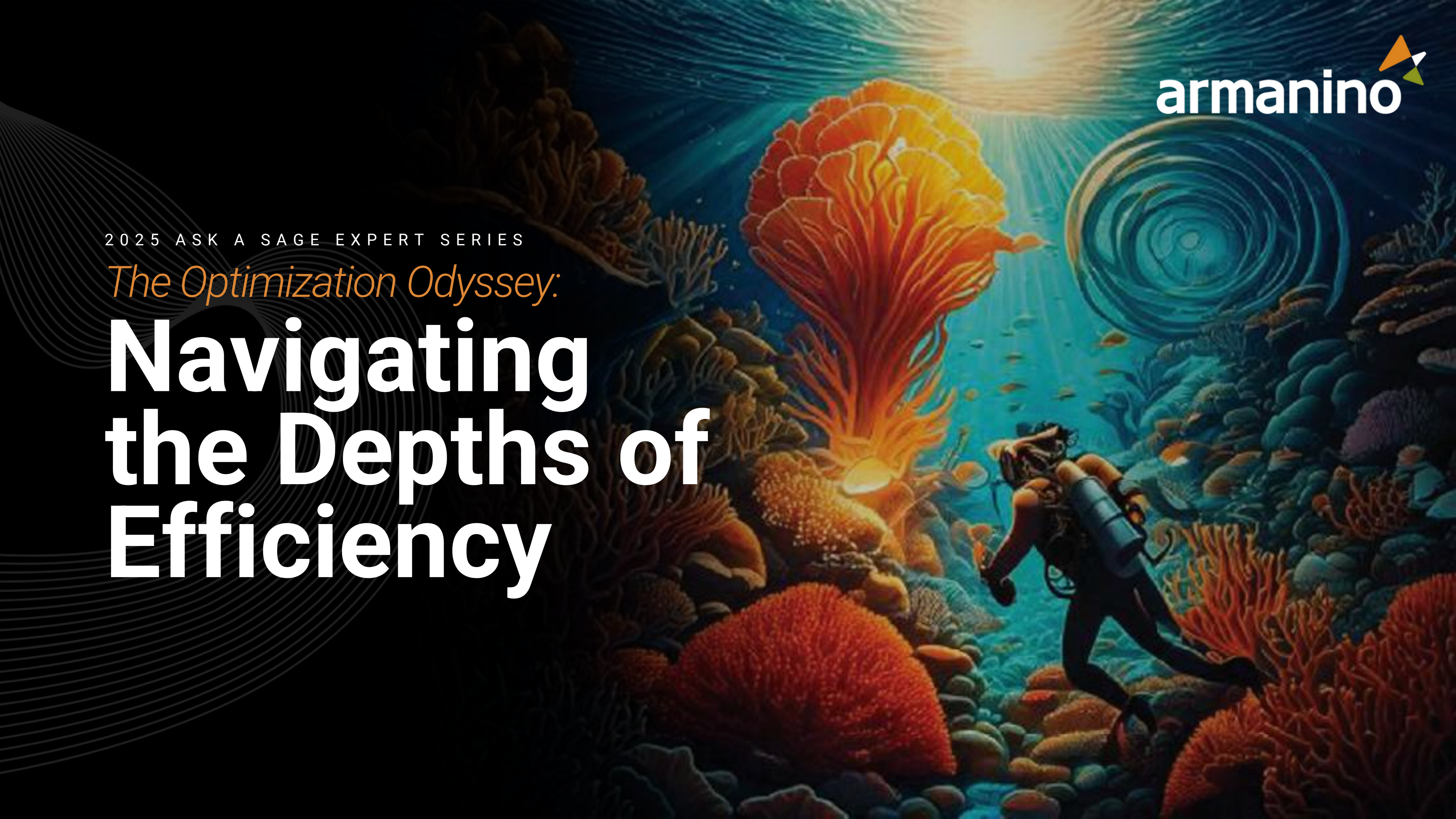armanino

2025 ASK A SAGE EXPERT SERIES

The Optimization Odyssey:

Navigating the Depths of Efficiency

Zoom Tips

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Ask Questions

Please feel free to unmute yourself and ask questions live, or use the "As a Question" feature to type them in.

Chat

Click the Chat button at the bottom of the Zoom window to open the chat panel, where you can send messages and engage with participants either publicly or privately.

Raise Your Hand

if you need assistance, click the Raise Hand button in the Zoom toolbar to alert the host, and they will address your concern as soon as possible.

Today's Presenters

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Jeremy Anderson

*Manager
Sage Intacct*

Sean DeMuro

*Managed Services
Sr. Consultant*

Quest Objectives

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01

Tips to find variances between the AP subledger and general ledger
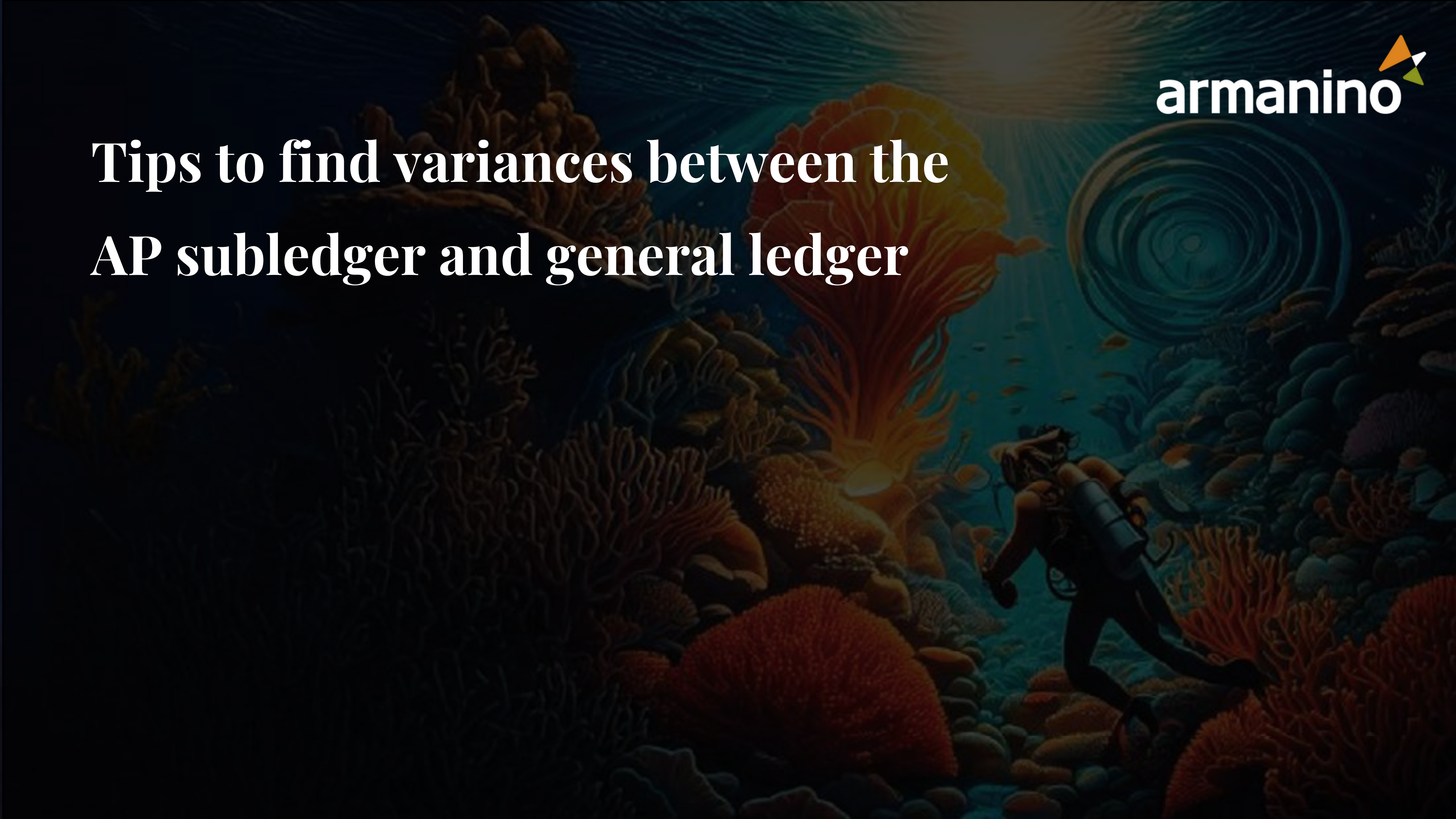
02

Custom AP Reports to utilize for reconciliation

03

Best practices for AP configuration and controls

Tips to find variances between the AP subledger and general ledger

Initial review

Considerations

- Multiple AP Accounts – Alternates or manual
  - Ensuring you have proper reporting when allowing override of the AP account
- Utilizing Advances
  - Advances are reflective on the aging report, but not necessarily on the AP account in the GL
- Integrations posting
  - Do you have integrations that're posting to the AP account or AP subledger?
- Credit Card transactions
  - Credit Card transactions are reflective on the aging report, but will appear on the GL on their respective credit card liability account

Initial review

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Determining if there is a variance

Dimension balances report is a great place to determine GL balances by vendor

Dimension balances report

Time period

Reporting period
Inception To Date

As of date
12/31/2024

OR

Opening balance date

Closing balance date

GL account number selection

⦿ Range

From account
20100--Accounts Payable

To account
20100--Accounts Payable

◯ Multiple accounts

Select accounts

◯ All accounts

Format

Show dimensions values

Selected items (2)   Add or edit
Vendor ID   ×
Vendor name   ×

Time period Vendor	For Inception To Date (01/01/2017 to 12/31/2024) Vendor Name	Opening balance (USD)	Period balance(USD)	Closing balance (USD)
20001	Massachusetts Department of Revenue	0.00	(34,000.00)	(34,000.00)
20002	Global Properties Inc.	0.00	(60,000.00)	(60,000.00)
20003	ADP	0.00	(12,000.00)	(12,000.00)
20005	National Insurance	0.00	(72,000.00)	(72,000.00)
20006	American Express	0.00	(10,200.00)	(10,200.00)
20007	Lenovo	0.00	(8,386.00)	(8,386.00)
20012	Singleton Brothers CPA	0.00	(1,500.00)	(1,500.00)
20013	Kaufman & Langer LLP	0.00	(75,000.00)	(75,000.00)
20014	Kristofferson Consulting	0.00	(72,000.00)	(72,000.00)
20015	HC Equipment Repair	0.00	(65,000.00)	(65,000.00)
20016	The Post Company	0.00	(53,390.00)	(53,390.00)
20018	River Glen Insurance	0.00	(12,000.00)	(12,000.00)
20300	Entity V300	0.00	(750.00)	(750.00)
Grand total		0.00	(476,226.00)	(476,226.00)

Initial review

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Determining if there is a variance

Vendor Aging is how we can review subledger values

Time period

Aging periods

-0,1-30,31-60,61-90,91-

Report as of

○ Today   ● Select date

Date to use

12/31/2024

Based on

○ Bill date   ○ Due date   ● GL posting date

Report type

● Summary   ○ Detail

Show vendors with zero balance

○ Yes   ● No

Based on: GL posting date			*As of date: 12/31/2024*				
Vendor ID	Vendor name	-0	1-30	31-60	61-90	91-	Total
20001	Massachusetts Department of Revenue	0.00	0.00	0.00	0.00	34,000.00	34,000.00
20002	Global Properties Inc.	0.00	0.00	0.00	0.00	60,000.00	60,000.00
20003	ADP	0.00	0.00	0.00	0.00	12,000.00	12,000.00
20005	National Insurance	0.00	0.00	0.00	0.00	72,000.00	72,000.00
20006	American Express	0.00	0.00	0.00	0.00	10,200.00	10,200.00
20007	Lenovo	0.00	0.00	0.00	0.00	8,386.00	8,386.00
20012	Singleton Brothers CPA	0.00	0.00	0.00	0.00	1,500.00	1,500.00
20013	Kaufman & Langer LLP	0.00	0.00	0.00	0.00	75,000.00	75,000.00
20014	Kristofferson Consulting	0.00	0.00	0.00	0.00	72,000.00	72,000.00
20015	HC Equipment Repair	0.00	0.00	0.00	0.00	65,000.00	65,000.00
20016	The Post Company	0.00	0.00	0.00	0.00	53,390.00	53,390.00
20018	River Glen Insurance	0.00	0.00	0.00	0.00	12,000.00	12,000.00
20300	Entity V300	0.00	0.00	0.00	0.00	750.00	750.00
	Grand totals	0.00	0.00	0.00	0.00	476,226.00	476,226.00

Initial review

Determining if there is a variance

Comparing the two to determine if a variance is present. If not, we move forward one month at a time to determine when the variance originates.

Time period	For Inception To Date (01/01/2017 to 02/28/2025)			
Vendor	Vendor Name	Opening balance (USD)	Period balance(USD)	Closing balance (USD)
20001	Massachusetts Department of Revenue	0.00	(46,000.00)	(46,000.00)
20002	Global Properties Inc.	0.00	(60,000.00)	(60,000.00)
20003	ADP	0.00	(12,000.00)	(12,000.00)
20005	National Insurance	0.00	(72,000.00)	(72,000.00)
20006	American Express	0.00	(10,200.00)	(10,200.00)
20007	Lenovo	0.00	(8,386.00)	(8,386.00)
20012	Singleton Brothers CPA	0.00	(1,500.00)	(1,500.00)
20013	Kaufman & Langer LLP	0.00	(75,000.00)	(75,000.00)
20014	Kristofferson Consulting	0.00	(72,000.00)	(72,000.00)
20015	HC Equipment Repair	0.00	(65,000.00)	(65,000.00)
20016	The Post Company	0.00	(53,390.00)	(53,390.00)
20018	River Glen Insurance	0.00	(12,000.00)	(12,000.00)
20300	Entity V300	0.00	(750.00)	(750.00)
Grand total		0.00	(488,226.00)	(488,226.00)

Based on: GL posting date		As of date: 02/28/2025					
Vendor ID	Vendor name	-0	1-30	31-60	61-90	91-	Total
20001	Massachusetts Department of Revenue	0.00	12,000.00	0.00	0.00	34,000.00	46,000.00
20002	Global Properties Inc.	0.00	0.00	0.00	0.00	60,000.00	60,000.00
20003	ADP	0.00	0.00	0.00	0.00	12,000.00	12,000.00
20005	National Insurance	(2,500.00)	0.00	0.00	0.00	72,000.00	69,500.00
20006	American Express	0.00	0.00	0.00	0.00	10,200.00	10,200.00
20007	Lenovo	0.00	0.00	0.00	0.00	8,386.00	8,386.00
20012	Singleton Brothers CPA	0.00	0.00	0.00	0.00	1,500.00	1,500.00
20013	Kaufman & Langer LLP	0.00	0.00	0.00	0.00	75,000.00	75,000.00
20014	Kristofferson Consulting	0.00	0.00	0.00	0.00	72,000.00	72,000.00
20015	HC Equipment Repair	0.00	0.00	0.00	0.00	65,000.00	65,000.00
20016	The Post Company	0.00	0.00	0.00	0.00	53,390.00	53,390.00
20018	River Glen Insurance	0.00	0.00	0.00	0.00	12,000.00	12,000.00
20300	Entity V300	0.00	0.00	0.00	0.00	750.00	750.00
Grand totals		(2,500.00)	12,000.00	0.00	0.00	476,226.00	485,726.00

Custom AP Reports to utilize for reconciliation

Custom report walk-through

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Setting the Custom report framework

- Vendor aging report – Required for aging
  - o Includes Detail and header information for vendor bill aging, with aging periods.
- Vendor aging line detail
  - o Includes Detail and header information for vendor bill aging.
- Vendor aging header
  - o Includes only Header information for vendor bill aging.

Custom report walk-through

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Setting the Custom report framework

Step 2 Add columns to the report | Step 2 of 15 | Add columns ▼ | « Back | Next »

▼ Vendor aging report — Select all | Deselect all

| -0 ☑ | 31-60 ☑ | 91- ☑ | Record number ☐ |
| 1-30 ☑ | 61-90 ☑ | Prentry Key ☐ | |

▼ Vendor aging line detail — Select all | Deselect all

Account label ☐	Contract ID ☐	GL offset ☐	Total selected
Account label record number ☐			Transaction amount
Account number ☐			
Allocation ☐			
Allocation record number ☐			
AP account ☑			
AP account key ☐			
AP account title ☑			
Base amount ☐			
Base currency ☐			
Base location ☐			
Billable ☐			
Class ID ☐			

▶ GL account label
▶ Allocation
▶ Department
▶ GL account
▼ Location

▼ Location — Select all | Deselect all

Base currency ☐	Location ID ☑	Parent ☐	Status ☐
Created by ☐	Manager ☐	Record number ☐	Tax ID ☐
Default country for addresses ☐	Modified by ☐	Record URL ☐	When created ☐
End date ☐	Name ☐	Start date ☐	When modified ☐

▶ Parent location
▶ Contact
▶ Manager
▶ Ship-to contact
▶ Entity

▼ Vendor aging header — Select all | Deselect all

Amount ☐	Date created ☐	Due in ☐	Total selected ☐
Amount due ☐	Date fully paid ☐	GL posting date ☐	Transaction currency ☐
Amount paid ☐	Description ☐	Modified by ☐	Transaction currency amount ☐
Audit when created ☐	Discount date ☐	On hold ☐	Transaction currency amount due ☐
Base currency ☐	Document ID ☐	Payment priority ☐	Transaction currency amount paid ☐
Created at - Entity ID ☐	Document number ☐	Record number ☐	Txn amount selected ☐
Created at - Entity key ☐	Document summary record number ☐	Reference number ☐	Vendor entity ☐
Created at - Entity name ☐	Document summery title ☐	State ☐	Vendor ID ☑
Created by ☐	Document type ☐	Term key ☐	Vendor name ☑
Created by ☐	Due date ☐	Term name ☐	When modified ☐

Custom report walk-through

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Setting the report framework

Step 3 Add calculated columns

Total

Add Edit Remove

Calculated column for this report

A calculated column performs an operation on other columns and displays the result. Calculations can only be applied to numeric columns.

The formula for **Total** + is {!VENDAGING.AGING#_0!} + {!VENDAGING.AGING#1_30!} + {!VENDAGING.AGING#31_60!} + {!VENDAGING.AGING#61_90!} + {!VENDAGING.AGING#91_!}

Step 4 Select the column sequence

Vendor aging line detail > Location > Location ID	Location ID
Vendor aging line detail > Vendor aging header > Vendor ID	Vendor ID
Vendor aging line detail > Vendor aging header > Vendor name	Vendor name
Vendor aging line detail > Vendor aging header > Document number	Document number
Vendor aging line detail > Vendor aging header > Record number	Record number
Vendor aging line detail > AP account	AP account
Vendor aging line detail > AP account title	AP account title
-0	-0
1-30	1-30
31-60	31-60
61-90	61-90
91-	91-
Total	Total

Step 5 Add more column totals

▼ Vendor aging report

Columns	Count	Sum
-0	☐	☑
1-30	☐	☑
31-60	☐	☑
61-90	☐	☑
91-	☐	☑
Prentry Key	☐	
Record number	☐	

▶ Vendor aging line detail

▼ Calculated columns

Columns	Count	Sum	Average	Std deviation	Variance
Total	☐	☑	☐	☐	☐

Custom report walk-through

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Setting the report framework

Step 8 Optionally group data

Choose the level of detail that you want to see in the final format of your custom report.

○ No grouping
● Grouping

Group by customer

Totals for
Each grouping

* Required

Step 9 Group data by a column. Maximum 3 groupings

▼ Vendor aging report

Columns

| -- None-- ▾ |
| -- None-- ▾ |
| -- None-- ▾ |

Add column   Delete last column

▼ Vendor aging line detail

Columns

| AP account title ▾ |
| -- None-- ▾ |
| -- None-- ▾ |

Add column   Delete last column

▼ Location

Columns

| Name ▾ |
| -- None-- ▾ |
| -- None-- ▾ |

Add column   Delete last column

▶ Parent location

▶ Contact

▶ Manager

▶ Ship-to contact

▶ Entity

▼ Vendor aging header

Columns

| Vendor name ▾ |
| -- None-- ▾ |
| -- None-- ▾ |

Add column   Delete last column

Custom report walk-through

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Vendor Aging - Summary

| Customize | Graph | View | Print | Proces |

| Subtotal name	Location ID	Vendor ID	Vendor name	AP account	AP account title	-0	1-30	31-60	61-90	91-	Total
▼ Accounts Payable, USA 1											
Sum for ADP	100	20003	ADP	20100	Accounts Payable	0.00	0.00	0.00	0.00	12,000.00	12,000.00
Sum for American Express	100	20006	American Express	20100	Accounts Payable	0.00	0.00	0.00	0.00	9,000.00	9,000.00
Sum for Entity V300	100	20300	Entity V300	20100	Accounts Payable	0.00	0.00	0.00	0.00	750.00	750.00
Sum for Global Properties Inc.	100	20002	Global Properties Inc.	20100	Accounts Payable	0.00	100.00	0.00	0.00	60,000.00	60,100.00
Sum for HC Equipment Repair	100	20015	HC Equipment Repair	20100	Accounts Payable	0.00	0.00	0.00	0.00	65,000.00	65,000.00
Sum for Kaufman & Langer LLP	100	20013	Kaufman & Langer LLP	20100	Accounts Payable	0.00	0.00	0.00	0.00	75,000.00	75,000.00
Sum for Kristofferson Consulting	100	20014	Kristofferson Consulting	20100	Accounts Payable	0.00	0.00	0.00	0.00	72,000.00	72,000.00
Sum for Lenovo	100	20007	Lenovo	20100	Accounts Payable	0.00	0.00	0.00	0.00	8,386.00	8,386.00
Sum for Massachusetts Department of Revenue	100	20001	Massachusetts Department of Revenue	20100	Accounts Payable	0.00	0.00	0.00	12,000.00	34,000.00	46,000.00
Sum for National Insurance	100	20005	National Insurance	20100	Accounts Payable	0.00	0.00	0.00	0.00	72,000.00	72,000.00
Sum for River Glen Insurance	100	20018	River Glen Insurance	20100	Accounts Payable	0.00	0.00	0.00	0.00	12,000.00	12,000.00
Sum for Singleton Brothers CPA	100	20012	Singleton Brothers CPA	20100	Accounts Payable	0.00	0.00	0.00	0.00	1,500.00	1,500.00
Sum for The Post Company	100	20016	The Post Company	20100	Accounts Payable	0.00	0.00	0.00	0.00	53,390.00	53,390.00
Sum for Accounts Payable, USA 1						0.00	100.00	0.00	12,000.00	475,026.00	487,126.00
Sum for Accounts Payable						0.00	100.00	0.00	12,000.00	475,026.00	487,126.00
▼ No AP account title, USA 1											
Sum for National Insurance	100	20005	National Insurance			0.00	0.00	(2,500.00)	0.00	0.00	(2,500.00)
Sum for No AP account title, USA 1						0.00	0.00	(2,500.00)	0.00	0.00	(2,500.00)
Sum for No AP account title						0.00	0.00	(2,500.00)	0.00	0.00	(2,500.00)
Sum Total						0.00	100.00	(2,500.00)	12,000.00	475,026.00	484,626.00

Custom report walk-through

Additional Considerations

- Additional Prompts
  - o Including additional prompts allows for the user running the report to set the filters for Locations, vendors, AP Account, etc.
- Additional Columns types
  - o Custom fields associated with the reporting object can be selected for reporting and used for filters.
  - o Select records have drill down fields available and when included in reporting allow for further review in Intacct.
- Summary vs Detail
  - o Utilizing the duplication feature, a version of this report could be built with additional line level detail columns and formatted to show details when run for further drill down.

Best practices for AP configuration and controls

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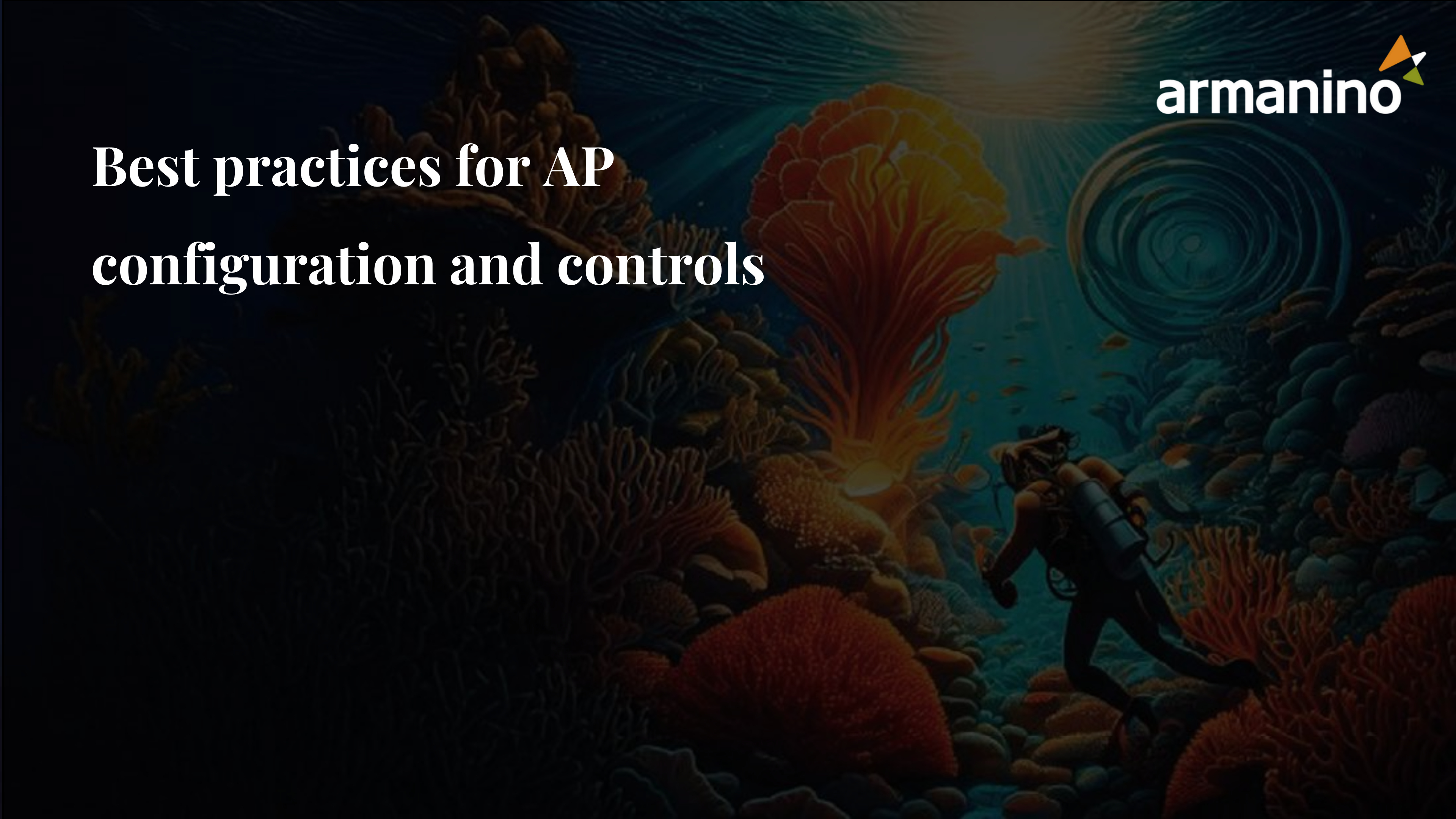
Control highlights

1 Disallow direct posting

2 Payment dates must be greater than bill date

3 Utilizing Smart Rules to add controls

4 Closing books

5 AP Approvals enabled

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Active
☑ Disallow direct posting

currency bills
☑ Payment dates must be greater than their bill dates
☐ Include secondary email contacts in automatic

Bill date 05/31/2025 is more than 30 days in the future. Please ensure the correct date is entered before proceeding. S
Repeat your action to ignore the warning.

Close AP subledger

Your Accounts Payable summaries were closed.

Entity or entity group
100--USA 1

Close subledger from
04/01/2025

To the end of period
Select period

∨ Bill approval settings
☑ Enable bill approval
☐ Email notifications ❓
Approval policies
(Manage)

∨ Payment approval settings
☑ Enable AP payments approval

Value approval levels

Controls and configuration

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Utilizing Smart Rules to add controls

Smart rules

☐ Include inactive   Clear all filters

Smart rule ID ▾
Restrict

Edit View   RESTRICT_FUTURE_BILLDATE

Condition *

{!APBILL.WHENCREATED!} <= futuredate(30,'day')

Note

Error message *

Bill date {!APBILL.WHENCREATED!} is more than 30 days in the future. Please ensure the correct date is entered before proceeding.

Bill date 05/31/2025 is more than 30 days in the future. Please ensure the correct date is entered before proceeding. Smart rule RESTRICT_FUTURE_BILLDATE was violated

Repeat your action to ignore the warning.

Transaction   History

Global Properties Inc. (20002)
Vendor balance: View due

Bill date	Due date	Bill total	Amount paid	Amount due	
05/31/2025	06/30/2025	100.00 USD	0.00 USD	100.00 USD	DRAFT

Date *	GL posting date
05/31/2025	04/08/2025

Vendor *	Pay to	Return to
20002--Global Properties Inc.	Brown, Noah	Brown, Noah

Controls and configuration

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Other considerations

- AP Account Overrides
  - o Allowing AP Account overrides may require you to compile multiple GL accounts when balancing the subledger to the GL
- User permissions
  - o Ensuring your team has proper permissions can prevent accidents from happening
- Bill/Payment reversals
  - o Bills/Payments reversed/voided in the wrong period can cause your subledger to be off from your GL
- Bills submitted but not confirmed/approved
  - o If a bill has been submitted for check payment, it will not appear on the GL until the check has been confirmed
- Vendor approvals
  - o Ensuring that only approved vendors are entered/modified can reduce risk
- Back-dated GL Posting Date
  - o Bill with a back-dated GL Posting may cause your GL to be over/under stated in a prior period
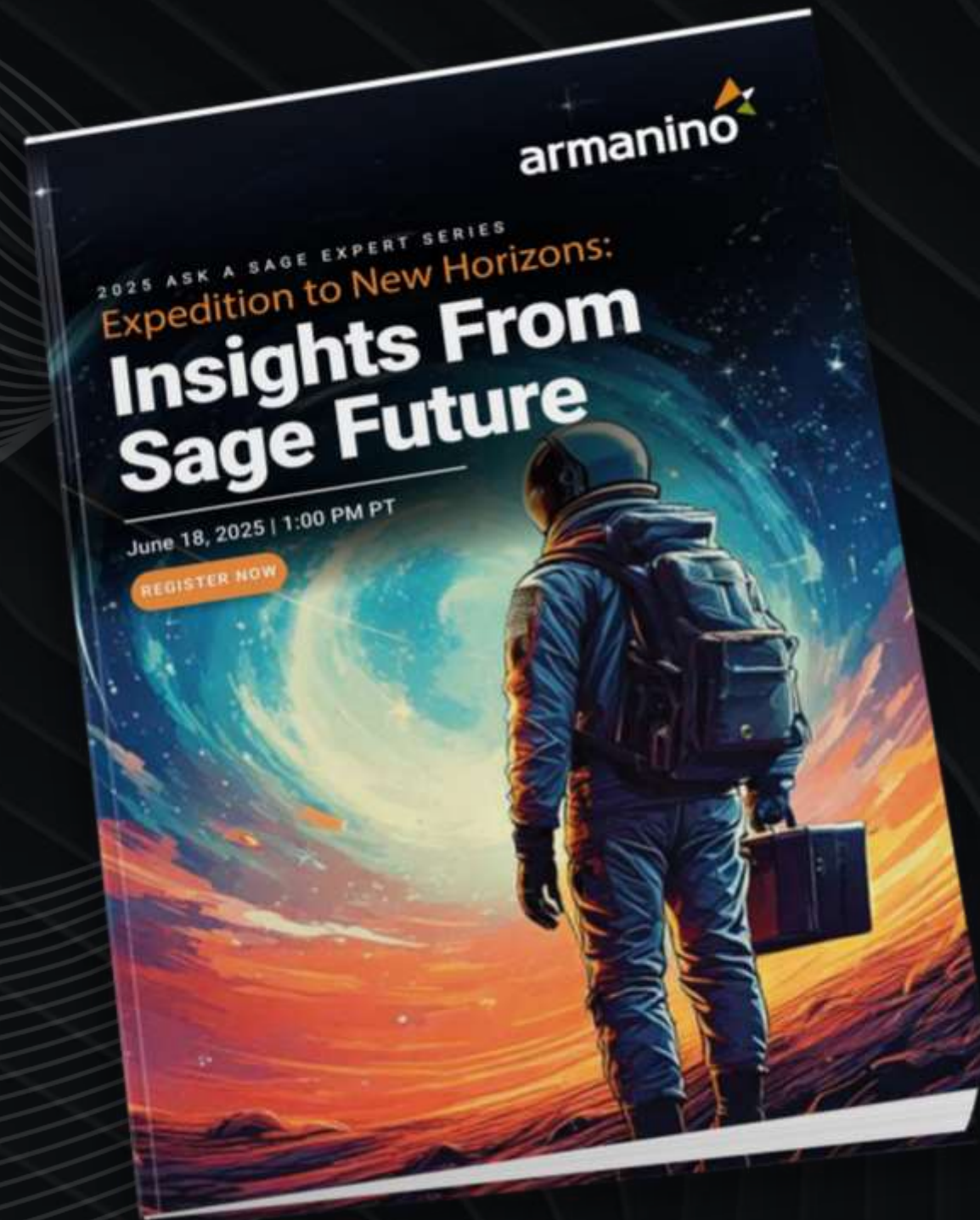
Quest Conclusion

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01

Discovered how to find variances between the AP subledger & GL

02

Found methods to efficiently track and account for variations between the AP subledger and GL

03

Reviewed controls and best practices to put in place to prevent future variances

Thank You

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