



Intacct Webinar

Intacct Purchasing an extension to your Accounts Payable

July 27, 2021

WEALTH ADVISORY | OUTSOURCING | AUDIT, TAX, AND CONSULTING

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Learning Objectives

- Describe how Purchasing integrates with Accounts Payable
- Identify how to setup workflows that eliminate excess spending
- Associate spending logic within Sage Intacct to automate your business logic





Purchasing Integration with Accounts Payable

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Intacct Purchasing Features

- Monitor and manage purchasing spend acquisitions at any point
- Workflows designed to generate requests for purchase requisitions, purchase orders, vendor invoices and debit memos
- Convert documents from one transaction type to another, without re-entry of data
- Standard Pre-built workflows with ability to tailor transaction workflows to meet business needs
- Setup user permissions to enable user access only to specific processes, transaction documents and reports

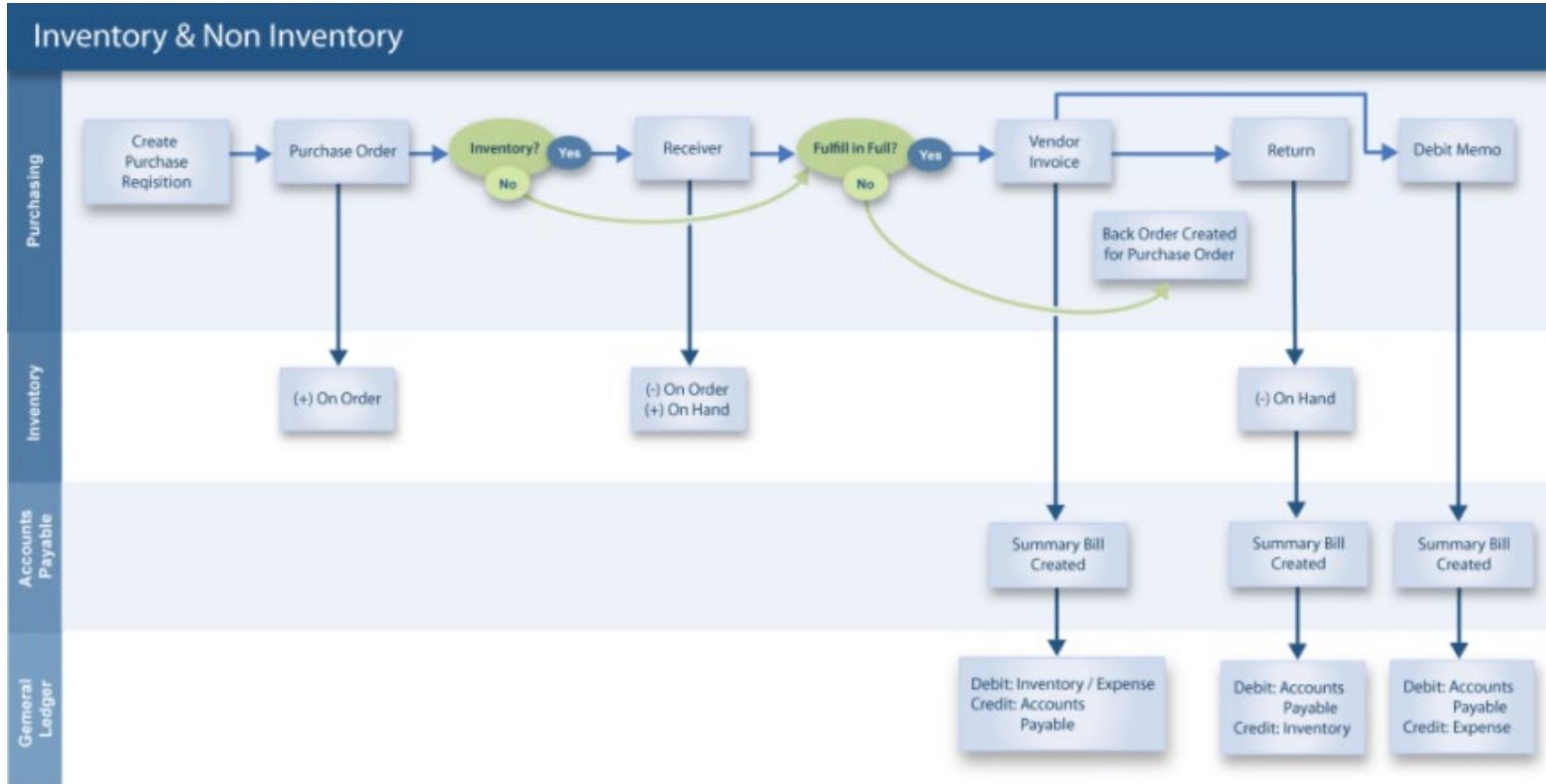


Purchasing Transaction Definitions

- Templates designed in purchasing that contain:
 - Accounting rules/logic
 - When posting to the AP sub-ledger take place or posts directly to the GL
 - Workflows designed with or without approvals
 - Security settings
 - User/Groups who have access to the transaction templates
 - Standard QuickStart Workflows available out-of-box
 - Advances Workflows tailored to meet your needs



Purchasing Workflow Example






















Purchasing Workflows

- Provide ability for users to seamlessly create and process transactions
- Determine types of transactions that are:
 - Available to users or specific groups of users
 - Path that users take in the transaction life cycle
 - General ledger accounts that should be affected at various stages
- Utilize 'Items' which have GL groups to define posting



Standard 3-way Match Workflow


































- Purchase Requisition
- Purchase Order
- PO Receiver
- Vendor Invoice
- Debit Memo
- PO Return

Edit	View		Purchase Requisition
Edit	View		 Purchase Order
Edit	View		  PO Receiver
Edit	View		   Vendor Invoice
Edit	View		    Purchasing Debit Memo
Edit	View		   PO Return



Advanced Workflows

- Client determines and manages all aspects of the workflow
- Define all characteristics of each transaction definition
- Cannot be disabled once enabled

Edit	View		 Bids
Edit	View		 Blanket Purchase Order
Edit	View		 Purchase Order from Blanket
Edit	View		 Commitment Release
Edit	View		 Employee Expense
Edit	View		 Purchase Requisition
Edit	View		 Purchase Order with Spend Mgmt
Edit	View		 Commitment Release
Edit	View		 Blanket Purchase Order
Edit	View		 Purchase Order from Blanket
Edit	View		 Commitment Release
Edit	View		 Purchase Order
Edit	View		 Commitment Release
Edit	View		 PO Receiver
Edit	View		 Commitment Release
Edit	View		 Vendor Invoice
Edit	View		 PO Return
Edit	View		 Purchasing Debit Memo





Workflows designed to eliminate excess spending

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Eliminate Excess Spending

Encumbrance/Committed Funds: contingent liability, contract, purchase order, payroll commitment, tax payable, or legal penalty that is chargeable to an account. Which ceases to be an encumbrance when paid-out or when the actual liability amount is determined and recorded as an expense

Also referred to as: **Encumbrances or Budgetary Reserve**

Year Ending 12/31/14 Total Budget	Year To Date 12/31/14 Actual	Commitments	Remaining Budget
2,108,467.44	1,721,295.34	0.00	387,172.10
1,711,965.18	1,462,820.83	0.00	249,144.35
440,241.70	441,016.33	13,799.25	(14,573.88)
582,423.48	491,275.90	11,550.00	79,597.58
2,489,750.97	1,933,312.16	272.50	556,166.31
7,332,848.77	6,049,720.56	25,621.75	1,257,506.46





Spending logic built in to
automate your business rules

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Why Spend Management?

- Provides insight from purchasing transaction definitions regarding current spend on a budgeted line
- Gives insight as to a balance remaining in the budget
- Validates against dimensions in budget and transaction
- Capability to stop transactions from being created or warn users before a transaction is created that the budget values will be exceeded

Spend Management validates purchase transactions against budget minus any actual expenditures posted in the General Ledger account



Budget Administrator Notifications

Configure Spend Management

Configuration interface for Budget Administrator Notifications.

Budget

- Budget name *
Operating Budget
- Start budgetable period * ⓘ
Month Ended December 2019
- If no budget match, treat budget as zero ⓘ

Notifications

- Overbudget notifications
- Budget administrator * ⓘ
administrator@intacct.org
- Notification preference
Days (selected)
Weeks
Months

Validations

- Enable email notifications to be sent to a budget administrator daily, weekly or monthly when transactions exceed the budget and are still processed.
- This only works when the validation is set to 'Warn'.



DEMO





Intacct Purchasing and Bill.com

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Purchase Order Workflow Automation with Bill.com

- Overview of the Purchase Order to Payment to Reconciliation automation with Bill.com:
 - Step 1: Sync approved PO's from Sage Intacct to Bill.com
 - Step 2: Link and match bills with the PO in Bill.com
 - Step 3: Bill approval workflow
 - Step 4: Payment made from Bill.com
 - Step 5: Reconcile in Intacct



Value of Intacct PO Workflow and Bill.com

- Improve Accuracy:
 - Eliminate need to toggle between systems
 - Replace manual data entry with artificial intelligence functionality in Bill.com to auto-fill the PO number
 - Auto sync completed payments with accounting system
 - Automatically close PO's when bill information is synced back to Intacct
- Increase Efficiencies:
 - Link multiple PO line items to an invoice within a single workspace
 - Easily handle one PO to many Invoices or many invoices to one PO
 - Track progress of PO's via an intuitive, dedicated space





Intacct Resources

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Automating Emailing Purchase Orders to Vendors

November 3, 2016 | by Kathy Jastrzebski

Did you know that you can automate emailing Purchase Orders to your Vendors? Even better: did you know you can set this up in just 2 easy steps? Why go through the extra step of emailing a purchase order when you can have Intacct do it for you automatically by simply checking a box?

In this post, we'll explain how to add a custom checkbox on your purchasing transaction(s) so that checking that box will automatically send the Purchase Order to the Vendor without you having to do anything more than simply check the box.

[Read More](#)



Thank you!



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