



# SI Best Practices on Importing Budgets into Sage Intacct Planning

How to transition from Excel Workbooks into Sage Intacct Planning

June 28, 2022

*We'll get you there.*





The information herein has been provided by CliftonLarsonAllen LLP for general information purposes only. The presentation and related materials, if any, do not implicate any client, advisory, fiduciary, or professional relationship between you and CliftonLarsonAllen LLP and neither CliftonLarsonAllen LLP nor any other person or entity is, in connection with the presentation and/or materials, engaged in rendering auditing, accounting, tax, legal, medical, investment, advisory, consulting, or any other professional service or advice. Neither the presentation nor the materials, if any, should be considered a substitute for your independent investigation and your sound technical business judgment. You or your entity, if applicable, should consult with a professional advisor familiar with your particular factual situation for advice or service concerning any specific matters.

CliftonLarsonAllen LLP is not licensed to practice law, nor does it practice law. The presentation and materials, if any, are for general guidance purposes and not a substitute for compliance obligations. The presentation and/or materials may not be applicable to, or suitable for, your specific circumstances or needs, and may require consultation with counsel, consultants, or advisors if any action is to be contemplated. You should contact your CliftonLarsonAllen LLP or other professional prior to taking any action based upon the information in the presentation or materials provided. CliftonLarsonAllen LLP assumes no obligation to inform you of any changes in laws or other factors that could affect the information contained herein.

# Learning Objectives



Recognize actionable strategies for transitioning from Excel to Sage Intacct Planning



Identify how to effectively use budget line types



Identify how to rebuild Excel budget models in Sage Intacct Planning





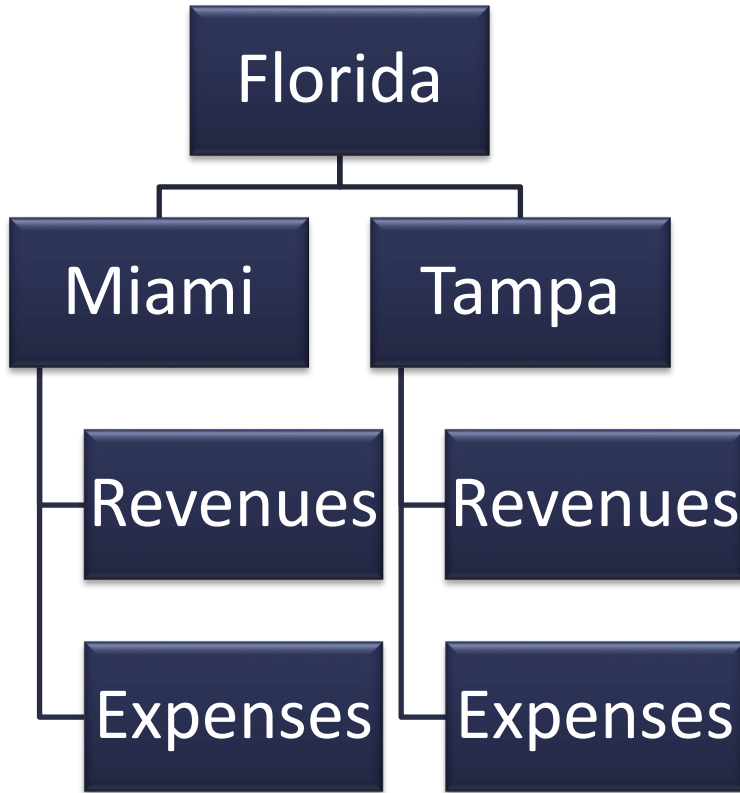
# Determine the Budget Structure



*We'll get you there.*

CPAs | CONSULTANTS | WEALTH ADVISORS

# Determine the Budget Structure



### Your budget structure

Available dimensions:

Drag and drop dimensions into your budget structure

- Departments
- Locations
- Sub locations
- Projects
- Customers
- Vendors
- Items
- User Defined Di...

#### WEBINAR | SIP BEST PRACTICES ON IMPORTING BUDGETS

By locations

- By sub locations
  - Revenues | 80 lines
  - Cost of Revenue | 16 lines
  - Operating Expenses | 273 lines
  - Other | 48 lines

ESTIMATED BUDGET LINES: 426

✓

✓

✓

✓

✓

7

8

9

10

11

[< Back](#)[Next](#)



## Determine the Budget Structure

×

Modify your budget structure

Unnecessary budget lines? Remove what you don't need.

✓

Remove all lines without past actuals (420 lines)

⚠

Some of your data hasn't been imported. [Download the list of transactions not imported](#) or [read why this is happening](#).

✓

CALIFORNIA #30

JUN21-MAY22 ACTUALS

✓

FLORIDA #40

JUN21-MAY22 ACTUALS

>

Miami

-

>

Tampa

-

TOTAL BUDGET LINES: 55

✓

✓

✓

✓

✓

✓

✓

✓

9

< Back

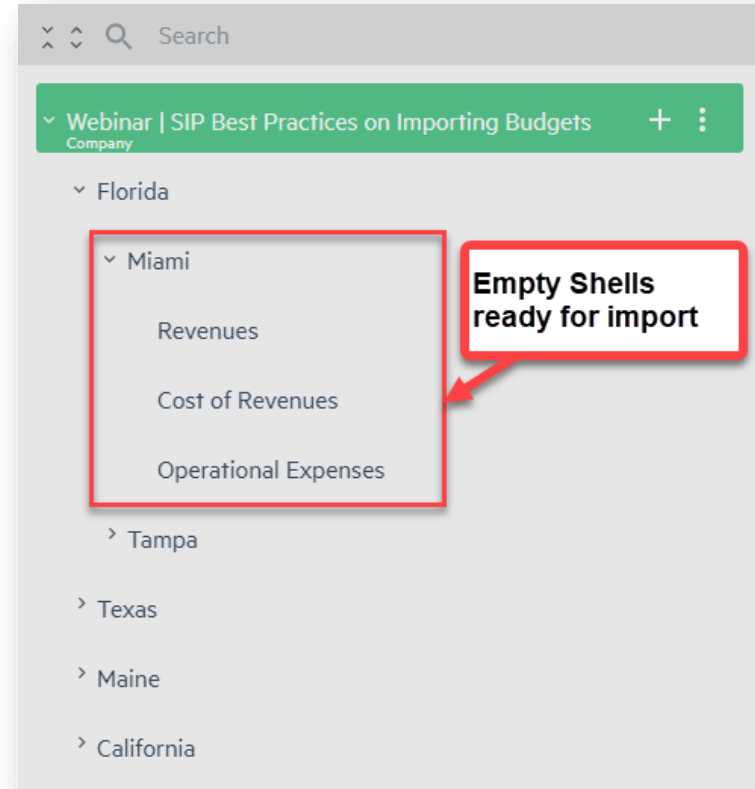
Finish

- Modify the budget structure as needed.
- The budget structure will determine how to prep the excel file for import.
- Choose a budget structure that will work for you over the long term.



# Determine the Budget Structure

- The choices made while setting up the budget will determine the structure of the **Budget Tree**.
- The budget tree does not need be aligned with the Chart of Accounts.
- Import is available at all levels





# Prep Excel File for Import

*We'll get you there.*

CPAs | CONSULTANTS | WEALTH ADVISORS



# Prep Excel File for import – Import file as is

AutoSave Off | Accounts | Search (Alt+Q)

File Home Insert Page Layout Formulas Data Review View Developer Help CCH Access Acrobat

Clipboard Font Alignment Number Styles Cells

A47 | Total Expenses

Account number	Title	January-22	February-22	March-22	April-22	May-22	June-22	July-22	August-22	September-22	October-22	November-22	December-22
<b>Revenues</b>													
4000	Sales	\$ 57,182.00	\$ 57,182.00	\$ 57,182.00	\$ 57,182.00	\$ 57,182.00	\$ 57,182.00	\$ 57,182.00	\$ 57,182.00	\$ 57,182.00	\$ 57,182.00	\$ 57,182.00	\$ 57,182.00
4003	Management Fees												
4100	Sales Discounts												
4200	Penalties Earned												
<b>Total Revenues</b>		\$57,182.00	\$57,182.00	\$57,182.00	\$57,182.00	\$57,182.00	\$57,182.00	\$57,182.00	\$57,182.00	\$57,182.00	\$57,182.00	\$57,182.00	\$57,182.00
<b>Cost of Sales</b>													
5000	Cost Of Goods Sold	\$ 435.00	\$ 435.00	\$ 435.00	\$ 435.00	\$ 435.00	\$ 435.00	\$ 435.00	\$ 435.00	\$ 435.00	\$ 435.00	\$ 435.00	\$ 435.00
<b>Total Cost of Sales</b>		\$ 435.00	\$ 435.00	\$ 435.00	\$ 435.00	\$ 435.00	\$ 435.00	\$ 435.00	\$ 435.00	\$ 435.00	\$ 435.00	\$ 435.00	\$ 435.00
<b>Gross Profit</b>		\$ 56,747.00	\$ 56,747.00	\$ 56,747.00	\$ 56,747.00	\$ 56,747.00	\$ 56,747.00	\$ 56,747.00	\$ 56,747.00	\$ 56,747.00	\$ 56,747.00	\$ 56,747.00	\$ 56,747.00
<b>Expenses</b>													
6150	Office Expense- Rent	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
6180	Other Taxes- Property Taxes												
	Professional Fees- Accounting &												
6290	Equipment												
	Repairs & Maintenance- Janitorial												
6300	Expense												
	Supplies & Equipment- Equipment												
6330	Rental												
6360	Supplies & Equipment- Office Supplies	\$ 100.00											
6380	Travel & Entertainment- Lodging	\$ 1,400.00											

Summary Overhead Austin Dallas Portland Augusta San Diego San Jose Miami Tampa Salary & Wages

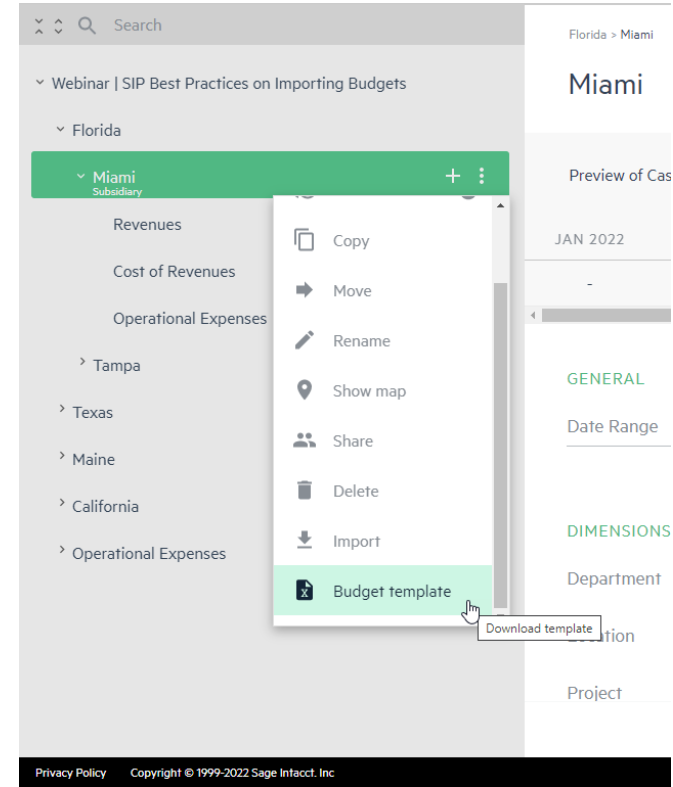
Ready | Accessibility: Unavailable | Average: 28373.5

Importing each budget tab to their corresponding area in SIP



# Prep Excel File for Import

- Download a budget template from the budget tree
- Downloaded budget templates can be used to update budget lines
- Does not work for Salary & Wages





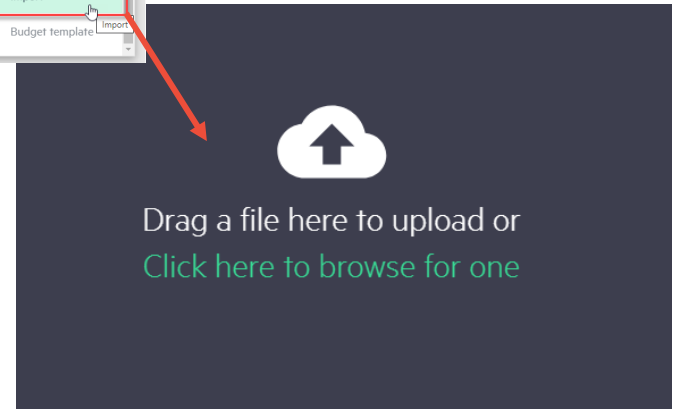
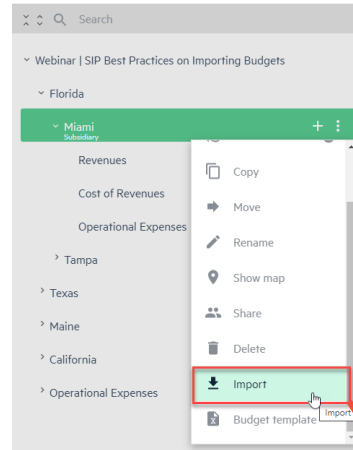
# Using the Import Wizard

*We'll get you there.*

CPAs | CONSULTANTS | WEALTH ADVISORS

# Using the Import Wizard

- Import into the section of the budget that corresponds to Excel
- Each budget line can be updated via import
- For best results use Excel \*.xlsx file type



# Import Miami

## Setup

Before you begin to import data, select the sheet to import data from and make sure your row and column headings are displayed correctly. To adjust your selection, click on a different row or column.

Import data from

Miami

Select the header row

1: Account number | Title | Januar...

Select the main column

B: Title

☐ Show hidden rows and columns

Identify the header row, and budget line

Select which Tab to import

	A	B	C	D	E	F	G	H	I	J	K	L
1	Account nu...	Title	January-22	February-22	March-22	April-22	May-22	June-22	July-22	August-22	September-22	October-22
2	Revenues	Title	January-22	February-22	March-22	April-22	May-22	June-22	July-22	August-22	September-22	October-22
3	4000	Sales	\$75,613.20	\$75,614.20	\$75,615.20	\$75,616.20	\$75,617.20	\$75,618.20	\$75,619.20	\$75,620.20	\$75,621.20	\$75,622.20
4												
5	4005	Billing Reve...										
6	4006	Revenue in ...										
7	4008	Sales- Alarm...										
8	4010	Sales- Survei...										
9	4015	Sales- Securi...										
10	4100	Sales Discou...	(\$13,232)	(\$13,232)	(\$13,233)	(\$13,233)	(\$13,233)	(\$13,233)	(\$13,233)	(\$13,234)	(\$13,234)	(\$13,234)
11	4200	Penalties Ea...										
12	Total Reven...		\$62,380.89	\$62,381.71	\$62,382.54	\$62,383.36	\$62,384.19	\$62,385.01	\$62,385.84	\$62,386.67	\$62,387.49	\$62,388.32
13	Cost of Sales											
		Cost Of Goo...	\$20,679.27	\$20,679.54	\$20,679.81	\$20,680.09	\$20,680.36	\$20,680.63	\$20,680.91	\$20,681.18	\$20,681.45	\$20,681.73
15	Total Cost of...		\$20,679.27	\$20,679.54	\$20,679.81	\$20,680.09	\$20,680.36	\$20,680.63	\$20,680.91	\$20,681.18	\$20,681.45	\$20,681.73
16	Gross Profit		\$41,701.62	\$41,702.18	\$41,702.73	\$41,703.28	\$41,703.83	\$41,704.38	\$41,704.93	\$41,705.49	\$41,706.04	\$41,706.59
17												

1 2 3 4

Cancel Import

Next



# Import Miami

## Data - Columns

Select the data columns you want to import.  
Click on the dropdown to change the column type mapping.

☐ Import as thousands

NAME		<input checked="" type="checkbox"/> ACCO...	<input checked="" type="checkbox"/> JANU...	<input type="checkbox"/> FEBRU...	<input type="checkbox"/> MARC...	<input type="checkbox"/> APRIL...	<input type="checkbox"/> MAY-22	<input type="checkbox"/> JUNE-...	<input type="checkbox"/> JULY-22	<input type="checkbox"/> AUGU...	<input type="checkbox"/> SEPT...
		Actuals account	01/2022								
Title	Revenues					April-22	May-22	June-22	July-22	August-22	September-22
Sales	4000					\$75,616.20	\$75,617.20				\$75,621.20
Management Fees	4003										
Billing Revenue	4005										
Revenue in Excess of EIV	4006										
Sales- Alarm Accessories	4008										
Sales- Surveillance	4010										
Sales- Security Cameras	4015										
Sales Discounts	4100	(\$13,232)	(\$13,232)	(\$13,233)	(\$13,233)	(\$13,233)	(\$13,233)	(\$13,233)	(\$13,233)	(\$13,234)	(\$13,234)
Penalties Earned	4200										
	Total Reven...	\$62,380.89	\$62,381.71	\$62,382.54	\$62,383.36	\$62,384.19	\$62,385.01	\$62,385.84	\$62,386.67	\$62,387.49	
	Cost of Sales										
Cost Of Goods Sold	5000	\$20,679.27	\$20,679.54	\$20,679.81	\$20,680.09	\$20,680.36	\$20,680.63	\$20,680.91	\$20,681.18	\$20,681.45	
	Total Cost of...	\$20,679.27	\$20,679.54	\$20,679.81	\$20,680.09	\$20,680.36	\$20,680.63	\$20,680.91	\$20,681.18	\$20,681.45	
	Gross Profit	\$41,701.62	\$41,702.18	\$41,702.73	\$41,703.28	\$41,703.83	\$41,704.38	\$41,704.93	\$41,705.49	\$41,706.04	
	Expenses										
Office Expense- Internet Services	6110	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	

Would you like us to automatically select all other date columns for you?

NoYes

Let the import wizard automatically select all the date columns

Pick the columns that need to be imported

# Import Miami

## Data - Rows

Select the data rows you want to import (where applicable) and update the relevant mapping if needed.

☐ Import as thousands

- Select only the budget lines that need to be created.
- Do not select sum rows or headers.

<input type="checkbox"/> NAME	BUDGET GROUPING	BUDGET LINE TYPE	ACCOUNT...	JANUARY...	FEBRUAR...	MARCH-22	APRIL-22	MAY-22	JUNE-22
			Actuals account	01/2022	02/2022	03/2022	04/2022	05/2022	06/2022
<input type="checkbox"/> Title	No Grouping	-	Revenues	January-22	February-22	March-22	April-22	May-22	June-22
<input type="checkbox"/> Sales	No Grouping	-	4000	\$75,613.20	\$75,614.20	\$75,615.20	\$75,616.20	\$75,617.20	\$75,618.20
<input type="checkbox"/> Management Fees	No Grouping	-	4003						
<input type="checkbox"/> Billing Revenue	Revenues	Revenue	4005						
<input type="checkbox"/> Revenue in Excess of EIV	Revenues	Revenue							
<input type="checkbox"/> Sales- Alarm Accessories	Revenues	Revenue							
<input type="checkbox"/> Sales- Surveillance	Revenues	Revenue	4010						
<input type="checkbox"/> Sales- Security Cameras	Revenues	Revenue	4015						
<input type="checkbox"/> Sales Discounts	Revenues	Revenue	4100	(\$13,232)	(\$13,232)	(\$13,233)	(\$13,233)	(\$13,233)	(\$13,233)
<input type="checkbox"/> Penalties Earned	Revenues	Revenue	4200						
<input type="checkbox"/>	No Grouping	Revenue	Total Revenue...	\$62,380.89	\$62,381.71	\$62,382.54	\$62,383.36	\$62,384.19	\$62,385.01
<input type="checkbox"/>	No Grouping	Revenue	Cost of Sales						
<input type="checkbox"/> Cost Of Goods Sold	Operating Expenses	Revenue	5000				\$20,680.09	\$20,680.36	\$20,680.63
<input type="checkbox"/>	No Grouping	Revenue	Total Cost of...	\$20,679.27	\$20,679.54	\$20,679.81	\$20,680.09	\$20,680.36	\$20,680.63
<input type="checkbox"/>	No Grouping	Revenue	Gross Profit	\$41,701.62	\$41,702.18	\$41,702.73	\$41,703.28	\$41,703.83	\$41,704.38
<input type="checkbox"/>	No Grouping	Revenue	Expenses						
<input type="checkbox"/>	No Grouping	Revenue							
<input type="checkbox"/> Office Expense- Internet Ser...	Revenues	Revenue	6110	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00

Must create Budget Group First before you can reference it.

On import, can designate a budget line type to work with

Cancel Import

< Back

Next



Import Miami

Preview

You're almost done! Just review your budget spreadsheet selections in the preview pane to the right. Keep in mind, if you're importing budget line values, they can be easily increased or decreased by percentage in the Change column. When you're done, import away!!

Review the import values before importing

NAME	% CHANGE	BUDGET GROUPING	BUDGET LINE TYPE	ACTUALS...	01/2022	02/2022	03/2022	04/2022	05/2022
Sales	0 %	Revenues	Revenue	4000	\$75,613.2	\$75,614.2	\$75,615.2	\$75,616.2	\$75,617.2
Management Fees	0 %	Revenues	Revenue	4003					
Billing Revenue	0 %	Revenues	Revenue	4005					
Revenue in Excess of EIV	0 %	Revenues	Revenue	4006					
Sales- Alarm Accessories	0 %	Revenues	Revenue	4008					
Sales- Surveillance	0 %	Revenues	Revenue	4010					
Sales- Security Cameras	0 %	Revenues	Revenue	4015					
Sales Discounts	0 %	Revenues	Revenue Adjustment	4100	-\$13,232.31	-\$13,232.49	-\$13,232.66	-\$13,232.84	-\$13,233.01
Penalties Earned	0 %	Revenues	Revenue	4200					
Cost Of Goods Sold	0 %	Cost Of Revenues	Expense	5000	\$20,679.27	\$20,679.54	\$20,679.81	\$20,680.09	\$20,680.36
Office Expense- Internet Services	0 %	Operating Expenses	Expense	6110	\$250	\$250	\$250	\$250	\$250
Other Office Expense	0 %	Operating Expenses	Expense	6120	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
Postage & Delivery	0 %	Operating Expenses	Expense	6130	\$12	\$12	\$12	\$12	\$12
Rent	0 %	Operating Expenses	Expense	6150	\$22,575	\$22,575	\$22,575	\$22,575	\$22,575
Advertising	0 %	Operating Expenses	Expense	6230	\$0	\$0	\$0	\$0	\$0
Janitorial Expense	0 %	Operating Expenses	Expense	6300	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200
Office Supplies	0 %	Operating Expenses	Expense	6360	\$50	\$50	\$50	\$50	\$50



Cancel Import

< Back

Import





## Type: Revenue Adjustment

**The budget line type selected will be set for each budget line.**

Preview of P&L 

JAN 2022	FEB 2022	MAR 2022	APR 2022	MAY 2022	JUN 2022	JUL 2022	AUG 2022	SEP 2022	TOTAL
(\$13,232)	(\$13,232)	(\$13,233)	(\$13,233)	(\$13,233)	(\$13,233)	(\$13,233)	(\$13,234)	(\$13,234)	(\$158,799)

## BOOKINGS

Repeat bookings Monthly

Spread

Different amount each billing

Currency USD

USD

Jan 2022

\$-13,232.31

Payment After

months

Feb 2022 \$-13,232.48

Mar 2022

\$-13,232.66

Apr 2022 \$-13,232.83

May 2022

\$-13,233.01

e 2022

\$-13,233.36

© 2022

\$-13,233.71

**Import Groupings determine where the budget line is created.**



# Import Demonstration

Importing into the budget tree and models





*We'll get you there.*

# Tips & Tricks

CPAs | CONSULTANTS | WEALTH ADVISORS

©2022 CliftonLarsonAllen LLP. Investment advisory services are offered through CliftonLarsonAllen Wealth Advisors, LLC, an SEC-registered investment advisor.

# Tips & Tricks

- To group budget lines together, be sure to create the groups budget line types first before importing.
- When recreating Model Assumptions, you can copy, paste from excel into SIP
- Import Salary & Benefit information after creating the groupings and advanced benefits.
- Allocate across multiple dimensions after importing.



# Intacct Resources

*We'll get you there.*

CPAs | CONSULTANTS | WEALTH ADVISORS

# Get the Training you need...

- Intacct Learning Center Training and Release Notes
- View and Subscribe to our CLA Intacct Blog
- Continue to join our monthly Intacct Webinars



## Top 3 Sage Intacct Financial Report Writing Tips and Tricks

March 3, 2018 | by Kathy Jastrzebski

As with anything in life, expertise comes with experience. That's why we're here to bring you the top 3 tips to transform you into a Sage Intacct reporting ninja. In this post you'll learn how to troubleshoot reports, build account groups like a rockstar, and format reports that shine so why not read on?

<https://blogs.claconnect.com/intacct/>



Thank you!



[CLAconnect.com](https://CLAconnect.com)



CPAs | CONSULTANTS | WEALTH ADVISORS

©2022 CliftonLarsonAllen LLP. Investment advisory services are offered through CliftonLarsonAllen Wealth Advisors, LLC, an SEC-registered investment advisor.