

Company Wide Trainings

- [ERP Live Training Presentation](#)
- [Live Training Links](#)

ERP Live Training Presentation

OVERVIEW OF SCS'S NEW ERP – SAGE SUITE

Experience the breadth and depth of Sage's offerings



PRESENTATION OVERVIEW

- **Polices/Expectations**
- **ERP**
- **Sage Intacct**
- **Stampli**
- **Purchasing**
- **Sage Construction Management**
- **Expense – Sage Intacct & Paylocity**

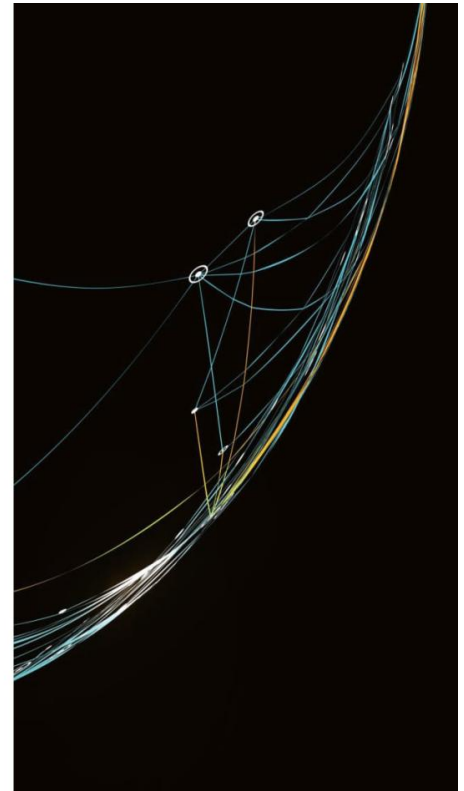


sage Intacct
Cloud finance software

Why Are We Reviewing This?

1. We are implementing a new Accounting Software requiring some internal adjustments.
2. Everyday purchasing is becoming excessive and uncontrolled. We must only purchase what is truly **NEEDED**, not **WANTED**.
3. Cost centering is very messy and inconsistent. This needs immediate correction for compliance.
4. Our focus is to keep the risk low for any external audit by local, state or federal government by SCS following accounting standards.
5. **WE WANT DATA!** With these adjustments and new software, we expect to be able to make better business decisions to help continue to grow our business.

3



Handbook Review

[Handbook Final Winter 2023.pdf](#)

***All employees who are issued any purchasing cards (Kwik Trip, Menards, Marcus Corporate Cards, etc.) all sign agreements with expectations on how to handle company purchases.

4



Marcus Credit Card

EMPLOYEE KEEP
THIS PAGE FOR
YOUR RECORDS

Card Assigned to:
Monthly Spend Limit: \$
Transaction Limit: \$
Card Billing Cycle: Each month: 24th to 23rd

Important Information:

- Only you can use your card.
- Use of the card is limited to business related activities, no personal purchases are permitted.
- Do not use for fuel purchases. There are separate fuel cards in each vehicle to use for fuel.
- Receipts must be turned in via Paylocity on a WEEKLY basis via an expense report. More details below.

Use of company-issued credit cards is a privilege, which the Company may withdraw in the event of serious or repeated abuse. Any credit card the Company issues to an employee must be used for business purposes only, in conjunction with the employee's job duties. Employees with such credit cards shall not use them for any non-business, non-essential purpose, i.e., for any personal purchase or any other transaction that is not authorized or needed to carry out their duties.

In the event that it is used for a personal purchase that employee is in direct violation of policy and the funds will be recovered in full from the employee's next paycheck and any balance remaining will be deducted in from subsequent paychecks until the funds are fully repaid.

Occasionally, rebates may be offered for products purchased for the company; employees are expected to take advantage of applicable rebates when they are available. In such situations, the ORIGINAL rebate offer and receipt should be forwarded to the accounting department.

Coding and Submitting your Receipts:

Receipts must be turned in on a WEEKLY basis via Paylocity. Photos of each receipt need to be legible AND include date of purchase, items purchased, dollar amount.

When submitting your expense report on a weekly basis your expense report must be named the following: Your Name + week dates (example: John Smith 12/5/2022 - 12/9/2022)

You will submit your Expense Report to your Manager via Paylocity by the end of day each Friday.

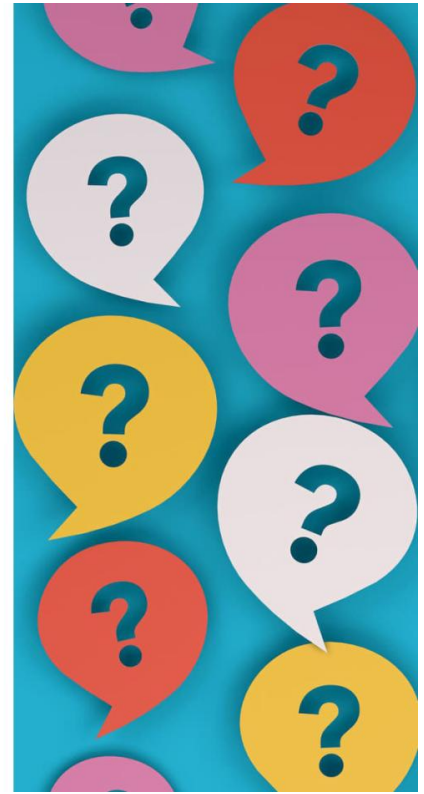
Questions? If your card is lost or stolen?

Please reach out to Erika in Accounting at 715-693-7854 or accounting@scswiderski.com

Common Issues

- No cost center
- No business purpose
- Not itemized
- No dates approval or transaction
- No legible signature
- No employee names
- Failure to submit expenses timely
- Failure to submit invoices by the 1st of the month
- Failure to respond to Accounting's emails for information or documentation in a timely manner

5 Expense & Cost Center Training



Purchasing Expectations

1. Only purchase what is absolutely needed. We all share responsibility in reducing company purchasing and expenses. A WANT is not a business expense. Expenses need to be focused on contributing to company revenue.
2. Direct billing and direct invoicing is preferred over Credit Card purchases.
 - All Direct Billed or "Invoiced" purchases do require the vendor to be on file. (see additional information on Invoiced Purchases)
3. Do not share purchasing cards with individuals who do not have authorization.
 - If someone other than yourself makes a purchase on your card, **YOU** as the authorized card user (your name being on the card) is responsible for the receipt and expense reporting. Not the individual who made the purchase.
4. All purchasing platforms – Amazon, Complete Office, Walmart, Sam's Club, etc. all need to follow purchasing policies and required information.

6 Expense & Cost Center Training



INTRODUCTION TO THE ERP SYSTEM

What is an ERP System?

An ERP system is a software solution that integrates different business processes into a single system. It can help us streamline our operations and allow us to make better decisions.

Benefits of an ERP System

The ERP system can help us optimize our operations, reduce costs, and improve customer satisfaction. It gives us real-time visibility into our business processes and allows us to make data-driven decisions.

Doing this ERP build, and system change is probably the most important thing SCS has undertaken to date.



SAGE INTACCT

Cloud-Based Financial Management

Sage Intacct is a cloud-based financial management software that helps businesses automate their accounting processes and streamline their reporting, enabling real-time visibility into their financial performance.

Real-Time Visibility

Sage Intacct provides real-time visibility into financial performance, enabling businesses to quickly make informed decisions based on accurate data.

Automation

Sage Intacct helps businesses automate their accounting processes, reducing manual errors and freeing up time for other important tasks.

BENEFITS



Streamlined Financial Processes

Sage Intacct offers streamlined financial processes that help organizations reduce the time and effort required to manage financial data and transactions.

Enhanced Financial Visibility

Sage Intacct offers enhanced financial visibility that enables organizations to gain better insights into their financial data and make better-informed decisions.

Improved Compliance

Sage Intacct offers improved compliance that helps organizations meet regulatory requirements and reduce the risk of non-compliance.

Reduced IT Costs

Sage Intacct offers reduced IT costs that help organizations save money on IT expenses and infrastructure.

FEATURES

Accounts Payable

Sage Intacct's accounts payable feature provides efficient and accurate management of the company's expenses, bills, and vendor payments.

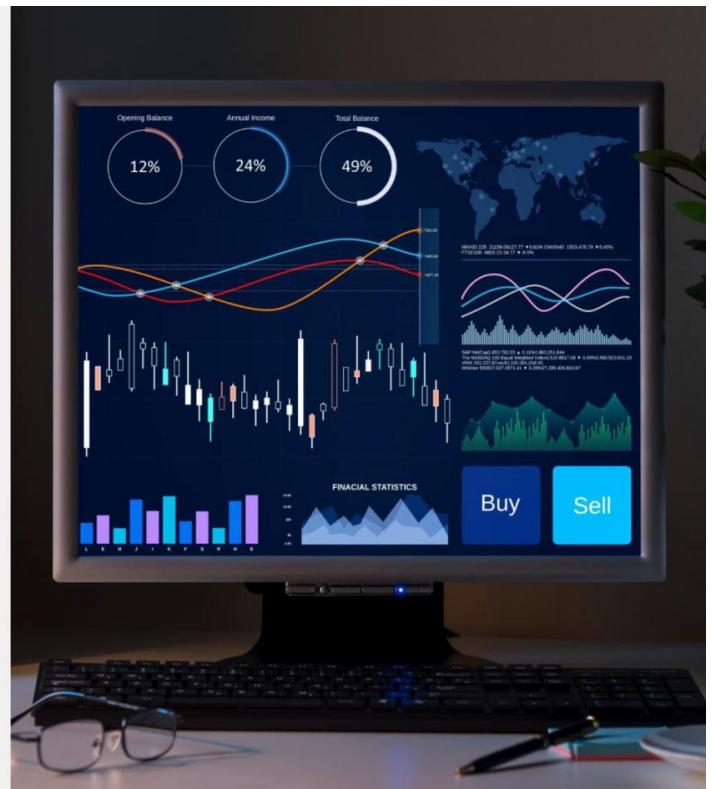
Accounts Receivable, Cash Management, General Ledger, and Project Accounting

Sage Intacct's accounts receivable, cash management, general ledger, and project accounting features offer a comprehensive solution for financial management and accounting needs.

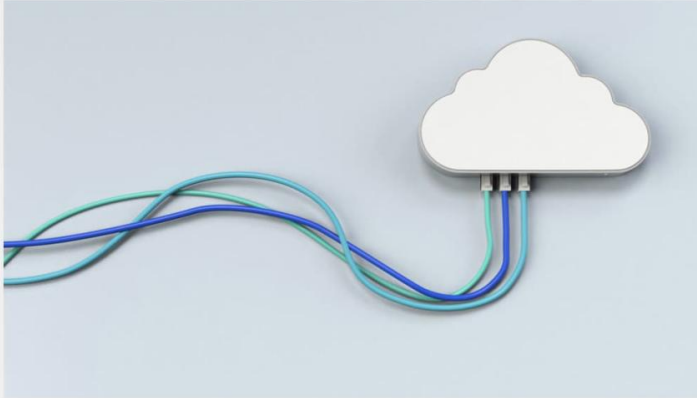
Budgets

Fixed Assets

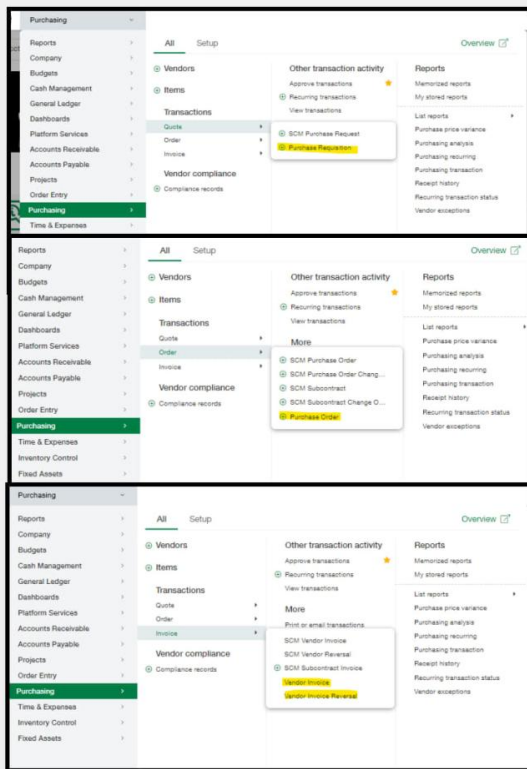
Inventory & Tax Software – Coming 2025



WHO WILL USE SAGE INTACCT?



- SCS Accounting team will be the main individuals in Intacct with the full functionality of the suite
- **ANYONE and EVERYONE who has purchasing power and reports expenses will be in Sage Intacct in a limited capacity.**
- Department Managers and above for financial reporting and dashboard views.



PURCHASE REQUISITION AND PO PROCESS IN SAGE INTACCT

- Sage Intacct's Purchase Requisition and PO process helps create a streamlined and efficient purchasing experience
- Purchasing employees will be **required** to submit a Purchase Requisition to their manager in Sage Intacct, prior to making the purchase. At this time there will be the ability to cost code the purchase prior to invoice processing or payments.
- The process includes the creation of a purchase requisition, obtaining approvals (from your direct supervisor), and generating a PO in real-time. This PO will be used to match to the invoice submitted after the purchase.
- If done correctly the PO will match to the invoice and apply pre-approved cost coding, making the process even smoother.
- The system allows for a full audit trail, increasing accountability and transparency.
- **Anything project related will be PO'd and invoiced through SCM only.**
- **Always ensure when ordering with vendors/suppliers you communicate the PO in placing your order so they ensure it makes it on the invoice.**

Spend Need → Purchase Requisition → Manager Approves → PO Created → Purchase Made →

Receive Items → Submit Invoice for Payment → Invoice Verified for Accuracy → Invoice Paid

Purchase Requisition-PREQ-000011 Print or email Post Cancel More actions

Transaction History

Transaction date	Date due	Item totals	Subtotals	Transaction total	Transaction status
08/14/2024	09/13/2024	500.00	0.00	500.00	Pending

FIELDS FOR PURCHASE REQUISITION

*****If you do not code this correctly the first time, or you enter the wrong amount of spend, your invoice for payment will be denied, the PO will need to be fixed and resubmitted for approval, before the invoice will be paid.**

Date * 08/14/2024

Vendor V:000009--A&J Landscape & Maintenance Pay to A&J Landscape & Maintenance Return to A&J Landscape & Maintenance

Project [Dropdown]

Document number PREQ-000011

1765 B County Hwy SS Rice Lake, WI 54968 United States aandjlandscape@icloud.com

1765 B County Hwy SS Rice Lake, WI 54968 United States aandjlandscape@icloud.com

Payment terms Net 30 Vendor document number Attachment

Expiration date * 09/13/2024 Message State Pending

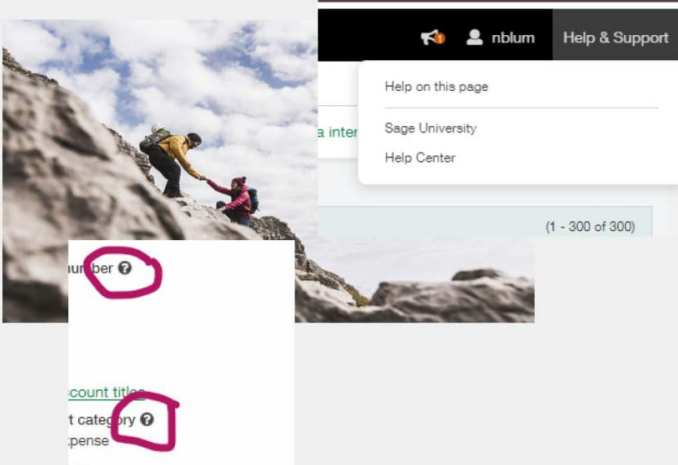
Reference Shipping method

> Shipping dates

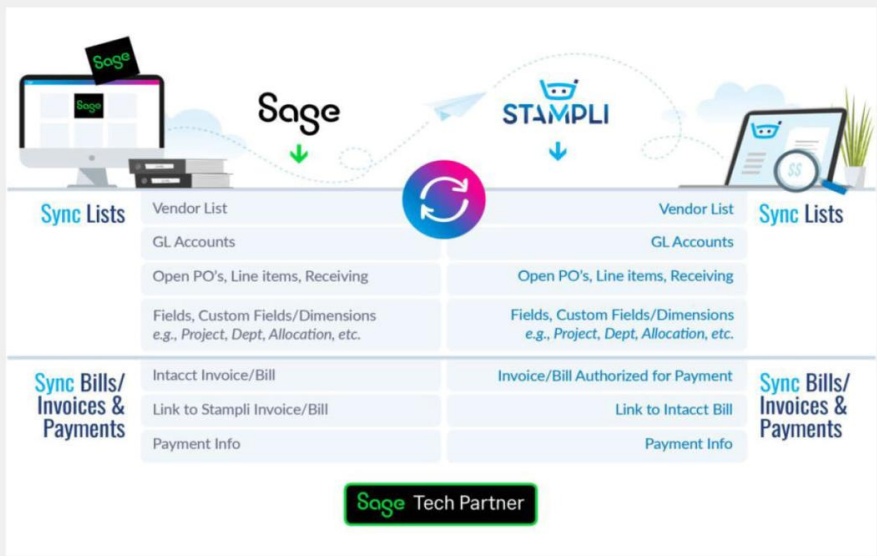
Entries [Show defaults](#)

	Company	Department	Property	Project	Cost Code	Cost type	Item ID *	Quantity *	Unit	Price *	Extended price	
1	E200--S.C. Swiderski I	D13--Grounds	B0000117--1420 West	Grounds Pass Thru--G	GRND50003--Pest Co	GRND5--Grounds	60100--Grounds	1.00	Each	500.00	500.00	+
2												+
Total											500.00	

SAGE INTACCT'S HELP FEATURE



- The search bar in the top right is a great way to find the module or task you are looking for
- Access tips and tutorials in the help center
- Sage University is where you can see the learning modules for everything in Sage Intacct
- Help on this page is great to navigate the page
- The “?” on any field is great way to understand how to format, enter, or understand the fields' purpose on any screen
- Direct Help Center Link: https://www-p404.intacct.com/ja/docs/en_US/help_action/Intacct_basics/welcome.htm?chid=Intacct_basics/welcome.htm
- Contact Nicole Blum or the Accounting team for assistance

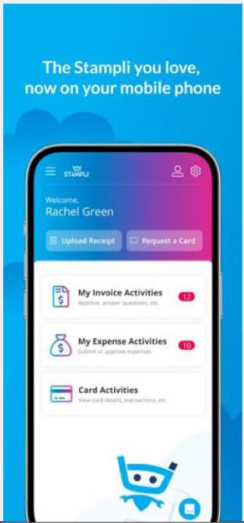


STAMPLI

Stampli is an AI-powered invoice management software that automates invoice capture, coding, and approval, streamlining the accounts payable process and saving time and effort.



ADVANTAGES



Faster Invoice Processing

Stampli's accounts payable automation allows for faster invoice processing, eliminating the need for manual data entry and increasing efficiency.

Enhanced Accuracy

Stampli's unique approach to accounts payable automation provides enhanced accuracy through advanced algorithms and machine learning, reducing errors and increasing efficiency.

Improved Communication

Stampli's accounts payable automation improves communication among team members, reducing delays and increasing transparency throughout the entire payment process.

Better Control

Stampli's unique approach to accounts payable automation provides better control over the entire payment process, reducing the risk of fraud and other errors.

FEATURES



Automated Invoice Capture

Stampli's automated invoice capture feature reduces the manual effort required to process invoices by automatically extracting invoice data, eliminating data entry errors and saving time.

AI-powered Coding

Stampli's AI-powered coding feature automatically codes invoices based on past coding behavior and improves accuracy by learning from human corrections.

Customizable Approvals

Stampli's customizable approvals feature provides flexibility in the way invoices are approved based on specific organizational rules and requirements.

Real-time Insights

Stampli's real-time insights feature provides a dashboard view of invoice processing data, enabling teams to make informed decisions and optimize their AP process.

As many fields as possible should be filled out.

We are required in the "Property" field to get to the phase level. (PP) Why?



This is Billy – any field with this symbol next to it, was AI populated by Billy. He learns by human correction.

WHO WILL USE STAMPLI?

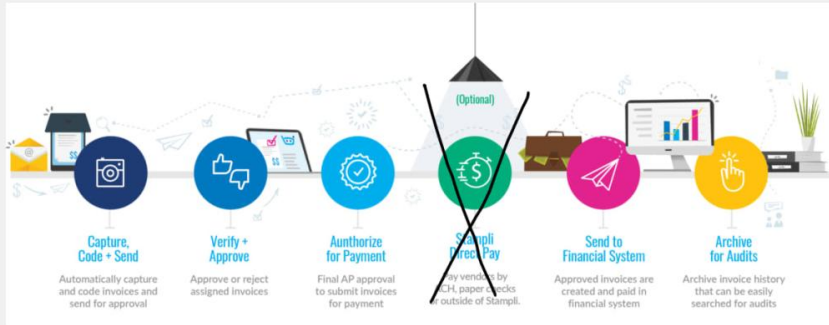
- Anyone with purchasing power.
- Anyone submitting invoices.
- Accounting
- Department Managers and Above for approvals

The screenshot displays the Stampli user interface. On the left, there's a sidebar with navigation options like 'Invoice', 'Search', and 'Account'. The main area shows an invoice for 'Cintas Corporation' with a value of 25.17 USD. Below this, there are several sections for 'GL Accounts' and 'Add/Edit line items'. On the right, there's a detailed view of the invoice PDF, showing the Cintas logo, invoice number (420059295), and a table of line items with columns for 'DESCRIPTION', 'PRICE', 'DISC', 'QTY', 'UNIT PRICE', and 'LINE TOTAL'. The table includes items like 'CARTON PARTS/CANISTER-ORIG', 'LAMP CARTON/PACKAGE OF 24-RIGID', and 'PREP ADVISORY'. A signature is visible at the bottom of the PDF view.

We will take a look at Stampli.

SUBMITTING INVOICES TO STAMPLI FOR PROCESSING

- Create a Purchase Requisition and obtain the required approvals in Sage Intacct.
- This Purchase Requisition will then be converted into a PO after approval.
- Submit all (NON-PROJECT RELATED) invoices to scsapinvoices@mystampli.com
- PDFs are REQUIRED. Do not send multiple invoices in one attachment, they must be separate.
- DO NOT SEND INVOICES TO Accounting Email after 9/1.
- Update your vendors if they have been sending directly to the Accounting email.
- When the invoice arrives, it will match to the Purchase Order in Stampli and cost code the bill with auto-coding capabilities. All invoices will require approvals. Some will auto sort to those approvers, or you will receive a forward for approval within Stampli from the Accounting AP team.



Search and choose users from list

Save Changes Back to top

Handled By: Waiting to be assigned

Processing Began: 08/01/2024 Received From Jerry Hauck

Invoice Type: Invoice Change

Due Date: 08/31/2024 Change

Financial System: Export

Source: N/A Change

Invoice No: Mandatory field

Vendor: Amazon Business - American Express

Invoice Date: 08/01/2024

Invoice Amount: 37.84

GL Posting Date: MMDDYY

Purchase Order: Type to search list

GL Accounts: Add/Edit line items

GL Account: Type to search list

Amount: Numerical value

Company: Type to search list

Department: Type to search list

Property: Type to search list

Project: Type to search list

Cost Code: Type to search list

Cost Type: Type to search list

Item: Type to search list

Allocation: Type to search list

Memo

STAMPLI INVOICE FIELDS

Accounting Fields

Source

Invoice #

Vendor

Invoice Date

Amount (verify the math)

PO # (Verify Match)

GL Account (GL Accounts if **splitting**)

Allocation (if applicable)

Subtotals (verify all of the taxes on invoice)

Approver/Coder Fields

PO # (Review for accuracy)

GL Account (Review for accuracy)

Amount

Company

Department

Property

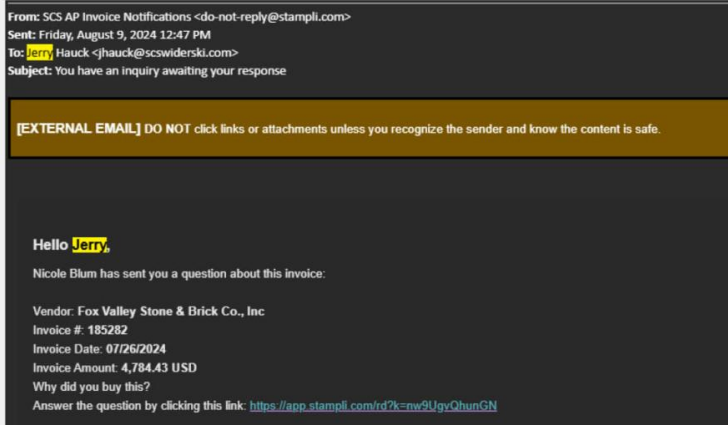
Project

Cost Code

Cost Type

Memo (Business Purpose)

STAMPLI APPROVAL PROCESSES



- Stamppli automates invoice capture, coding, and approval for improved efficiency.
- **All invoices should be approved daily in your “For My Attention” bucket.**
- **You should check Stamppli everyday. It will take only a few moments.**
- You will receive email notifications as well.
- All discussions, questions, comments, etc. regarding the invoice will happen in Stamppli – **NO EMAIL.**
- If a manager is out on PTO an unable to approve – they will be able to set a proxy to complete approvals in their absence.



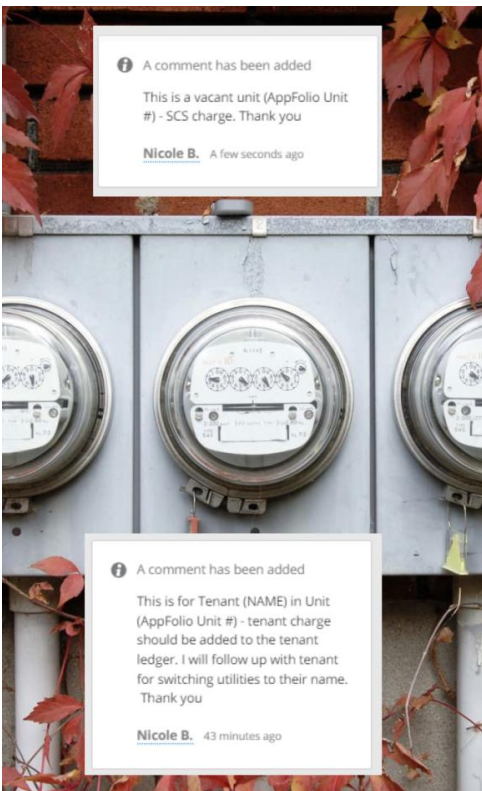
AMAZON AND COMPLETE OFFICE PURCHASES

- Amazon and Complete Office purchases are not part of project related costs and will be processed through Stamppli.
- Complete Office will be sent monthly directly to Accounting/Stamppli for processing. These approvals are done during the purchasing process.
 - **No purchase requisition required.**
- Amazon invoices should be sent to Stamppli AFTER you have received the items.
 - **A purchase requisition is required prior to ordering on Amazon for all departments except Property Management.**
 - **Departments: Maintenance, Grounds, Construction, Business Development are all required to submit purchase requisitions and garnish a PO before ordering.**
 - This PO number will be entered in the cart when processing your order.



IMPORTANCE OF PURCHASE PROCESS CHANGES

- ERP roll out requires changes to the purchasing process
 - New process will improve efficiency and accuracy of bills paid
 - **Purchase requisition and PO policies are standard business processes. We are actually very behind here.**
 - This allows department managers and senior leadership to understand anticipated spend for their departments
 - This allows for deep discussions on the importance of the purchase before the purchase is made. Not after the fact.
 - Allows for proper expense management
-



UTILITIES SENT THROUGH STAMPLI

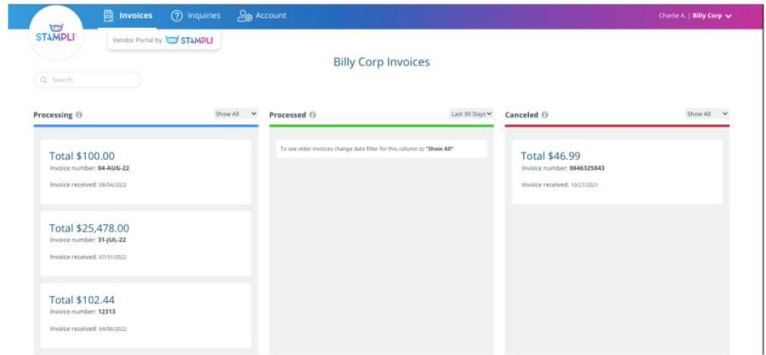
- Utilities can be sent through Stampli for processing
 - All invoices for utilities will be routed to the Property Manager to approve and comment on the unit's status.
 - Review the utilities in detail. You as the (Property Manager) must ensure that if the tenant needs to be charged – you add a note tagging Jennifer Maholmes or Jacob Twardowski so they can add the charge to the tenant ledger.
 - Vacant units will need to be marked as such and will be a company expense.
 - If a tenant is manually charged it is the responsibility of the Property Manager to follow up with the tenant to ensure they change the utilities to their name. **This is required.**
 - All invoices must be approved daily in your “For My Attention” bucket in Stampli.
 - Once you have coded the invoice appropriately, you will send back to Jennifer/Jacob for final review and processing.
 - Jennifer/Jacob will enter the charges on the tenant ledger only.
 - **Jennifer is processing all WPS. Jacob is processing all others.**
-

SCS is moving to ACH in 2025!!! - Printing of checks will be heavily reduced.

Stampli Vendor Portal

- Vendors will have access to a **free** portal to assist in viewing invoices in process, processed payments, cancelled payments, statements, compliance documents, and contact details.
- Compliance of COI and W9 will be managed by Accounting – the system will seamlessly let you know if someone is not compliant.
- Stampli will send notices to vendors 30 days prior to expiration to remind them to upload new documents right in Stampli.
- Vendors and SCS teams can communicate via this portal whenever necessary for questions or concerns.

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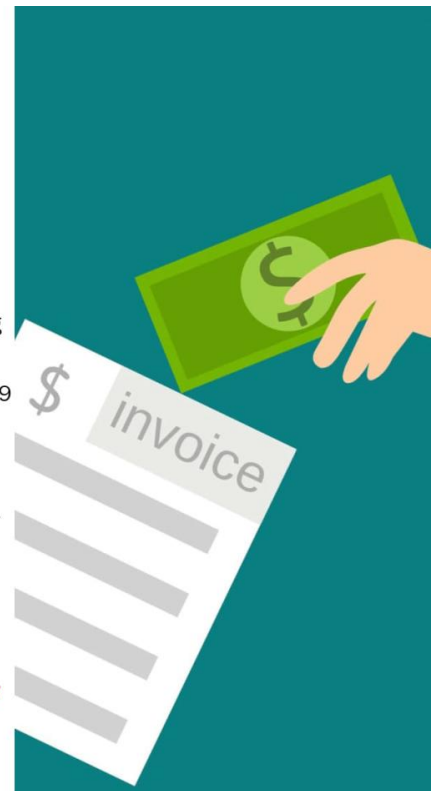
SCM and Intacct do not speak regarding compliance. Accounting will manage ensuring that SCM is up to date with compliance. If you find errors, please reach out to the Accounting team.

New Service Provider/Vendor Relationships

- If anyone is working on a new vendor relationship that would require said vendor to be on one of our properties or construction sites – we **REQUIRE** that we have a **Certificate of Insurance (COI)** in place prior to the vendor doing any work or stepping foot on our properties.
- The other requirement for a new relationship, is the securing of a **W-9**. Without a W-9 on file, the payments will be held until rectified. This applies to all vendors and service providers where they work physically on our properties or not. (Example: IT signs up for a new external cyber security partner – we need a W9)
- We should not be using vendors or service providers that do not know what a COI or W9 are, or they can't provide them. Exceptions will not be made. This is an extreme risk to SCS.
- **Accounting has a vendor compliance portal for all vendors and an onboarding packet that can easily be deployed to all new vendors via Stampli.**

Employees who do not follow these guidelines will be subject to disciplinary action up to and including termination.

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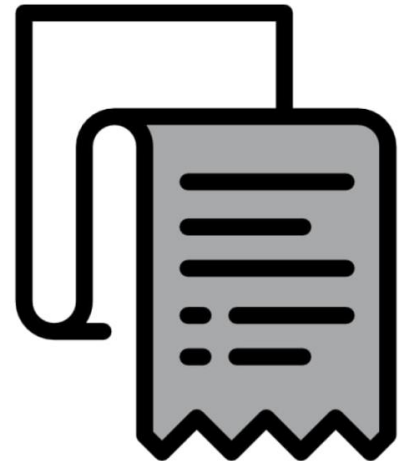


Credit Applications

1. **Credit Limit being requested:** We need to understand an estimated amount your group anticipates to spend within the credit term which is usually 30 days.
2. **Credit Terms:** SCS pays net 30 days. Any terms less than 30 days, require Jerry's approval.
3. **Sales Contacts:** May be asked to provide contact information for staff that has worked to execute relationship.
4. **Purchase Contacts:** Who is approved to make purchases on behalf of SCS?
5. **Are Purchase Order numbers required? YES!!!** – SCS will be moving to a PO system with the change to Sage Intacct.

Switching a service provider to a direct billing is GREAT! However, if a vendor does not have a W9 on file, even if a credit application has been filed, they WILL NOT be paid.

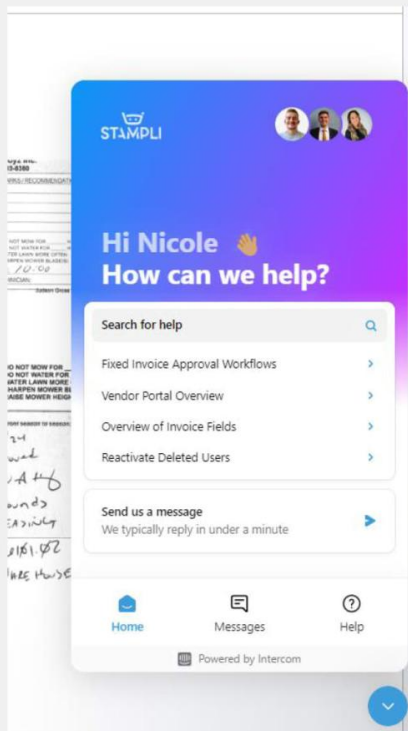
Please send all Credit Application requests to Jerry.

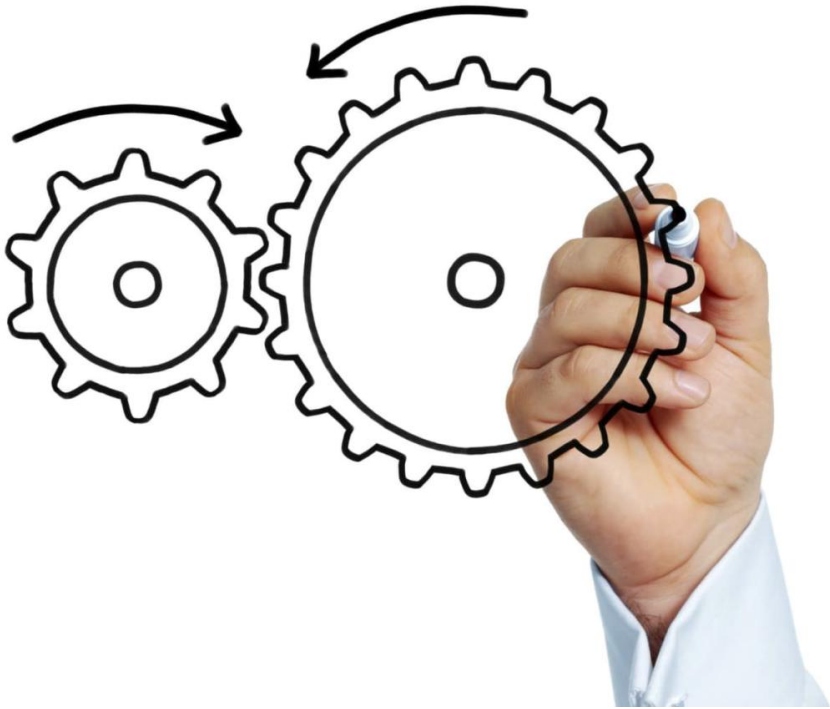


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STAMPLI HELP FEATURE

- Access the Help center by clicking the menu drop down icon in the top right corner of Stamppli. Click Help.
- Help Center Bookmark: <https://help.stamppli.com/en/>
- Search for articles and tutorials to answer your specific questions
- Contact Accounting AP Team or Nicole
- **BE RESOURCEFUL** – The system is very easy to use and intuitive.





SAGE CONSTRUCTION MANAGEMENT (SCM)

Sage Construction Management (SCM) is a software that provides comprehensive project management solutions to contractors and builders, from bidding to completion, making it easier to manage their projects more efficiently.

BENEFITS

Improved Project Visibility

Sage Construction Management provides real-time visibility into project status, helping project managers make informed decisions and avoid delays.

Enhanced Collaboration

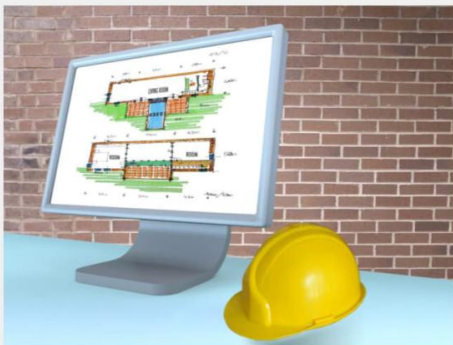
Sage Construction Management enables team members to collaborate seamlessly on projects, reducing miscommunication and improving overall productivity.

Streamlined Workflows

Sage Construction Management streamlines workflows by automating repetitive tasks and processes, freeing up time for more important tasks.

Reduced Risk

Sage Construction Management helps reduce risk by identifying potential issues early on, allowing project managers to take proactive steps to mitigate them.



FEATURES



Bid Management

Sage Construction Management's bid management feature helps you manage your bidding process and win more projects by providing tools that help you create accurate and professional proposals.

Project Scheduling

Sage Construction Management's project scheduling feature allows you to create and manage project schedules, assign resources, and track progress, ensuring that your projects are completed on time and within budget.

Resource Management

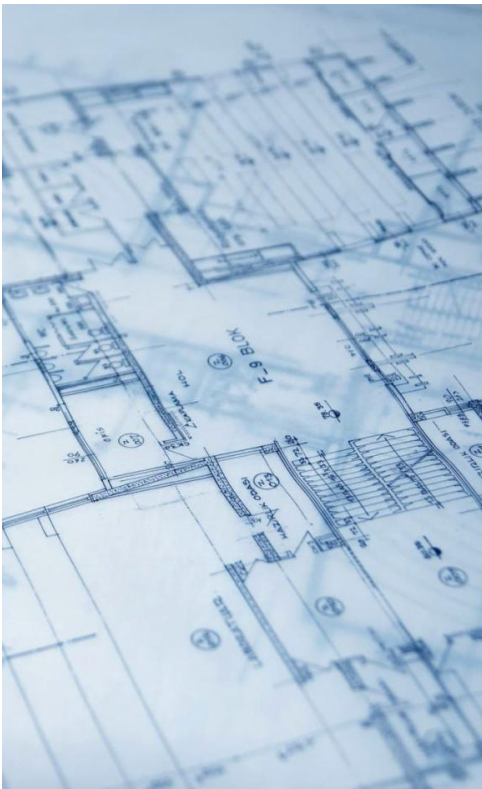
Sage Construction Management's resource management feature helps you manage your workforce and equipment, ensuring that you have the right resources available at the right time to complete your projects on time and within budget.

Document Management

Sage Construction Management's document management feature allows you to store, share, and manage project documents and drawings, ensuring that you have access to the most up-to-date information at all times.

Analytics

Sage Construction Management's analytics feature provides real-time insights into your project performance, allowing you to make data-driven decisions and optimize your construction processes.



WHO WILL USE SAGE CONSTRUCTION MANAGEMENT?

- SCS Project Teams (Development, Design, PMs/PCs, Superintendents) will use Sage Construction Management for comprehensive project management.
 - The platform will help manage projects from bidding to completion, making projects easier to manage
 - All subcontractors/vendors will have access to their own free portal to submit invoices, see project schedules, manage their contract, etc.
 - Accounting will use SCM to process lien waivers and draw process.
 - Department managers and key players as support to Construction Projects – able to see schedules, building openings, contracts, etc.
-



SAGE CONSTRUCTION MANAGEMENT PROCUREMENT AND SUBCONTRACTOR INVOICE PAYMENT

- Sage Construction Management provides tools to manage procurement and subcontractor invoice payments
 - The platform streamlines workflows and automates repetitive tasks to save time and reduce errors
 - Real-time analytics enable project managers to make data-driven decisions based on accurate and up-to-date information
 - All subcontractors/vendors will have access to their own free portal to submit invoices, see project schedules, manage their contract, etc.
-



SCS COMPANIES BIDDING ON PROJECTS

- SCS Building Supply, SCS Excavation, etc. have the capability to bid on construction projects
 - Bidding and winning projects can help SCS reduce its expenses and project costs
 - Building Supply and Excavation will place bids in the SCM portals for subcontractors - the same as external partners
 - Invoices for goods/services sold to SCS Construction or Building Supply will be submitted through SCM just like a subcontractor
 - Goods sold to external customers from SCS Building Supply will not be managed in SCM, but in Sage Intacct by Brian O.
-

WHAT GOES INTO SCM??

PROJECT RELATED INVOICES/BILLS ONLY!!

- Invoices/bills for Construction NOT part of a project related cost – goes through Stampli.
- If an invoice/bill gets accidentally sent to Stampli – the Accounting team will take it out and forward to SCM for processing and approvals.

All costs associated to the project must be budgeted, What does this mean?

- Materials (ordered by SCS) will require a PO, and a Bill for payment, once goods are received.
- Subcontractors will have a subcontract linked to a project allowing them to submit their sub invoices for payment. (Labor, Materials, Equipment)
 - A subcontractor **will not** be able to submit anything they do not have an approved subcontract for. (based on job cost code)

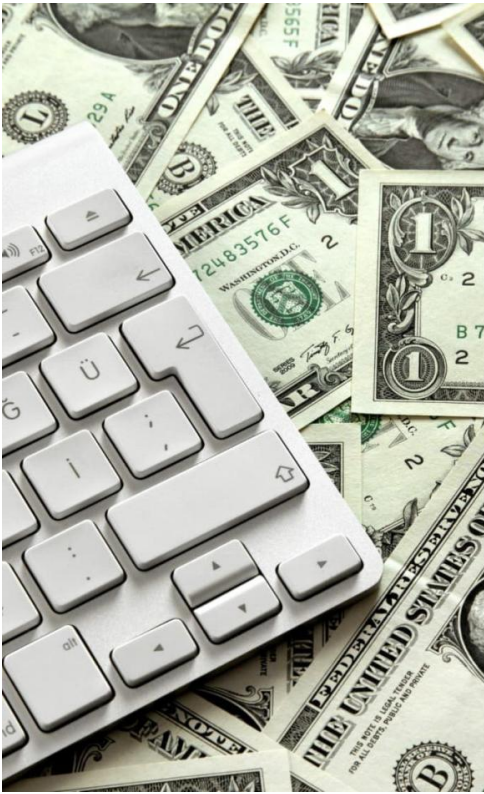
Invoices should not be handled via paper anymore.
SCS will be moving to ACH in 2025!!

Bill/Invoice Submitted to SCM → PC Verifies Accuracy/Approves → PM Verifies Budget/Approves → Sent to Intacct for Payment



SAGE CONSTRUCTION MANAGEMENT HELP FEATURE

- Access the Help center by clicking the “?” at the top.
 - Help Center Bookmark (SCM):
<https://help.sagecm.intacct.com/Content/Home.htm>
 - Search for articles and tutorials to answer your specific questions by clicking the “magnifying glass”
 - Contact Nicole
 - BE RESOURCEFUL – The system is very easy to use and intuitive.
-



CHANGES TO PAYLOCITY EXPENSE WITH ERP ROLL OUT

- As part of the ERP roll out, changes will be made to Paylocity
 - Per Diems and Mileage – for payroll reimbursement will remain in the Paylocity Expense module.
 - All other expenses – purchases made with the company credit cards, Menards cards, Kwik Trip cards, etc. will be moving to Sage Intacct (Expense Module).
 - Accounting will load your transactions to be reconciled every two days.
 - All expenses will be cost coded in the same manner as before with the same required fields as invoices
 - **All employees issued purchasing cards are required to reconcile their expenses within 24 hours of notification.**
-

Receipt Requirements

- Receipts should be clear and legible, with all relevant information visible. Ensure that the date, vendor name, items purchased, prices, and payment methods are clearly stated. All receipts, including rebates, should remain intact.
- Your legible signature is **required** on the receipt, as well as the date you signed the receipt for submittal. If your signature is not legible on the receipt you must print your name as well.
- You must separate cost centering. If you are making purchases for multiple properties, you must separate receipts. (It's a best practice to make separate purchases). If you are making purchases for multiple departments, you must separate receipt information.
- You must document a business purpose. This is required.
- Reoccurring subscriptions or charges still require a receipt every cycle.
- All rebates (Example: Menards Rebate) are company property and must be submitted to Accounting (with original receipt) for processing.



Summary

You are responsible

If you have buying power in any capacity – you are responsible for that buying. We will be holding employees accountable to the requirements.

Do not delay

Submitting expenses, invoices, etc. timely is critical to ensuring timely recognition for our financials as well as payments to services providers/vendors, etc.

These expectations are standard

What is being requested is not new for many people and is normal company policy at other companies.

If in doubt, ASK

Accounting can help verify that a vendor is in good standing with COI and W-9 filing.

We all own expense management

As we continue to grow it is critical, we manage expenses. With over 150+ employees and many of them making purchases on the companies' behalf we all have to understand there is NOT an open check book. Required budgets and strict spending will be coming, prepare NOW.

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Important Reminders

The more information you provide on the front-end will reduce the follow-up for additional information, as well as reduce delay in reimbursement.

If the field is requested in Sage – it's for a reason. Do not ignore them.

Accounting staff members are NOT investigators. They are admins processing payment requests and following tax compliance. They should not have to send multiple requests for information. Accounting's time is just as valuable as yours. If a courtesy reminder is sent – it is the responsibility of the purchaser to respond within **24 hours** with the required documentation/information.

Managers own this responsibility on behalf of their employees.

You will lose "buying power" if you ignore these policies. In return, this may not allow for you to continue your current job as you cannot fulfill your job description/job duties.

Failure to follow these company policies may result in disciplinary action up to and including termination.

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Understanding Cost Coding

Cost coding is a way to categorize and track expenses.

It is important to accurately code expenses to manage budgets and financial reporting.

Improper cost coding can result in inaccurate financial statements and budget overruns.

In the next few slides, we will be reviewing the changes to cost coding for Sage Intacct.

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Why Change?

- QuickBooks operated as all separate companies. This caused A LOT of redundant work, entries in multiple companies, and had a lot of opportunities for errors.
- Sage Intacct operates as ONE company having all transactions happening at TOP LEVEL.
- This means fields are very impactful for the final costing of expenses. Accuracy is key!
- No more excel lists with tons of accounts to remember. Sage Intacct uses cost categories called DIMENSIONS. These dimensions have strict criteria of use.

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ID	COMPANIES	Name
E100		S.C. Swiderski Management Corp.
E200		S.C. Swiderski LLC
E300		S.C. Swiderski Construction LLC
E400		S.C. Swiderski Land LLC
E800		SCS Transportation LLC
E700		SCS Building Supply, LLC

DEPARTMENTS	
Department ID	Department name
D08	Business Development
D02	Marketing
D08	Design
D22	Real Estate
D10	Farms
D11	Owner
D12	Property Management
D14	Leasing Operations
D28	Facilities Management
D09	Maintenance
D13	Grounds
D25	Utilities
D15	Purchasing
D18	Sales
D18	Construction
D17	Excavation
D19	Field Construction
D20	Project Management
D21	Warehouse
D23	Corporate Operations
D01	Accounting
D03	IT
D04	Safety
D05	HR
D07	Executive

Property Expenses

Do not get the Project Pass Thru confused with project expenses. We are using this to create deeper cost coding for PROPERTY and OPS expenses. Projects will also have projects for construction in there – do not use them without approval.

Required Fields

- Date
- Expense Type
- Amount
- Payment Type (what card?)
- Linked to Credit Card Txn (check)
- Vendor
- Paid for (Business Purpose)
- PO (when applicable)

Required Dimensions

- Employee (if applicable)
- Company
- Department
- Property

We will discuss Property in deeper in the next slide!

Project Pass Thru

- Select a project pass thru type – again this is related to your expense type.
- Cost Code – sub account of the pass thru (the list will get smaller as you select – you will only see what you can use based on your PROJECT).
- Cost Type – Select what is available.

All expenses will require an expense type. You will recognize the categories from our current expense header accounts. Choose the one that best describes the purchase.
If you see any default fields, this is a holding place – edit over.

Use the Safety Portal for reference on address plans by Phase (PP).

Property Dimension

Units, Buildings, Phases, Parents, all roll up into Regions. You are **required** to minimally cost code in the **PP phase**. **Do not** use the R or P phase unless it's for the total property. Use B and U codes as much as possible.

ROOT	Central
P0004	Blue Stone Estates
PP000004	Blue Stone Estates
B0000412	940 Blue Stone Lane #1-#12
U00003079	BS940-01
U00003080	BS940-02
U00003081	BS940-03
U00003082	BS940-04
U00003083	BS940-05
U00003084	BS940-06
U00003085	BS940-07
U00003086	BS940-08
U00003087	BS940-09
U00003088	BS940-10
U00003089	BS940-11
U00003090	BS940-12

When searching fields in Intacct – use the % sign with a key word, and it will pull ANYTHING that matches!

Properties are now divided by Regions

Region

R

Parent property locations roll up to Region

Parent

P

Phases make up the Parent Property

Phase

PP

Buildings make up the Phases

Building

B

Units make up the Buildings

Unit

U

Searching efficiency is key! Use the % sign in search bars! Practice trying to find the properties you work with most. Searching using the address is important and usually the best way. U matches the unit numbers in AppFolio. All drop downs are searchable.

PP is REQUIRED at minimum if possible!!!

Examples

These are some examples of expense types where you would use each level of property classes available.

- (R) Region – Area Manager labor
- (P) Parent – Grounds Expense, Parking Lot Expense, Site Costs
- (PP) Phase – Property Manager labor, Marketing Costs, Safety (if property related)
- (B) Building – Boiler Maintenance, Fire System Maintenance, Building Repairs, Security & Camera Systems, Supplies
- (U) Unit – Turnover Repairs, Utilities, Appliance Repairs, Carpet Cleaning, Painting.

There are times where expenses don't require a property. Operational expenses such as Employee Appreciation, Vehicle Repairs, Fuel, Uniforms, Donations, Dues & Subscriptions, etc. If the expense is associated to a Property, you must use the Property dimension. If it **does not** – you can complete company & department, leave Property blank, and continue onto Project (Pass Thru). Provide employee names where applicable.

Project Expenses

21-089P	SCS Athens - █████ Development
21-089P-ATH-7000	SCS Athens - █████ - 7000 Caroline St (41 Stall Garage)
21-089P-ATH-713	SCS Athens - █████ - 713 Caroline St (Office)
21-089P-ATH-715	SCS Athens - █████ 715 Caroline St #49-#84 (18 Unit Fulton, 1&3 BR)
21-089P-ATH-719	SCS Athens - █████ - 719 Caroline St #1-#20 (20 Unit Fulton, 1&2 BR)
21-089P-ATH-Dump	SCS Athens - █████ - Dumpster Enclosures
21-089P-ATH-SITE	SCS Athens - █████ - Site

Required Fields

- Date
- Expense Type = Construction Project Only
- Amount
- Payment Type (what card?)
- Linked to Credit Card Txn (check)
- Vendor
- Paid for (Business Purpose)
- PO (when applicable)

Required Dimensions

- Company (should be E300)
- Department

C08.15.04-4015--Decking-Material
 C08.16.02-4005--Subcontractor Labor for installation of prot
 C08.17.01-4005--SCS Labor for installation of engineered st
 C08.17.01-4020--SCS Labor for design fabrication and insta
 C08.17.02-4010--Subcontractor Labor for design fabrication
 C08.17.02-4025--Subcontractor Labor for installation of pre-
 C08.17.04-4015--Material for design fabrication and installat
 C08.17.04-4030--Material for design fabrication and installat
 C08.40.02-4005--Subcontractor Labor for installation of cust
 C07.21.02-4005--Subcontractor Labor for installation of mat
 C07.21.04-4005--Material for installation of materials design
 C07.31.04-4015--Procurement and installation of durable an
 C07.46.02-4005--Subcontractor Labor for installation of exte

Project Dimension

- Select a project contract. They are written by building with the project number at the beginning. You will always see a shortened project name Athens = ATH followed by the building number, Dump, or Site.
- Cost Code – this is the job cost CSI code associated to the project. Use only codes starting with “C”.
- Cost Type – Select what is available, it should auto populate.

Vehicles Expenses

- Please ensure you are documenting if it is Leased or not. If you have a lease agreement in your files – you should be recording vehicle expenses as LEASED.
- Ensure you are noting in the Memo, Notes, or Paid For fields what vehicle the expense is for.
- Fuel (purchased with Kwik Trip Cards) will be expensed following normal procedures.



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QUESTIONS



We go live on 9/1. Please ensure you have all expense reports submitted and approved by EOD on 8/30. No delaying.

I (Nicole) will be the local admin expert on everything ERP – Sage Intacct, Stampi, Sage Construction Management, etc.

Do Not submit Help Desk Ticket **Please Teams me directly.**

Everyone will be working through this being new at the same time. Please be resourceful and use the tools provided to you. Use your colleagues.

There are NO bad questions!

Give each other some GRACE. Many people will be adjusting, please be patient and understanding.

Expect problems or confusion. With new software comes new problems. I promise these changes are not in vain but will make a world of difference for countless teams. With any new software comes confusion and fear. It's ok! No one is alone in this, and we are all here to make SCS a much more productive environment.

Live Training Links

[ERP Updates & Process Changes - 8.19.24 - Maintenance, Combo](#)

[ERP Updates & Process Changes - 8.22.24 - Construction](#)

[ERP Updates & Process Changes - 8.27.24 - Leasing](#)