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Best Practices Importing Data into Sage Intacct

July 25th 2023

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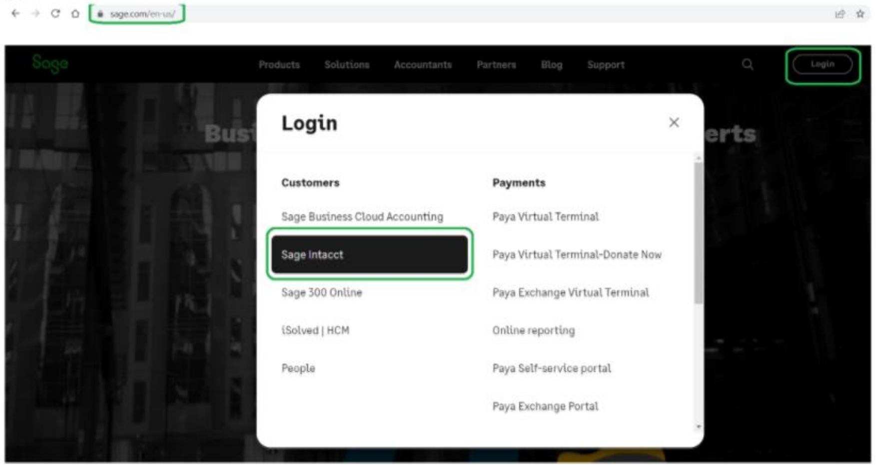
Learning Objectives

- Recognize successful strategies setting up import templates
- Identify how to effectively populate Sage Intacct data in import templates
- Review how to troubleshoot and eliminate errors

Reminder…

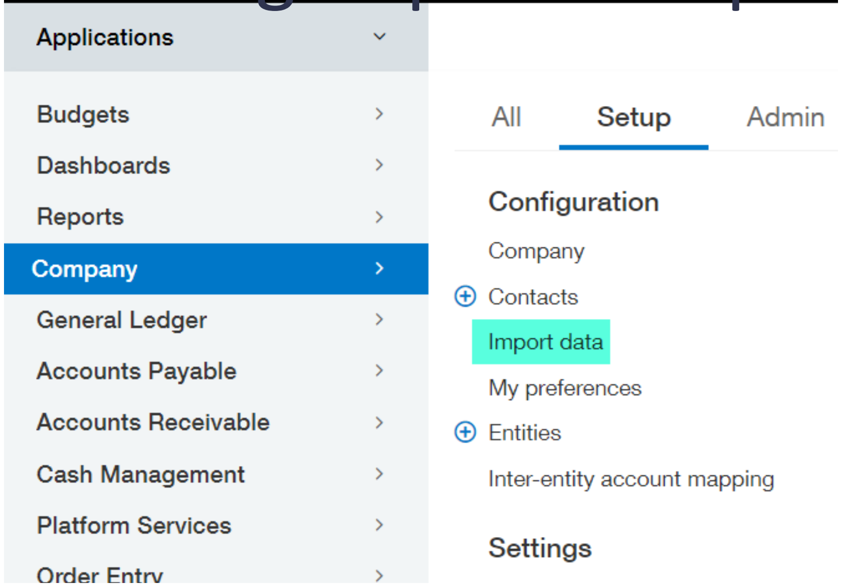
- Intacct.com will be getting phased out and changing to Sage.com
- When this change takes place, you will want to select Sage Intacct from the Login button

Sage.com

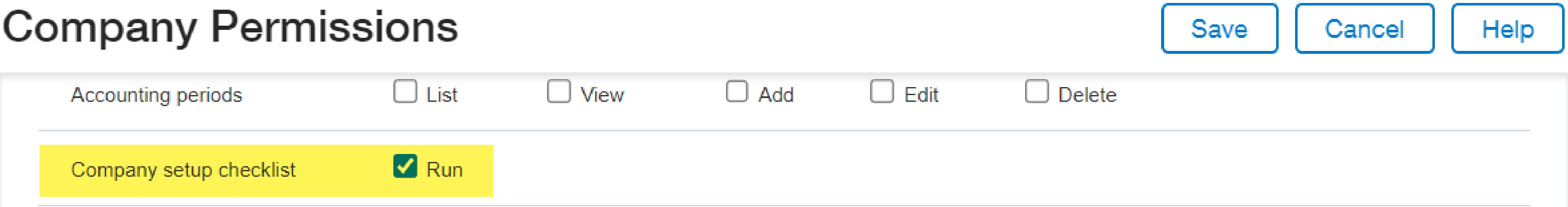


Setting up import templates

Finding Import Templates



Can't see? Verify Permissions!



Company Setup Checklist

- Grouped by Module
- Gives ability to:
  - Create (manual records)
  - Import a csv file
  - Template (Download clean version)
  - View created records
- Some records, noted by an *, can be mass updated
  - Some Examples: Vendors, Customers, Items
  - BE CAREFUL when using templates to update, blank columns will override existing data

Company setup checklist

Set up General Ledger transactions

✓	Journal	Create	Default		View
✓	Statistical journal	Create			View
	Account beginning balances	Create	Import	Template	View
	General Ledger journal entries	Create	Import	Template	View
	Statistical journal entries	Create	Import	Template	View
✓	Reporting periods	Create	Default | Import	Template	View
	Report types	Create	Import	Template	View

Specify journal: Select

Balance as of

Remove Unapplicable Columns

- Multi-Currency related
  - Currency, Exchange Rate, Exchange Rate Date, Exchange Rate Type
- Source Entity
- Billable
- Transaction Allocation
- Unused Dimensions

Reorder the Columns

- Move all Header columns to the left of Line Number
- Move all Detail columns to the right of Line Number
- Mimic Data entry

Make the Template Intuitive

- Add color codes to separate header info from line item details
- Shade required fields in yellow
- Add additional details to the Intacct descriptions or add your own comments
  - Ensure “#” is in the Do Not Import column
- Relabel with organization dimension terminology
  - DO NOT CHANGE COLUMN HEADERS

	A	B	C	D	E	F
1	DONOTIMPORT	JOURNAL	DATE	DESCRIPTION	REFERENCE_NO	STATE
2	# Any row which starts with a # will be ignored during import	Field Name: JOURNAL UI Field Name: Journal Type: Character Length: 4 Default Value: None Dependencies: None Required: Yes Editable: Yes	Field Name: DATE UI Field Name: Date Type: Date Length: 24 Default Value: Current Date Valid Values: Any valid date format Dependencies: None Required: Yes Editable: Yes	Field Name: DESCRIPTION UI Field Name: Description Type: Character Length: 80 Default Value: None Valid Values: Alphanumeric and underscore Dependencies: None Required: Yes Editable: Yes	Field Name: REFERENCE_NO UI Field Name: Reference Number Type: Character Length: 20 Default Value: None Valid Values: Any Dependencies: None Required: No Editable: N/A Notes: You may not have duplicate numbers within any company. In MEGA companies, two entity	Field name: STATE UI Field Name: State Field Type: Character Length: 6 Valid Values: Draft, Posted Required: No Editable: Only if state = Draft Note: If left blank, State will be set to Posted
3	#	symbol ie "GJ"	posting date	required text field for entire entry	optional free text field	controls Post/Draft
4						

G	H	I	J	K	L	M
LINE_NO	DEBIT	CREDIT	ACCT_NO	LOCATION_ID	DEPT_ID	GLENTRY_CLASSID
Field Name: LINE_NO UI Field Name: No field name as such. These are the line numbers on the left side of the transaction area. Type: Number Length: Any Default Value: None Valid Values: Positive integer Dependencies: Start with 1 for the first line of a transaction, and	Field Name: DEBIT UI Field Name: Debit Type: NUMBER Length: 38,2 Default Value: None Valid Values: Any number Dependencies: None Required: Yes, if CREDIT amount not present Editable: Yes Notes: A negative number is treated as a credit.	Field Name: CREDIT UI Field Name: Credit Type: NUMBER Length: 38,2 Default Value: None Valid Values: Any number Dependencies: None Required: Yes, if DEBIT amount is not present Editable: Yes Notes: A negative number is treated as a debit.	Field Name: ACCT_NO UI Field Name: Account Type: Character Length: 24 Default Value: None Valid Values: Any; Must conform to primary/sub account specification in Company > Setup: Company Info Dependencies: None Required: Yes Editable: Yes	Field Name: LOCATION_ID UI Field Name: Location Type: Character Length: 20 Default Value: None Valid Values: Alphanumeric and underscore Dependencies: Refers to a valid location Required: No Editable: Yes	Field Name: DEPT_ID UI Field Name: Department Type: Character Length: 20 Default Value: None Valid Values: Alphanumeric and underscore Dependencies: Refers to a valid department Required: No Editable: Yes	UI field name: Restriction Type: Character Max length: 50 Default value: None Dependencies: A valid restriction Required: No Editable: No
start at 1, make sequential	Debit or Credit, can use single column and negative debit will be treated as a credit. Format as a number.		natural gl account	"Entity"	"Cost Center"	"Restriction"

Journal entries

Submit | Draft | Submit & new | Draft & new

Transaction number
New

Journal *

Posting date *
07/12/2023

Automatic reversal date
Reverse date is not saved for transactions in draft state

Description *

Comment
Add your comment to the transaction history

Reference number

Source entity

Attachment

State
--

Entries Show defaults

What can I do here?

		Doc	Debit	Credit	Account *	Entity	Cost Center	Restriction	Memo	
☰	1									
☰	2									
		Total	--	--						

Demo

Populating Sage Data

Populating the Header

- Best practice: populate only on line “1”
  - Ensures no data is overridden
  - Some templates it doesn’t matter
    - Journal Entry
    - AP Bills
  - Some transactions will cause errors if headers aren’t blank on rows past 1
    - Purchasing transactions
    - Order Entry transactions

Journal Entries

- Symbol specified when setting up a journal
  - GJ
  - PYRJ
- Can be Cash, Accrual, User Defined, Adjustment
  - All use same template

Dates

- Best practice use same formatting as user profile
- Can specify specific format upon import
  - Does not apply to bank transactions

Character Limitations

Journal Entry

- Description: 80
- Reference: 20
- Document Number: 30
- Memo: 1000

Accounts Receivable Invoice

- Reference: 100
- Description: 1000
- Memo: 1000

Can be found here:

JOURNAL	DATE	REVERSEDATE	DESCRIPTION	REFERENCE_NO	I
Field Name: JOURNAL UI Field Name: Journal Type: Character Length: 4 Default Value: None Dependencies: None Required: Yes Editable: Yes	Field Name: DATE UI Field Name: Date Type: Date Length: 24 Default Value: Current Date Valid Values: Any valid date format Dependencies: None	Field name: REVERSEDATE UI Field Name: Reverse Date Type: Date Length: 24 Default Value: None Valid Values: Any valid date format	Field Name: DESCRIPTION UI Field Name: Description Type: Character Length: 80 Default Value: None Valid Values: Alphanumeric and underscore	Field Name: REFERENCE_NO UI Field Name: Reference Number Type: Character Length: 20 Default Value: None Valid Values: Any Dependencies: None	F U r t I a T L

Line Numbering

- Imported transactions will not automatically populate line numbering like manual transactions do
- Start each transaction at 1
- Increment sequentially for all same transaction (header) line items
- Multiple transactions can be imported from one file by restarting the line numbering at 1

Debit / Credit

- Populate one debit or one credit per line
- Don’t include commas or currency symbols ($)
- Can use a single column approach
    - Negative debit will be treated as a credit
    - Negative credit will be treated as a debit
    - Will present normally when viewing a transaction
    - Only one value per line, either debit OR credit

Account / Dimensions

- Pull from intacct ID lists
  - Only ID's, no names
- Must be active
  - Not inactive or Active non-posting
- Watch out for leading zeros
  - Can keep file open while importing
- Transactions may need to balance by select dimensions
  - Dependent on your configuration settings
- Need to populate all required dimensions
  - Dimension relationships don't auto-populate on an import

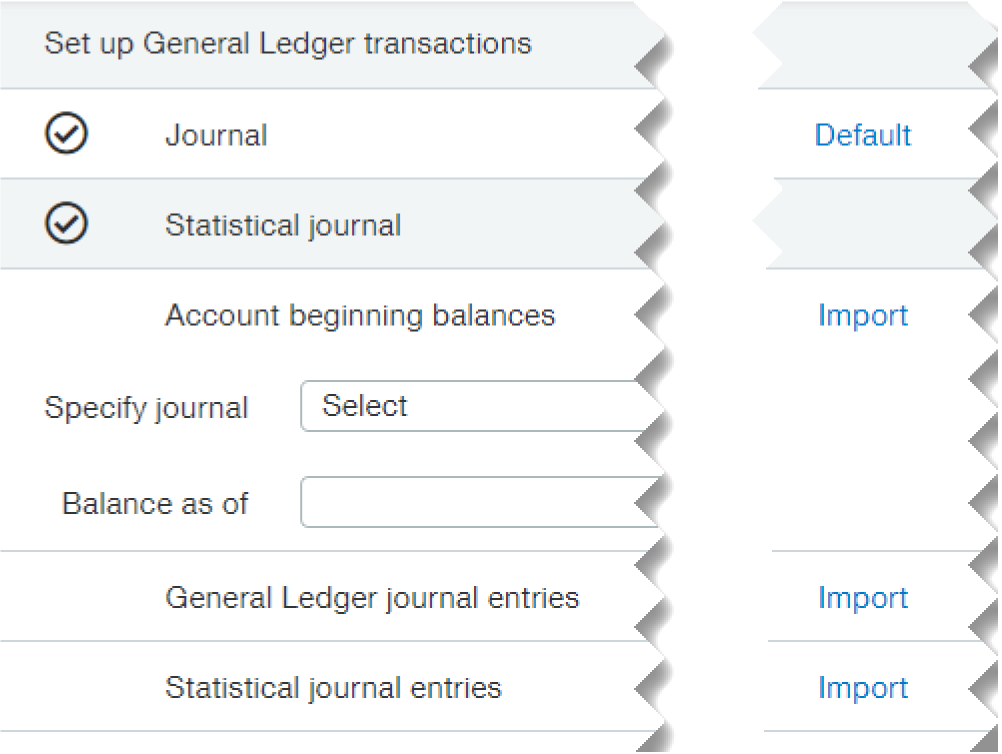
What to Watch out for

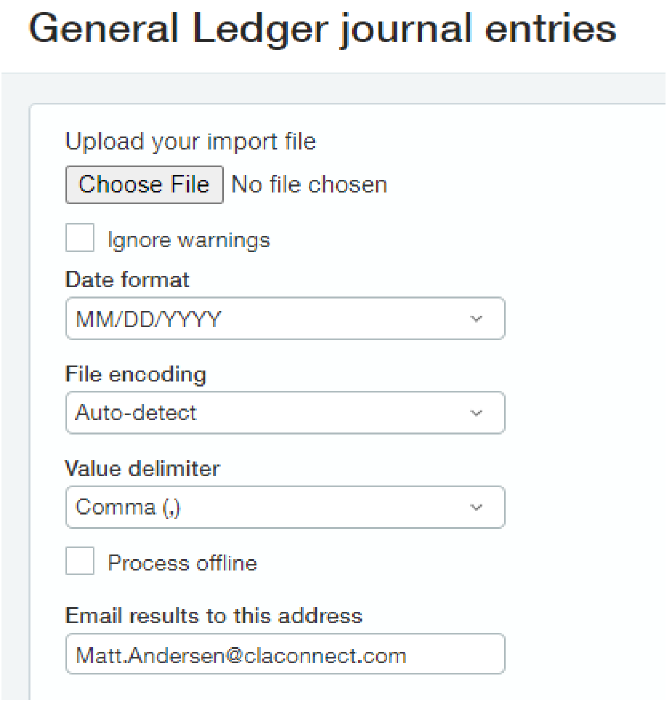
- Case-Sensitivity
- IDs, not names
- Commas in numbers
- Exceeding character limits on free text fields

Demo

Troubleshooting and Eliminating Errors

The import


Set up General Ledger transactions
Journal
Default
Statistical journal
Account beginning balances
Import
Specify journal
Select
Balance as of
General Ledger journal entries
Import
Statistical journal entries
Import


General Ledger journal entries
Upload your import file
Choose File
No file chosen
Ignore warnings
Date format
MM/DD/YYYY
File encoding
Auto-detect
Value delimiter
Comma (,)
Process offline
Email results to this address
Matt.Andersen@claconnect.com

Import Options

- Browse for your **CSV** file
- Ignore Warnings only applies to spend management validation
- Date format match to how excel is populated
- File encoding and value delimiter
  - Advanced detection options
  - Generally safe to leave as Auto-detect and Comma
- Email address defaults to user profile, can be changed to route error / success message

Importing Invoices/Bills Plus Adjustments!

- Always offline
- Historical (no gl impact)
- Post to GL
- Limited to 5000 transactions (not lines)

Accounts Receivable invoices

Upload your import file

Choose File No file chosen

Date format

MM/DD/YYYY

File encoding

Auto-detect

Value delimiter

Comma (,)

Post to

- (●) General Ledger
- ( ) Historical

Select General Ledger to post imported invoices to the GL. Historical imports do not post to the GL.

Rules:

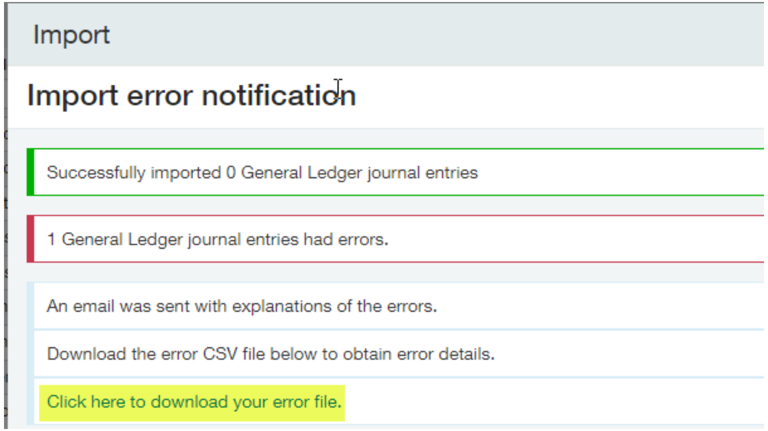
Errors cause immediate rollback
Import is processed offline
Maximum of 5,000 transactions per file
Open transactions only. No paid or partially paid transactions
Transactions are posted using daily batching

Email results to this address

Matt.Andersen@claconnect.com

Retrieving the Error File

- Online Processing
  - Download before you close the popup
- Offline Processing
  - Excel file attached to email
- Will contain ONLY non imported transactions



How to Read

- Always cross reference with email description
  - Error lines will contain a code
  - Email will match description of what caused the error with the error code

- Start at bottom of email and work your way up

Tips to avoid errors

- Use excel validation or match formula to cross reference account and dimension lists against transaction values
- =LEN() to ensure fields aren’t too long
- Ensure coding elements are still active and not set to inactive / active (non-posting)
- Are the periods still open
    - Plus subledgers for non gl data

Common errors and what they mean

GL-0964-1 Description:
Invalid Account 20601 selected [Support ID: 688lYEB010%7EZLbqxP0p26N-O5jWq21hEQAAABI]
GL-0964-1 Correction: Pick a valid account.

- Import template used account 20601 which does not exist in the active chart of accounts

GL-1070-1 Description:
The transaction is out of balance by $2000.0000000000000 debit [Support ID: u-o8REB010%7EZLbt-P0321V-RNrWZQEEAQAAABE]

- The 2000 in the template was 2,000 so it did not recognize the value.

Common errors and what they mean, cont.

GL-0924-1 Description:
This transaction is missing 'Department' dimension for the Account 50100 on Line No. 2 [Support ID: LJb5kEB010%7EZLbv3P0A2DZ-1XXW0cSRZwAAAAo]

GL-0924-1 Correction: Select 'Department' dimension and save your transaction.

- Template has a line for account 50100 but did not designate the Department, a required dimension value for this account.

BL01001973-1 Description: Unable to create record Department must be 200. This value is auto-filled by Location. [Support ID: 6rDV-%7EZLWADWE_BAx4UMw4t5eKkQAAAAY]

BL01001973-1 Correction: Don’t specify the value.

- Template has dimension values that are a mismatch from the dimension relationship that has been identified.

Additional troubleshooting considerations

- Error messages that state a record does not exist could indicate that ID has a typo or is inactive
- Intacct doesn't always give you the entire list of errors in the first attempt – multiple attempts may be needed
  - It will often stop at the first error, so each additional import attempt may deliver a new error
- Make sure you import to the correct object area

Demo

Resources

- Sage University Training & Release Notes
- Intacct Customer Office Hours
- View and Subscribe to the CLA Intacct Blog

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

- Continue to join our monthly Sage Intacct Webinars

[2023 Sage Intacct Webinar Series : 2023 : Events : CLA (CliftonLarsonAllen) (claconnect.com)]()

Thank you!

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