

Sage Intacct Webinar

Sage Intacct and Expensify

August 25, 2020



Create Opportunities

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Learning Objectives

After the session you will be able to:

- Identify the benefits of Expensify and the different connection methods with Sage Intacct
- Define the integrations points between Sage Intacct & Expensify
- Identify how to setup approval workflows in depth
- Recognize how to reconcile transactions between Expensify & Sage Intacct
- Identify how to utilize Tips & Tricks



Agenda

- A. Expensify Integration with Sage Intacct
 - A. How reimbursable expenses can sync to Intacct
 - B. How non-reimbursable expenses can sync to Intacct
 - C. How Payments can sync to Intacct if reimbursement is made through Expensify
- B. Expensify approval policies
- C. Reconciling credit cards in Expensify and Intacct
- D. Tips & Trick



Expensify Integration with Sage Intacct

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Basics of Expensify

- SmartScan and submit expense receipts easily for approval and faster reimbursement
- Connect Company Credit Cards to establish a live feed between Expensify and your bank
- Automated sync with Sage Intacct

Expensify – Expense & Credit Card Processing & Reimbursement

Sage Intacct: Real time sync to Accounts Payable as Vendor Bills or Time & Expense as Expense Reports



Coding for Intacct – Expensify Categories & Dimensions

- Categories are used for matching expenses to the correct GL accounts in Sage Intacct
- Dependent on where Reimbursable expenses are being exported to:
 - Time and Expense
 - Expense Types
 - Accounts Payable
 - GL Accounts
- Intacct Dimensions = Expensify Tags
 - Dimensions are pulled from Sage Intacct into Expensify

<https://community.expensify.com/discussion/5499/deep-dive-configure-coding-for-sage-intacct>

The screenshot shows the 'Sync Options' configuration page in Sage Intacct. The page has a green header with the 'sage Intacct' logo and buttons for 'Export' and 'Coding'. Below the header, there are several toggle switches and dropdown menus for configuring data synchronization:

- Expense Types:** Enabled (green toggle). Below it, a note states: 'Sage Intacct Expense Types are imported into Expensify as categories.'
- Billable expenses:** Enabled (green toggle). Below it is a 'Map items' button.
- Departments:** Enabled (green toggle). Below it is a dropdown menu for 'Sage Intacct Employee Default' with a note: 'The employee's default Department will be applied to their expenses in Sage Intacct if one exists.'
- Classes:** Enabled (green toggle). Below it is a dropdown menu for 'Tag (line-item level)' with a note: 'Class will be selectable for each individual expense on an employee's report.'
- Locations:** Enabled (green toggle). Below it is a dropdown menu for 'Report Field (header level)' with a note: 'Location selection will apply to all expenses on an employee's report.'
- Customers:** Disabled (grey toggle).
- Projects:** Disabled (grey toggle).
- User Defined Dimensions:** Enabled (green toggle).

Expensify Sync with Sage Intacct – Reimbursable Expenses

Accounts Payable

- Employees must be a Vendor in Sage Intacct
- Employee Expense syncs to Intacct as an AP bill in Accounts Payable module

Bill

Francois L Dev Vendor (V01Francois)

Vendor ID balance: 1,549.79 USD

Bill date	Due date	Overdue	Bill total	Amount paid	Amount due
11/14/2018	11/30/2018	38 days	14.00 USD	0.00 USD	14.00 USD

Date: 11/14/2018 **GL posting date:** 11/14/2018

Vendor: V01Francois-Francois L Dev Vendor **Pay to:** Francois L Dev Vendor(V01Francois)

Return to: Francois L Dev Vendor(V01Francois)

State: Posted **Reference number:** -- **Description:** --

Bill number: EXPENSIFY-84 **When modified:** 11/14/2018 13:11:44

Term: -- **Recommended to pay on:** -- **Attachments:** --

Due date: 11/30/2018 **Payment priority:** Normal ☐ Place this bill on hold

Memo:
francois-dev@expensify.com | ReportID: 84 | Report
Title: Francois Expenses to 2018-11-14

[* View details in Expensify](#)



Expensify Sync with Sage Intacct – Reimbursable Expenses

sage Intacct Web Services DEMO

[Home](#) [Time & Expenses](#) [Favorites](#)

Expense Report

Expense report info

Date filed
01/03/2019

State
[Approved](#)

Employee
[0024--cortney_expensify](#)

Expense report number
EXP0703

GL posting date
01/03/2019

Reimbursement currency
USD

Attachments
--

Reason for expense
--

Memo
accountant.cort@expensifycorp.com | ReportID:
39563100 | Report Title: Cortney Ofstad Expenses to
2019-01-03

Amount
200.00

Amount paid
0.00

Amount due
200.00

Date paid
--

Last modified
01/03/2019

[View details in Expensify](#)

Expense entries

	Expense type	Amount	Payment type	Non-Reimb	Form 1099	Paid to	Paid for	Date	Department	Location
1	Advertising: Media	200.00	--	<input type="checkbox"/>	<input type="checkbox"/>	test	--	01/03/2019	12--12 - Intra	1234563--APAC
Total		200.00								

Time & Expense

- Employees setup in Sage Intacct as the Employee dimension
- Employee Expense report syncs to Intacct as an expense report in the Time & Expense module



Expensify Sync with Sage Intacct – Non-Reimbursable Expenses

Accounts Payable

- Credit Card Vendor must be a Vendor in Sage Intacct
- Employee dimension must be enabled in the Intacct GL & AP module configurations.
- Non-reimbursable expense sync as Vendor Bill for the Credit Card Vendor in Intacct

Credit Card Charges

- Syncs as Charge Card Transactions in Intacct
- NOTE: In a multi-entity environment, charge card transactions cannot be exported to Sage Intacct at the top-level **if** Multi-Currency is enabled
 - An Entity must be specified in the sync configuration of the Expensify Policy



Expensify Reimbursement Sync

ACH Reimbursement Enabled:

- Sync Reimbursed Reports feature will additionally export a Bill Payment to the selected Cash and Cash Equivalents account listed
 - Cash and Cash Equivalent account type is required, make sure you have the correct or all necessary accounts setup.
 - If an account is missing confirm the 'Category' on the account is Cash and Cash Equivalents
- If Auto Sync is enabled, the payment will be created in Intacct when the report is reimbursed in Expensify
 - Non-reimbursable reports will sync once report has been 'Finally Approved'
- If Auto Sync is not enabled, the payment will be created the next time the policy is manually synced





Expensify Approval Policies and how they work

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Expensify – Approvals

- 3 approval mode options:
 - **Submit and Close**
 - ◇ Submits expense report and changes to a 'Closed' state
 - ◇ Does not require approval
 - **Submit and Approve**
 - ◇ Submits all reports to one specific person for final approval
 - **Advanced Approval**
 - ◇ Multiple approvers involved
 - ◇ Monetary-level approvals

Approval Mode



Choose a workflow below that best suits your company's needs:



Submit and Close

All users submit to a single person or external system, with no approval in Expensify.

Submit reports to:

expensify@claconnect



Submit and Approve

All users submit to a single person for processing and approval.

Submit reports to:

expensify@claconnect



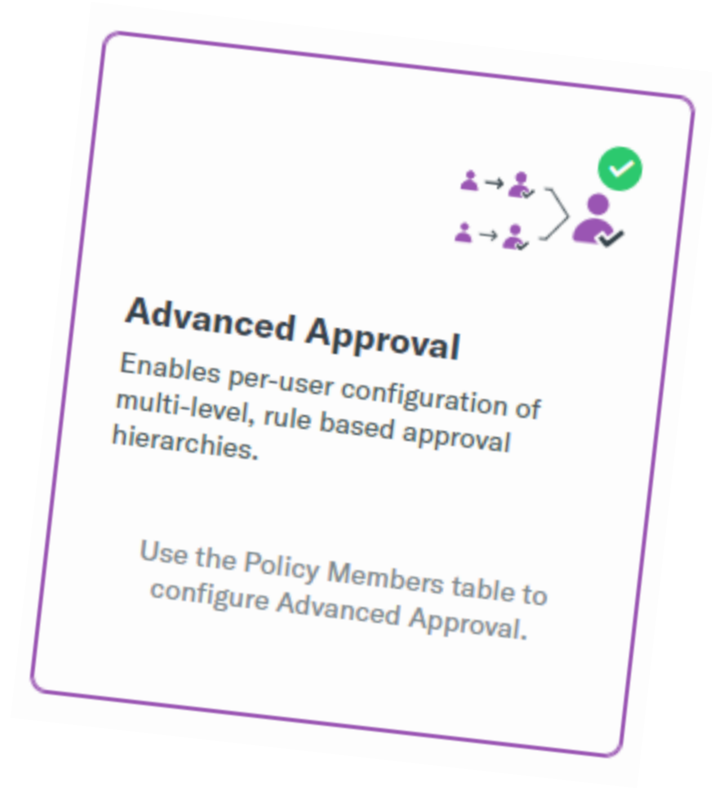
Advanced Approval

Enables per-user configuration of multi-level, rule based approval hierarchies.

Use the Policy Members table to configure Advanced Approval.

Expensify – Advanced Approval

- When is Advanced Approval a good fit?
 - Multiple levels of approval
 - Granular submitter – based approval workflows
 - Approval workflows that change based on the total dollar amount of an expense report











Expensify – Advanced Approvals Example Basic

Policy Members: 4

[Invite](#) [Remove](#) [Import from spreadsheet](#) [Export to CSV](#)

Show: [All](#) [Auditors](#) [Approvers](#) [Policy Admins](#)









<input type="checkbox"/>	USER	SUBMITS TO	DETAILS
<input type="checkbox"/>	 Charlie	 Jake	None Settings
<input type="checkbox"/>	 Lesley	 Sonia	None Settings
<input type="checkbox"/>	 Jake	 Sonia	Policy Admin Approves to sonia@company.com Settings
<input type="checkbox"/>	 Sonia	 Sonia	Policy Admin Settings

Expensify – Advanced Approvals Example with Value Thresholds

Policy Members: 4

Invite Remove Import from spreadsheet Export to CSV

Show: All Auditors Approvers Policy Admins

<input type="checkbox"/>	USER	SUBMITS TO	DETAILS
<input type="checkbox"/>	 Charlie	 Jake	None Settings
<input type="checkbox"/>	 Lesley	 Sonia	None Settings
<input type="checkbox"/>	 Jake	 Sonia	Policy Admin Approves to sonia@company.com over \$500.00 Settings
<input type="checkbox"/>	 Sonia	 Sonia	Policy Admin Settings



Reconcile Sage Intacct Charge Cards and Expensify Credit Cards

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Matching your Company Card Statement to Expensify

Reconciliation Dashboard

- Settings > Domains > [Domain Name] > Company Cards > Reconciliation Tab
- Enter the Credit Card statement start and end dates and click Run

Domains > sandbox.claconnect.com New Domain

Company Cards

- Domain Admins
- Domain Members
- Groups
- Reporting Tools
- SAML

Imported Cards

[Company Card Upload](#)

[Manage Spreadsheets](#) [Import Card](#)

[Card List](#) [Settings](#) [Reconciliation](#)

Reconciliation Dashboard [Learn how to reconcile your cards ?](#)

View amount spent on each card between:

and [Run](#)

Matching your Company Card Statement to Expensify

Confirm Statement Total

- **Imported Total** indicates all expenses imported to Expensify from your bank for the period entered
- Click **Update all cards** button to import missing expenses and click **Run**

Reconciliation Dashboard [Learn how to reconcile your cards](#)

View amount spent on each card between:

2020-07-13 and 2020-08-13 [Run](#) [Reset](#)

Imported Total: \$7,868.23 Unapproved Total: \$7,868.23 Approved Total: \$0.00

CARD NAME/NUMBER	ASSIGNEE	TOTAL	UNAPPROVED TOTAL	TRANS. START DATE	LAST UPDATED
9022-12XX-XXXX-1234	barbara.wells@sandbox.claconnect.com	\$17.89	\$17.89	Earliest Available	Aug 13, 2020
9022-12XX-XXXX-8999	george.calloway@sandbox.claconnect.com	\$411.00	\$411.00	Earliest Available	Aug 13, 2020
9022-12XX-XXXX-1885	janice.jan@sandbox.claconnect.com	\$110.58	\$110.58	Earliest Available	Aug 13, 2020
9022-12XX-XXXX-1376	joey.sneider@sandbox.claconnect.com	\$559.85	\$559.85	Earliest Available	Aug 13, 2020
5622-12XX-XXXX-4942	otto.garcia@sandbox.claconnect.com	\$6,586.95	\$6,586.95	Earliest Available	Aug 13, 2020
5622-12XX-XXXX-0344	riec.e.walter@sandbox.claconnect.com	\$181.96	\$181.96	Earliest Available	Aug 13, 2020

Matching your Company Card Statement to Expensify

Confirm Card Totals

- Sort Cards by Card Name/Number, Assignee or Total
- Confirm all cards have been assigned to card holders
- Click 'Total' for a card to view imported expenses

Reconciliation Dashboard [Learn how to reconcile your cards](#)

View amount spent on each card between:

2020-07-13 and 2020-08-13 Run Reset

Imported Total: \$7,868.23 Unapproved Total: \$7,868.23 Approved Total: \$0.00

CARD NAME/NUMBER	ASSIGNEE	TOTAL	UNAPPROVED TOTAL	TRANS. START DATE	LAST UPDATED
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9022-12XX-XXXX-8999	george.calloway@sandbox.claconnect.com	\$411.00	\$411.00	Earliest Available	Aug 13, 2020
9022-12XX-XXXX-1885	janice.lan@sandbox.claconnect.com	\$110.58	\$110.58	Earliest Available	Aug 13, 2020
9022-12XX-XXXX-1376	joey.sneider@sandbox.claconnect.com	\$559.85	\$559.85	Earliest Available	Aug 13, 2020
5522-12XX-XXXX-4942	otto.garcia@sandbox.claconnect.com	\$6,586.95	\$6,586.95	Earliest Available	Aug 13, 2020
5522-12XX-XXXX-0344	riece.walter@sandbox.claconnect.com	\$181.96	\$181.96	Earliest Available	Aug 13, 2020

Matching your Company Card Statement to Expensify

Reconciling to Intacct





- Total column is what you should be reconciling to in Intacct
- Unapproved amounts will not sync to Intacct.

Reconciliation Dashboard

View amount spent on each card between:

2020-07-13 and 2020-08-13 Run Reset

Imported Total: \$7,868.23 Unapproved Total: **\$7,868.23** Approved Total: **\$0.00**

CARD NAME/NUMBER	ASSIGNEE	TOTAL	UNAPPROVED TOTAL
9022-12XX-XXXX-1234	 barbara.wells@sandbox.claconnect.com	\$17.89	\$17.89
9022-12XX-XXXX-8999	 george.calloway@sandbox.claconnect.com	\$411.00	\$411.00
9022-12XX-XXXX-1885	 janice.ian@sandbox.claconnect.com	\$110.58	\$110.58
9022-12XX-XXXX-1376	 joey.sneider@sandbox.claconnect.com	\$559.85	\$559.85



Expensify Resources

Supported Expensify Cards

- Silicone Valley Bank
- Chase Bank
- Capital One
- Amex
- Wells Fargo
- Pex Cards
- Bank of America





Tips, Tricks and Resources

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Tips and Tricks...

- What exactly is a policy?
 - Policy is where you create expense submission rules, define approval workflows, connect to your accounting system and credit card and configure reimbursements.
- Can Concierge be turned off?
 - No, you cannot turn off messages from Concierge or Weekly email notifications. If you're using the mobile app you can change the notifications in your phone notifications settings.
- How can I identify and process outstanding company card expenses?
 - Use the Reconciliation Dashboard and click on 'Unapproved' totals



Expensify Resources

Expensify Community :

<https://community.expensify.com/>

Configure Export settings for Sage Intacct:

<https://community.expensify.com/discussion/5679/deep-dive-configure-export-settings-for-sage-intacct/p1?new=1>

Pre-Recorded Webinars or Sign-up for Virtual Webinars:

<https://community.expensify.com/discussion/3739/webinar-recording-library-available-now#latest>



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Intacct Resources

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THANK YOU!

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