

Considerations for Multi-entity setup

Sage Intacct Help Sheet

1. Overview

This help sheet is designed to help you make decisions for creating accounts or transactions. It provides recommendations for best practice but is only a guide.

1.1. About multi-entity environments

- All entities can see shared data. By default, items that are created at the top level are shared by the top level and all entities. Shared customers, vendors, and bank accounts appear in the lists for all entities.
- Only some specifically allowed entities can see restricted data. If a customer, vendor, or bank account should be limited in use, you can restrict it to a subset of locations or departments or restrict it to the top level only. For example, a vendor in the UK might be restricted to only UK entities.
- Only the entity that created it can see private data. Customers, vendors, and bank accounts that are created at the entity level are private and can be used only by that entity.

If the user has permissions, the top level can access all levels of restriction (shared, restricted, and private).

PLEASE NOTE: When you create entity-private transactions or entity-private data, everything you do with that transaction or data is also done at the entity level. For example, if you create an entity-private customer, you can only create invoices for that customer at the entity level.

1.2. Transactions \ Reports that only work at entity level

- Projects\Generate Invoice
- Credit card transactions
- Credit card register
- Recurring transactions

1.3. User restrictions and Top Level

Users restricted to two or more entities can access Top Level by default, users restricted to a single entity need to have the setting **Enable access to top level** selected. Sage recommend as best practice that users restricted to a single entity are also given access to Top Level.

1.4. Creating Accounts & Records

Record Type	Recommended Level	Considerations
General Ledger Accounts	Top Level	Accounts created at entity level are private and cannot be used in other entities
Locations	Top Level*	*Require a Parent (entity) location so become private to that entity. Can be edited at Top Level or entity.
Classes	Top Level	Classes created at entity level are private and cannot be used in other entities
Department	Top Level	Shared across entities. Add restrictions at user level.
Customers	Top Level	Can be restricted to Top Level only or entities via the Restrictions tab
Suppliers	Top Level	Can be restricted to Top Level only or entities via the Restrictions tab
AR/AP Terms	Top Level	Terms created at entity level are private and cannot be used in other entities
Bank Accounts	Top Level	Bank reconciliations will be done at Top Level

1.5. Transaction Setup & Transactions

Record Type	Recommended Level	Considerations
AP Invoices	Entity or Top Level*	*IET transactions are entered at Top Level Invoices entered at entity level should be paid at entity level. Access entity-level bills from the top level is to use Pay by entity
AP Approvals	Top Level or Entity	If the approver has approvals across entities these can be done at Top Level
AP Advances	Entity	
AR Invoices	Entity or Top Level*	* IET transactions are entered at Top Level
AR Advances	Entity or Top Level	Can be applied at both levels
AR Invoice with Bill Back	Top Level	
Reclassification	Entity	Can only be done on entity private transactions, not at Top Level
Other Receipts	Entity* or Top Level	*Multi-currency environments, not available at Top Level
Order Entry or Purchasing Transaction Definitions	Top Level or Entity*	*Can be created at entity level if it is to only be used in a single entity. The GL group(s) and Item(s) can be created at Top Level
Item GL Group	Top Level	If an Item GL Group is created at entity level, it cannot be assigned to a Transaction Definition created at Top Level
Item	Top Level	If an Item is created at entity level, it is not shared
Order Entry or Purchasing	Entity	Transactions created at entity level from a Top level transaction definition can be converted, edited and viewed in both

1.6. Reporting

Record Type	Recommended Level	Considerations
Reporting Periods	Top Level	Custom or standard
Budgets	Top Level	Location is required, either an entity or a location within an entity.
Account Groups	Top Level	Available for all entities Can only be edited at Top level
Dimension Structures	Top Level or Entity*	*If an entity has a specific reporting need a dimension structure can be created at entity level It can be edited at entity and Top level