensions & other details then “Place in service” to generate depreciation schedule, e.g., 60 months straight line for vehicles
- One-click action to submit all month-end depreciation entries due to be posted
- **Fixed Asset module is an add-on application. Contact Forvis Mazars Intacct Support desk for more information**

The screenshot shows the 'Assets' module in Sage Intacct. It features a 'Manage view' dropdown, a 'Delete' button, and a table of assets. The table has columns for Asset ID, Asset name, State, Acquisition date, In-service date, Asset classification ID, Asset classification name, and Asset cost. Two assets are listed: FA-10003 (Server, Ready for review, 09/03/2024, Equip, Equip, \$5,000.00) and FA-10002 (Server, In service, 07/31/2024, Equip, Equip, \$10,000.00).

Asset ID	Asset name	State	Acquisition date	In-service date	Asset classification ID	Asset classification na...	Asset cost
FA-10003	Server	Ready for review	09/03/2024		Equip	Equip	\$5,000.00
FA-10002	Server	In service	07/31/2024	07/31/2024	Equip	Equip	\$10,000.00

The screenshot shows the 'Fixed Assets Management - Post depreciation' interface. It features a 'Manage view' dropdown, a 'Post depreciation' button, and a table of depreciation entries. The table has columns for Depreciation schedule, Scheduled period, State, Depreciation amount, Asset ID, and Asset name. Eight entries are listed, all with a depreciation amount of \$416.66 and a state of 'Not posted'.

Depreciation sc...	Scheduled p...	State	Depreciation amount	Asset ID	Asset name
1	07/31/2024	Not posted	\$416.66	FA-10002	Server
2	08/31/2024	Not posted	\$416.66	FA-10002	Server
3	09/30/2024	Not posted	\$416.66	FA-10002	Server
4	10/31/2024	Not posted	\$416.66	FA-10002	Server
5	11/30/2024	Not posted	\$416.66	FA-10002	Server
6	12/31/2024	Not posted	\$416.66	FA-10002	Server
7	01/31/2025	Not posted	\$416.66	FA-10002	Server
8	02/28/2025	Not posted	\$416.66	FA-10002	Server

Prepaid Expense Amortization (PEA) Module

Track Prepaid Assets in Sage

Prepaid Expense Amortization is used to monitor your Prepaid Assets & related amortization schedules. The module includes a dashboard of several reports for insights & analysis.

- Replace spreadsheet tracking with the PEA module in Sage
- Links to AP & Purchasing to automatically create Prepaid Assets and schedules of amortization entries upon posting
- Review dimensions & other details then “start” the schedule, e.g., 12 months straight line for prepaid insurance
- One-click action to submit all month-end amortization entries due to be posted
- **PEA is \$0 cost Sage module. Contact Forvis Mazars for an estimate to implement & train**

All Prepaid Expense Schedules | [New Prepaid Expense Schedule](#) | [Quick create](#)

View: All Prepaid Expense Schedu | [Edit view](#) | [New view](#) | [Clone](#) | [Filter](#)

[Delete](#) | [More actions...](#)

Prepaid Expense Schedules 1-15 of 15

Action	Vendor	Prepaid Expense Schedule	Entity	Type	Expense Amortization Start Date	Prepaid Expense Class	Amount	Status
<input type="checkbox"/> Edit View	20009--State Farm Insurance	State Farm Oct 24 Sep 25	AP		10/31/2024	StateFarm-Ins_12	1,200.00	In Progress
<input type="checkbox"/> Edit View	20017--Vanguard	Vanguard E950 Nov 24 Oct 25	AP		11/30/2024	Insurance_12	1,980.00	In Progress
<input type="checkbox"/> Edit View	20017--Vanguard	Vanguard E200 Nov 24 Oct 25	AP		11/30/2024	Insurance_12	2,010.00	In Progress
<input type="checkbox"/> Edit View	20017--Vanguard	Vanguard E100 Nov 24 Oct 25	AP		11/30/2024	Insurance_12	2,010.00	In Progress
<input type="checkbox"/> Edit View		Test Insurance 0619	Manual		04/30/2024	Insurance_12	12,000.00	Schedule Generated
<input type="checkbox"/> Edit View	20017--Vanguard	Vanguard Insur E950 Jan Dec 24	AP		01/31/2024	Insurance_12	1,188.00	Schedule Generated
<input type="checkbox"/> Edit View	20017--Vanguard	Vanguard Insur E200 Jan Dec 24					1,206.00	Schedule Generated
<input type="checkbox"/> Edit View	20017--Vanguard	Vanguard Insur E100 Jan Dec 24					1,206.00	Schedule Generated
<input type="checkbox"/> Edit View	20022--Sloane Curtis	SC USA Holding Rent 2024					5,000.00	Schedule Generated
<input type="checkbox"/> Edit View	20022--Sloane Curtis	SC USA Entity Rent 2024					5,000.00	Completed
<input type="checkbox"/> Edit View	20004--Lenovo	Legal Research Jan 24 to Dec 24					5,500.00	Completed
<input type="checkbox"/> Edit View	20008--Boston Properties	BP Rent Jan 24 to Dec 24					5,000.00	Completed
<input type="checkbox"/> Edit View	20020--Peterson Advertising	Mktg Peterson Feb 24 to Jan 25					5,000.00	Completed
<input type="checkbox"/> Edit View		ABC Insurance					5,000.00	Completed
<input type="checkbox"/> Edit View		Insurance DO Sep 23 to Aug 24					5,000.00	Completed

All Prepaid Expense Schedule Entries

View: Top Level - Due to be poster | [Edit view](#) | [New view](#) | [Clone](#) | [Delete](#) | [Filter](#)

[Delete](#) | [More actions...](#)

Prepaid Expense Schedule Entries 1-7 of 7

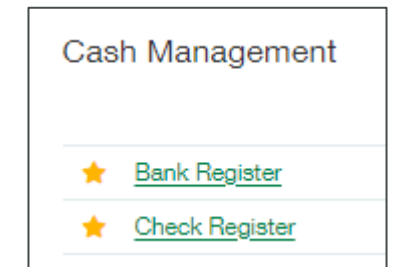
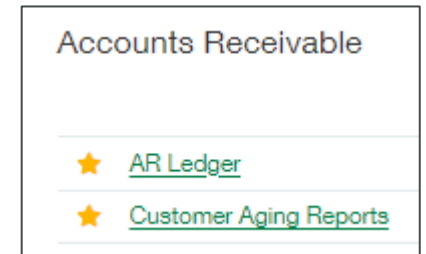
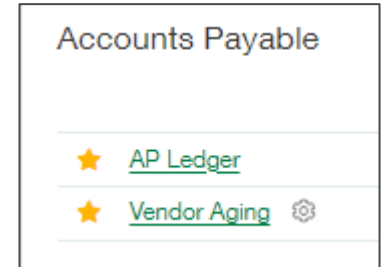
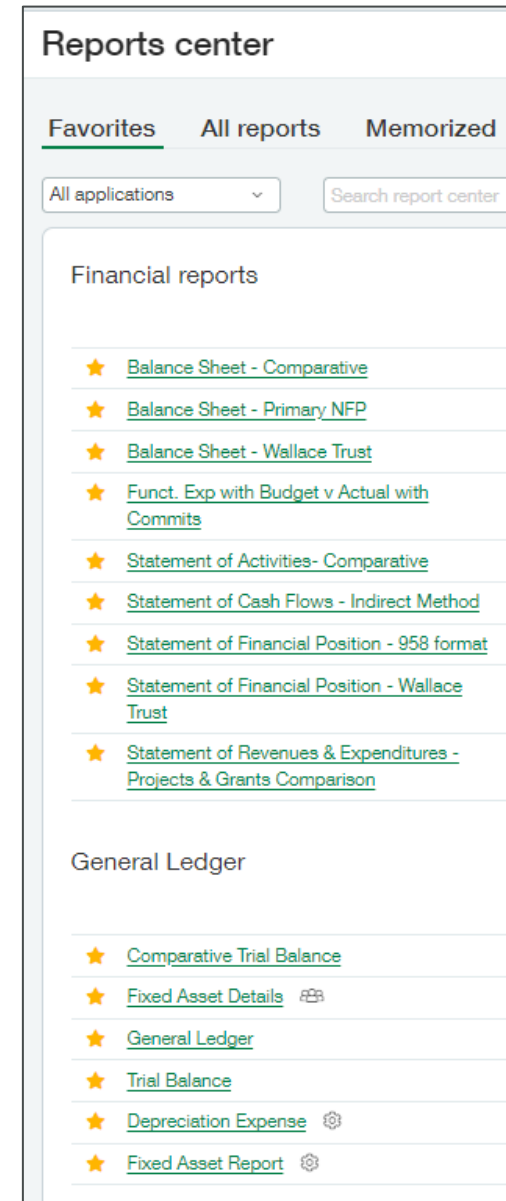
Action	ID	Prepaid Expense Schedule
<input type="checkbox"/> Edit View	13992	State Farm Oct 24 Sep 25
<input type="checkbox"/> Edit View	13978	Vanguard E950 Nov 24 Oct 25
<input type="checkbox"/> Edit View	13993	State Farm Oct 24 Sep 25
<input type="checkbox"/> Edit View	13955	Vanguard E100 Nov 24 Oct 25
<input type="checkbox"/> Edit View	13967	Vanguard E200 Nov 24 Oct 25
<input type="checkbox"/> Edit View	13979	Vanguard E950 Nov 24 Oct 25
<input type="checkbox"/> Edit View	13994	State Farm Oct 24 Sep 25

Reports

Standard & Financial Reports

Mark reports as Favorites & Memorize module reports to streamline reviews during close.

- Memorize any Standard report from a Sage Intacct module to “lock in” the format and filters to save time generating them for review
- GL module > General Ledger report & Trial Balance
- Other core modules > AP and AR Reconciliations, Cash Balances, etc.
- Mark Financial reports (QuickStart or custom reports) & Standard reports as Favorites in the Reports Center (yellow star) for quicker access
- Create Report Groups, as needed, for two or more reports that you want to generate simultaneously to save time
- Schedule a single Report or Report Group with several delivery options (Email, Store in Intacct, or Store in Cloud)
- Very nice feature > Schedule Recurrence option for “Following General Ledger close”
- Use “Process & store” function to run larger reports offline



Variance Analysis Report

New With Release 2025-1

There are three versions of the report:

- Variance analysis
- Variance analysis by dept.
- Variance analysis by location

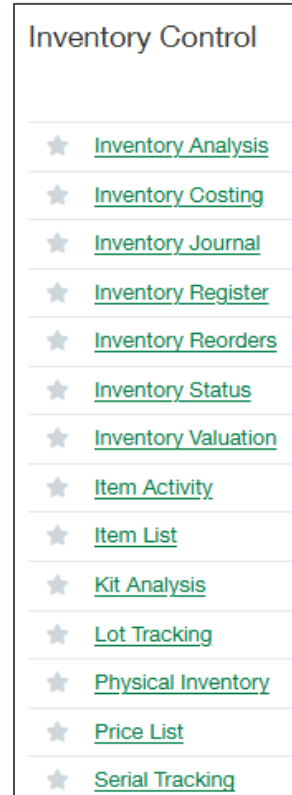
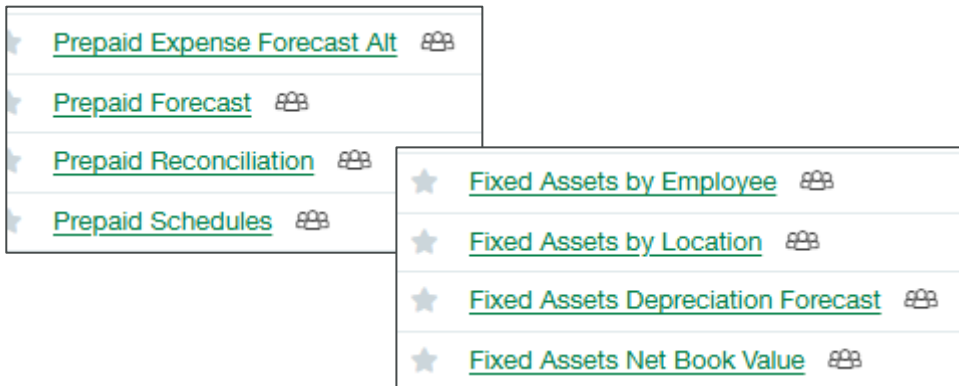
Variance Analysis						
	Year To Date 08/13/2024				Prior Year To Date 08/13/2023	Year To Date 08/13/2024
	Actual	Approved Budget	Actual minus budget	Budget variance	PYTD Actual	Period difference Period variance
▼ Net Operating Income						
▼ Gross Profit						
▶ Revenue	3,615,555	3,667,177	(51,622)	(1.4) %	3,175,722	439,833↑ 13.8 %
▶ Cost of Revenue	73,225	76,976	3,751	4.9 %	69,836	3,389↑ 4.9 %
Gross Profit	3,542,330	3,590,201	(47,871)	(1.3) %	3,105,886	436,445↑ 14.1 %
▼ Operating Expenses						
▶ General and Administrative Expenses	317,855	297,919	(19,935)	(6.7) %	242,654	75,202↑ 31.0 %
▶ Marketing and Advertising Expenses	60,216	58,171	(2,046)	(3.5) %	49,935	10,281↑ 20.6 %
▶ Depreciation and Amortization Expense	103,603	117,226	13,623	11.6 %	89,374	14,229↑ 15.9 %
▶ Payroll and Related Expenses	1,863,977	1,784,732	(79,245)	(4.4) %	1,559,977	304,000↑ 19.5 %
▶ Utilities and Facilities	720,725	708,733	(11,992)	(1.7) %	693,455	27,270↑ 3.9 %
▶ Operating and Maintenance Expenses	281,957	245,817	(36,140)	(14.7) %	208,643	73,315↑ 35.1 %
▶ Taxes and Insurance	105,495	103,529	(1,966)	(1.9) %	91,044	14,450↑ 15.9 %
Total Operating Expenses	3,453,828	3,316,127	(137,701)	(4.2) %	2,935,082	518,747↑ 17.7 %
Net Operating Income	88,502	274,074	(185,572)	(67.7) %	170,804	(82,302)↓ (48.2) %

Reports

Other Modules & Custom Reports

Reports are available in other modules, & custom reports can be created.

- Inventory Control module
- Prepaid Expense Amortization module
- Fixed Assets Management module
- Custom Report Writer (CRW)
- Interactive Customer Report Writer (ICRW)
- Interactive Visual Explorer (IVE)



Custom report wizard

Step 1 Select a primary data source

Primary data source
AP payment detail

The selected reporting area provides the following information:
Detail and header information for AP payments and advance payments.

Report audience
Finance

Report type
Metrics

Select a record or transaction as the starting point for your report.

Record

Your report can include columns from the primary data source, as well as related data.

```
graph LR; Customer((Customer)) --- Name((Name)); Customer --- CreditLimit((Credit Limit)); Customer --- Discount((% Discount));
```

Transaction

Select a data source labeled as "detail" if you want to include amounts or other transaction information.

```
graph LR; Invoice[Invoice] --- AggregateLevel[Aggregate level]; Invoice --- Detail[Detail Line item details];
```

04

Tips to Improve Days to Close



New With Release 2025-1

- ## Closed books overview

Close assistant

Reporting period: Month Ended Jan 31, 2024

Accounts Payable ↺↻

As of Today, 01:02 EST

[Review unposted bills](#)Close AP

Accounts Receivable ↺↻

As of Today, 01:02 EST

[Review unposted invoices](#)

Cash Management ↺

As of Today, 01:02 EST

Review bank reconciliations

 Close CM

General Ledger ↺↻

As of Today, 01:02 EST

[Review unposted journal entries](#)

Run variance analysis

 Close GL

[View Close books Overview](#)

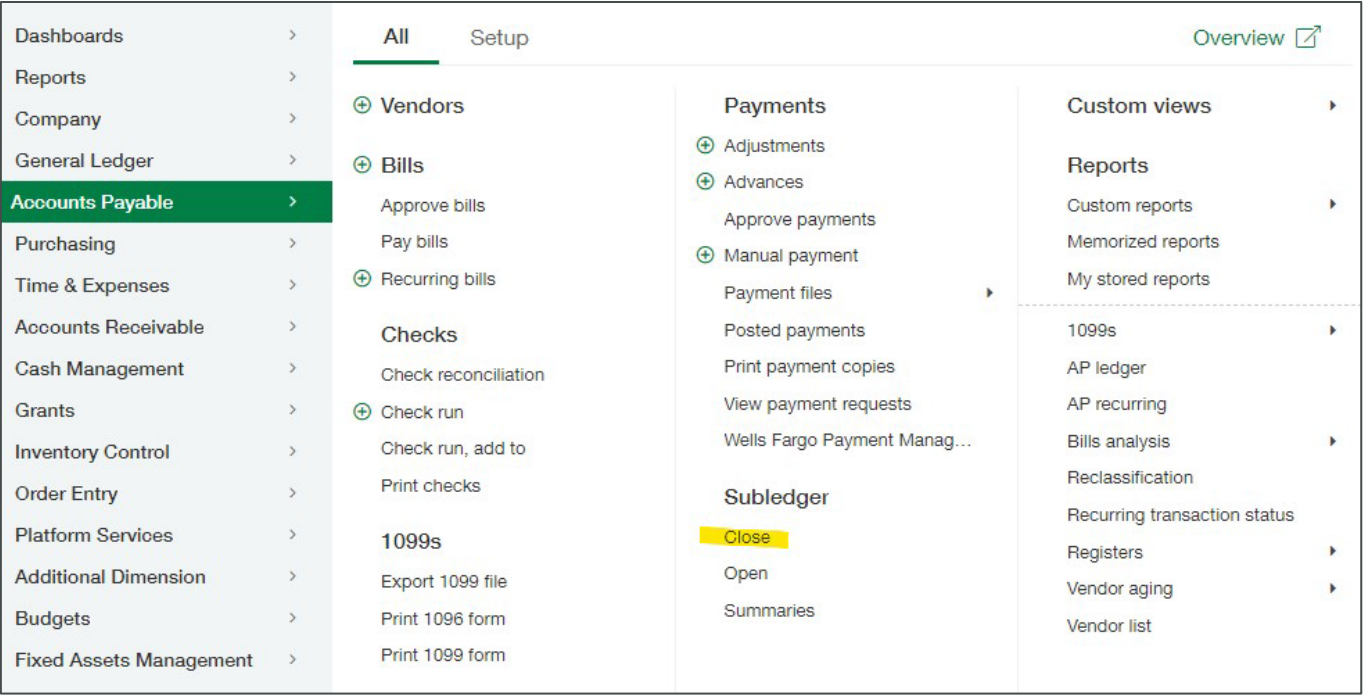
Closing the Subledgers

Menu Locations – AP, AR, CM, T&E

Certain subledgers can be closed individually* in Sage Intacct. Others will close when the ‘close books’ function is completed for the General Ledger.

- Cash Management* (CM)
- Accounts Payable* (AP)
- Accounts Receivable* (AR)
- *Inventory Control*
- *Prepaid Expense Amortization*
- *Fixed Assets Management*
- *Time & Expenses* (T&E)*

***Subledgers in italics are for modules that require separate subscriptions.

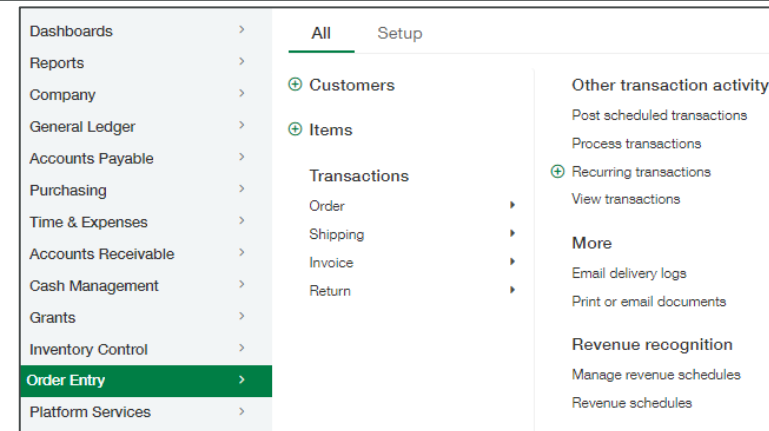
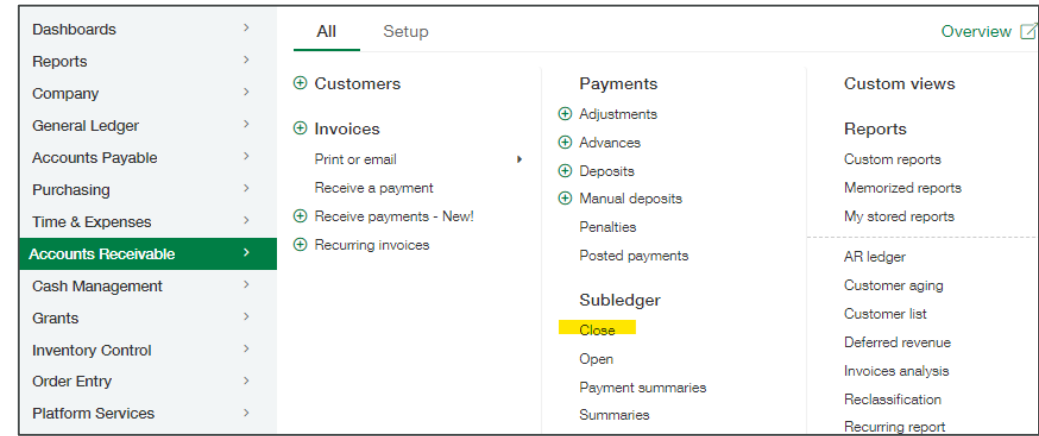


Closing the Subledgers – Other Time Saving Tips

Subledger ‘Dependent’ Modules & Pending Transactions

Closing a subledger also closes any dependent module. Draft & pending transactions should be reviewed before closing to save time in the review & reporting process.

- Closing AP also closes Purchasing
- Closing AR also closes Order Entry
- Review pending transactions to take necessary actions before closing:
 - Transactions in a Draft state
 - Failed **Recurring** transactions
 - Submitted or Partially Approved transactions with posting dates in the period to be closed
 - *New Copilot Close Assistant contains alerts for certain types of “unposted” transactions*



Reconcile Subledgers to General Ledger

Automatic AR Customer Reconciliation Tool with automatic matching:

Configure Accounts Receivable

Show warning

Do not allow transactions to be created

Do nothing

Require numbers on:

✓ Invoices, adjustments, and recurring invoices only

✓ Manual deposits

Customer reconciliation

✓ Enable customer reconciliation

AR match sequence

ARMatch

Document sequence information

Sequence ID

ARMatch

Sequence type

Alpha

Fiscal year rollover

▢ Enable sequence fiscal year rollover

Field prefix

Separator

Primary sequence

Separator

Fixed suffix

AR

-

000000

-

000000

Sequence without fiscal year rollover

Fiscal year

Next primary sequence *

Next unused sequence

Sequence maximum

AR

000000

AR-000001

AR-000000

Accounts Receivable permissions for

Revenue recognition template

✓ List

✓ View

Reports

AR ledger

✓ Run

Customer reconciliation

✓ Run

Recurring transaction status

✓ Run

Recurring transaction forecast

✓ Run

- Uppercase letters – Fully matched
- Lowercase letters – Partially paid
- No sequence – Unpaid

Customer reconciliation

Customize

View

Print

Process & store

Email

As of date: 10/01/2024 - 10/31/2024 Created on: 10/28/2024, 6:51 AM PST										
Customer	Date	Document	Memo	Txn Type	Txn currency	Txn amount	Match sequence	Charges (USD)	Payments (USD)	Balance (USD)
2200091 - Macys.com	10/01/2024		Balance forward							1,470,531.88
	10/28/2024	INV000554		Invoice	USD	14,000.00	AR-AAAAAAA	14,000.00		1,484,531.88
	10/28/2024	INV000555		Invoice	USD	12,000.00	AR-aaaaaab	12,000.00		1,496,531.88
	10/28/2024	INV000556		Invoice	USD	5,000.00		5,000.00		1,501,531.88
	10/28/2024			Payments	USD	14,000.00	AR-AAAAAAA		14,000.00	1,487,531.88
	10/28/2024			Payments	USD	7,000.00	AR-aaaaaab		7,000.00	1,480,531.88
	10/28/2024			Payments	USD	3,000.00	AR-aaaaaab		3,000.00	1,477,531.88
								31,000.00	24,000.00	1,477,531.88
Total for Macys.com										
Totals								31,000.00	24,000.00	1,477,531.88

On a go-forward basis only

Reconcile Subledgers to General Ledger

Automatic AP Vendor Reconciliation Tool with automatic matching – on a go-forward basis only!

Configure Accounts Payable

☒ Manual payments

Vendor reconciliation

☒ Enable vendor reconciliation

AP match sequence

Accounts Payable permissions

Reports

AP ledger

☒ Run

Vendor reconciliation

☒ Run

Recurring transaction status

☒ Run

Vendor aging reports and graphs

☒ Run

- Uppercase letters – Fully matched
- Lowercase letters – Partially paid
- No sequence – Unpaid

Vendor reconciliation

Customize

View

Print

Process & store

Email

As of date: 10/01/2024 - 10/31/2024

Created on: 10/29/2024, 8:48 AM PST

Vendor	Date	Document	Memo	Txn Type	Txn currency	Txn amount	Match sequence	Charges (USD)	Payments (USD)	Balance (USD)
V00050 - Acme Printing	10/01/2024		Balance forward							3,167.40
	10/29/2024	Test APMatch		Bill	USD	1,500.00	AP-AAAAAAAAA	1,500.00		4,667.40
	10/29/2024	TestAP match 2		Bill	USD	3,000.00		3,000.00		7,667.40
	10/29/2024	TestAP Match 3		Bill	USD	7,000.00	AP-aaaaaaaab	7,000.00		14,667.40
	10/29/2024			Payments	USD	1,500.00	AP-AAAAAAAAA		1,500.00	13,167.40
	10/29/2024			Payments	USD	1,200.00	AP-aaaaaaaab		1,200.00	11,967.40
	10/29/2024			Payments	USD	2,000.00	AP-aaaaaaaab		2,000.00	9,967.40
Total for Acme Printing								11,500.00	4,700.00	9,967.40
Totals								11,500.00	4,700.00	9,967.40

Reconcile Subledgers to General Ledger

How to Save Time Troubleshooting Reconciliation Differences

Credit card balances may affect AP reconciliation. Customer overpayments may affect AR reconciliation. Manual journal entries could affect both AP & AR.

- AP Aging report > Includes optional setting to exclude credit card transactions from report
- Sage Intacct credit card accounts are mapped to Current Liability accounts, not Accounts Payable
- AR GL Account > May not contain customer overpayments if default GL account is set up as a Current Liability account (AR > Setup > Configuration)
- Manual journal entries > Review GL Detail report for items posted to journals other than ARJ, APJ, CRJ, or CDJ
- Recommend enabling the “Disallow direct posting” setting on AP & AR control accounts > Prevents manual journal entries which post to the GL but not to subledgers (also disallow on Inventory account, if applicable)

The screenshot shows the 'Vendor aging report' configuration interface. It includes sections for 'Time period' (Aging periods, Report as of, Date to use, Based on), 'Filters' (Vendor selection, Vendor type), and a checkbox at the bottom to 'Exclude credit card transactions from report'.

Vendor aging report

Time period

Aging periods
-0,1-30,31-60,61-90,90-

Report as of
☐ Today ☒ Select date

Date to use
12/31/2024

Based on
☐ Bill date ☒ Due date ☐ GL posting date

Filters

Vendor selection
☒ Range
From vendor

☐ Multiple vendors

☐ Vendor group

Vendor type

☒ Exclude credit card transactions from report

The screenshot shows the 'Configure Accounts Receivable' screen. It lists various GL accounts for configuration, including Account Receivable, Discounts, Penalties, Overpayment, and Customer advances, each with a dropdown menu for selection.

Configure Accounts Receivable

GL accounts

Account Receivable *
1200--Accounts Receivable

Discounts *
4399--Other Revenue

Penalties *
4360--Late Charges & Fees

Overpayment *
2420--Deposits in Custody

Customer advances
2420--Deposits in Custody

Close the General Ledger

Close Books Menu Item

Closing the General Ledger module will close the GL & all open Subledgers (if any) to prevent transaction posting. You may close by separate Entity or close all Entities at the same time (at Top Level). Create Entity Groups to close two or more related companies simultaneously to save time.

General Ledger	▼		
Dashboards	>	All	Setup
Reports	>		
Company	>	Accounts	Books
General Ledger	>	⊕ General Ledger accounts	Close
Accounts Payable	>	⊕ Statistical accounts	Open
Purchasing	>	⊕ Journal entries	Financial

Closed Thru Summary		
Entity	Application	Closed through
100	General Ledger	12/31/2024
100	Accounts Payable	01/31/2025
100	Accounts Receivable	01/31/2025
100	Time & Expenses	12/31/2024
100	Cash Management	12/31/2024

MISSION PEAK

Not-for-Profit

Top level ▼

★ 🏠 General Ledger ▼

Close books

Close company books from
01/01/1970

Entity or entity group ?

▼

To the end of period * ?

Select period ▼

?

About Entity or entity group

If you close periods at the top level for AP, AR, CM, or GL, leaving the Entity or entity group field blank closes this period for all entities unless it has been closed at the entity level.

If you open periods at the top level for AP, AR, or CM, leaving the Entity or entity group field blank reopens the period for only the top level. In this case, select each entity or group individually and reopen

Closed Thru Summary dashboard component is shown here. New Copilot Close Assistant (Early Adopter) has a Close Books Overview feature with this data.

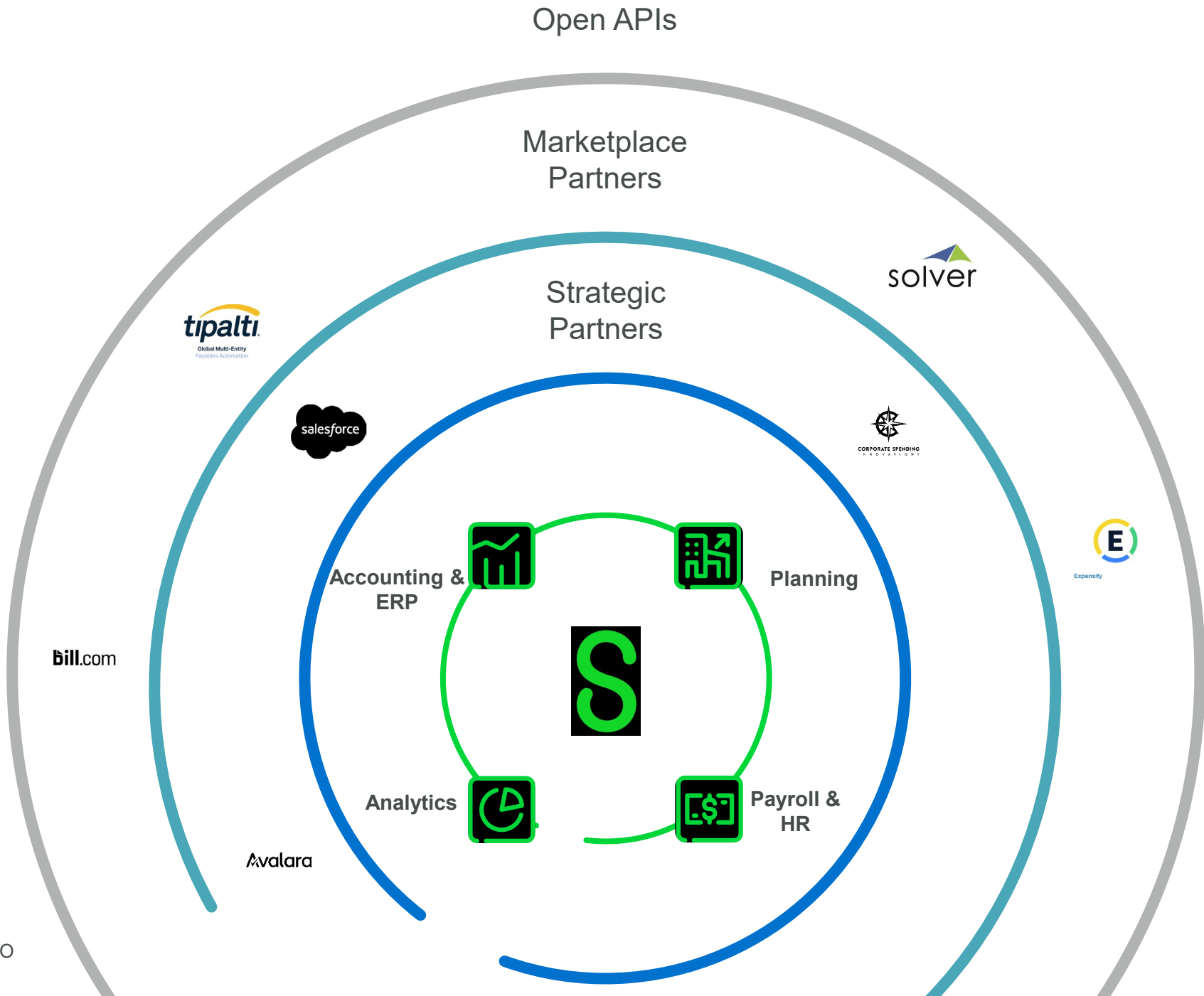
05

Ending Repetitive Tasks by Integrating Data From Other Systems



Sage Intacct

Flexibility & choice for
your organization with
over 400 Marketplace
Partners





Hyperautomation Defined

- Hyperautomation is a business-driven, disciplined approach for organizations to rapidly identify, vet, & automate business & IT processes
- It involves the orchestrated use of multiple technologies, such as AI, machine learning, RPA, BPM, & other types of low-code/no-code decision, process, & task automation solutions

Key Benefits



Efficiency

Hyperautomation drives efficiency in businesses by automating repetitive tasks, optimizing processes, & reducing manual intervention.



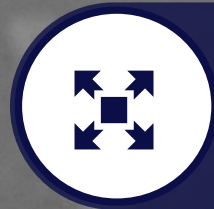
Accuracy

Hyperautomation looks to reduce the risk of human errors leading to enhanced accuracy of data within a financial process.



Reallocation

Hyperautomation enables employees to focus on activities that require critical thinking to enhance overall business productivity.



Scalability

Hyperautomation supports the growing workloads of resources without increasing the number of human resources.

Tailwinds Efficiency Gains

Automate high-volume tasks that yield low-value results.

Improve Productivity

520 hrs

On avg. spent annually on tasks that can be automated

60%

Of all occupations have about 30% of activities that can be automated

To Improve Performance

27%

Reduction in errors on avg. when tasks are automated

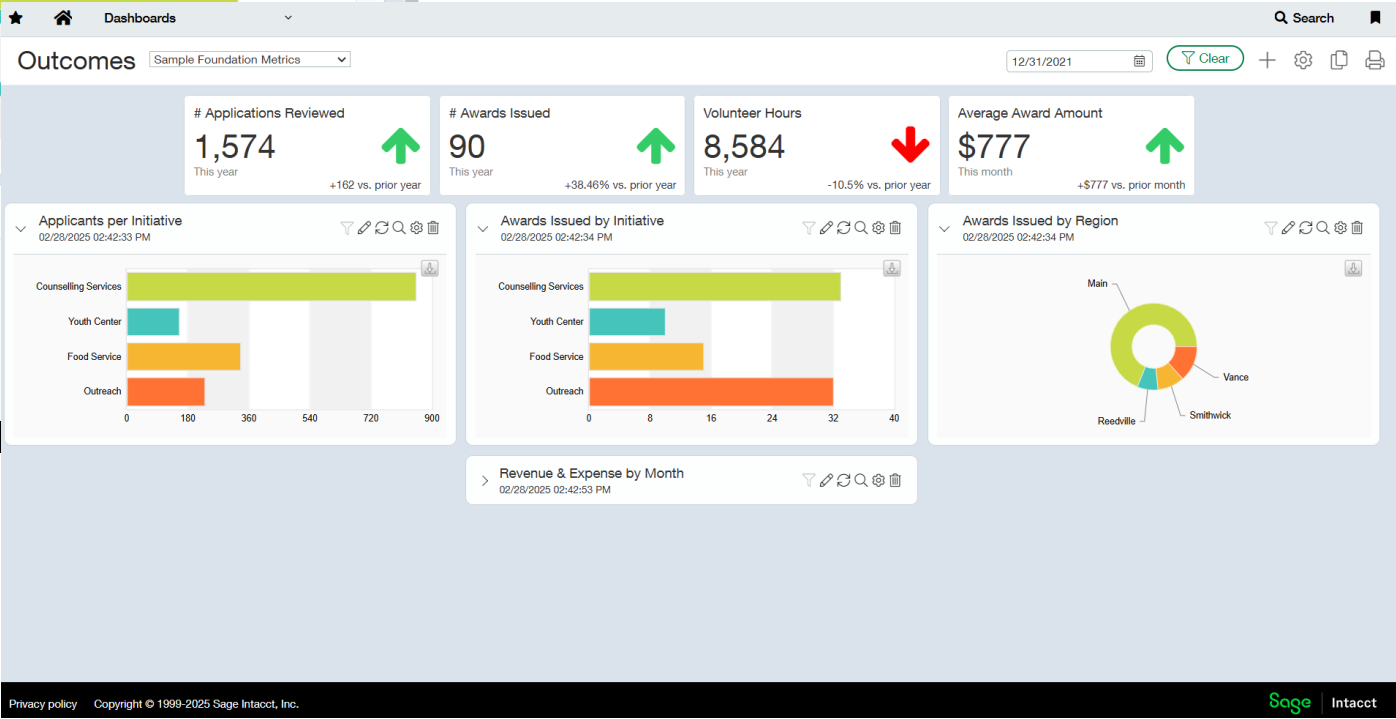
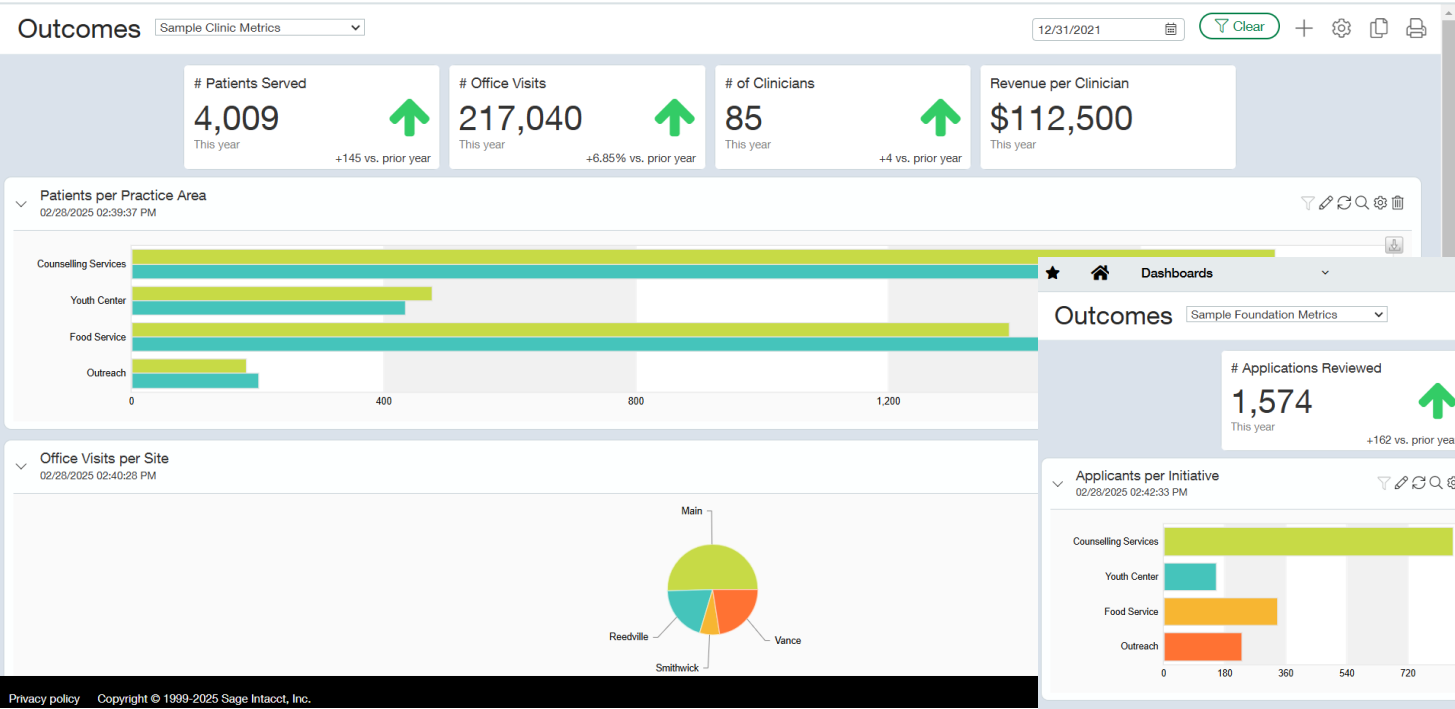
199%

Return on investment over three years



Sage Intacct Dashboards

Key Metrics in Sage Intacct



Q&A



Business
Technology
Services

Questions?

Contact

Forvis Mazars



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