Sage Intacct
Data Integrity Tips and Tricks

May 31, 2022

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Learning Objectives

- Identify how to populate Sage Intacct’s CSV templates with data and upload into the system
- Identify how to troubleshoot import errors easily
- Review standard out-of-the-box features to automate data entry

Successfully populate CSV templates

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Import Process Overview

https://www.intacct.com/ia/docs/en_US/help_action/More/Uploading_Data/ab-TOC-import-data.htm

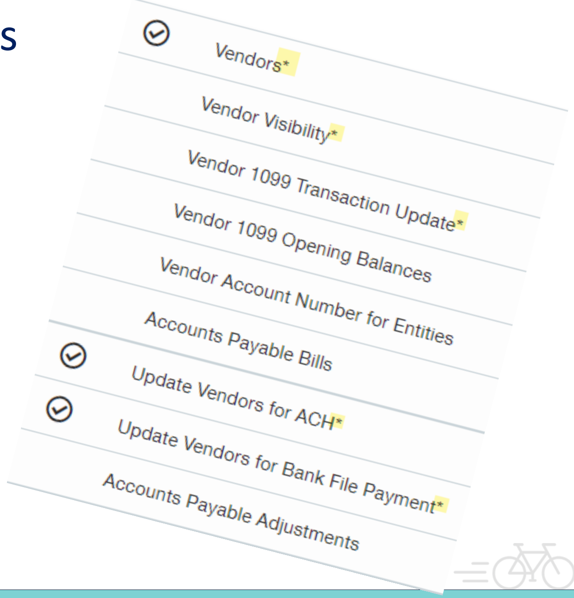
Where do we download templates?

Company > Import Data (path to the Company Setup Checklist)

- Automatically customized based on your company configuration
- Automatically updated when new releases are pushed out
- Templates you will not find in the Company Setup Checklist:
  - General Ledger
    - Dimension Structure
  - Cash Management
    - Initial Open Items
    - Bank Reconciliation Transactions

Records that can be updated via CSV import

- Budgets
- Vendors
- Vendor Visibility
- Vendor 1099 Transaction Update
- Vendors for ACH
- Vendors for Bank File Payment
- Customers
- Customer Visibility
- Employee 1099 Transactions Update
- Employees for ACH
- Inventory Items
- Item Cross Reference
- Warehouse Standard Cost
- Tax Authorities
- Tax Details
- Tax Schedules



Best Practices for updating records via CSV

- Rules of thumb when updating existing records:
  - All required fields must be completed and included in the import template
  - Fields not required or which do not need to be updated should either be
    - Completed in the template –or-
    - Removed from template
  - Blank fields in the import template will wipe out any existing information within those fields on the record
    - Example: updating a customer record and only want to update their phone number. If you leave the address fields blank the import will wipe out the existing address within Intacct
- Review template before importing – triple check your work!!

CSV Preparation: modifying your template

- **Row 1** contains a set of pre-defined headers specific to the transaction type or record of information you are importing into Sage Intacct
    - Row 1 Headers **cannot** be changed
- Read the description(s) in **Row 2** for each of the column headers thoroughly, to understand which column headers are required for the template
    - Column headers that are not needed can be hidden or deleted entirely
    - If hiding columns when updating records, be careful that there is no existing data on that field within Intacct or it will be cleared
- Re-arrange column headers in any order to streamline populating your data

CSV Preparation: modifying your template

A	B	C	D	E	F	G	H	I	J	K	L
DONOTIMPOI	**BUDGET_ID**	**ACCT_NO**	**DEPT_ID**	**LOCATION_ID**	**PROJECTID**	**CUSTOMERID**	**VENDORID**	**EMPLOYEEID**	**ITEMID**	**CLASSID**	**(BUDGETABLE PERIOI**
# Any row which starts with a # will be ignored during import	Field Name: BUDGET_ID UI Field Name: Budget ID Type: Character Length: 20 Default Value: None Valid Values: Alphanumeric and underscore Dependencies: Must exist in the company prior to import. Required: Yes Editable: No	Field Name: ACCT_NO UI Field Name: Account Type: Character Length: 4-6 Default Value: None Valid Values: Any; Must conform to primary/sub account specification in Company > Setup: Company Info Dependencies: Must exist in the company prior to import. Required: Yes Editable: No	Field Name: DEPT_ID UI Field Name: Department Type: Character Length: 20 Default Value: None Valid Values: Alphanumeric and underscore Dependencies: Must exist in the company prior to import. Required: No Editable: No	Field Name: LOCATION_ID UI Field Name: Location Type: Character Length: 20 Default Value: None Valid Values: Alphanumeric and underscore Dependencies: Must exist in the company prior to import. Required: No Editable: No	Field name: PROJECTID UI Field Name: Project Field Type: Character Length: 20 Dependencies: A valid Project Required: No	Field name: CUSTOMERID UI Field Name: Customer Field Type: Character Length: 20 Dependencies: A valid Customer Required: No	Field name: VENDORID UI Field Name: Vendor Field Type: Character Length: 20 Dependencies: A valid Vendor Required: No	Field name: EMPLOYEEID UI Field Name: Employee Field Type: Character Length: 20 Dependencies: A valid Employee Required: No	Field name: ITEMID UI Field Name: Item Field Type: Character Length: 20 Dependencies: A valid Item Required: No	Field name: CLASSID UI Field Name: Class Field Type: Character Length: 20 Dependencies: A valid Class Required: No	Field Name: (BUDGETABLE PERIOD 1...n) UI Field Name: Amount Type: Number Length: 38,2 Default Value: None Valid Values: Any number Dependencies: Valid budgetable period must exist prior to import Required: Yes Editable: Yes Notes: When creating your upload file, replace the header title (BUDGETABLE PERIOD 1...n) with the name

A	B	C	D	E	F	G	H	I	J
DONOTIMPOI	**BUDGET_ID**	**ACCT_NO**	**PROJECTID**	**LOCATION_ID**	**DEPT_ID**	**CLASSID**	**EMPLOYEEID**	**(BUDGETABLE PERIOI**	**NO**
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CSV Preparation: populating your data

- Use column headers as your guide on how to enter information correctly
- Populate data in the blank cells below the column header it pertains too
- Helpful Data population tips:
  - Do not change the headers: headers correlate to fields in the UI
  - Read the header descriptions: each column description explains what type of information is accepted for each column
  - Enter required information: some data fields are required, while other are not. Keep in mind internal business requirements may not show as ‘required’ fields on the template
  - Associated entry page in Intacct: open the associated transaction page in Intacct as a guide for populating the template

CSV Preparation: formatting your data

- Avoid common errors by making sure the format settings are as follows:
  - Format fields as Text (General or Number work also)
  - Change any date(s) to a short date format
  - Remove spaces from data
  - Remove all commas
  - ID fields must contain exact references to active dimensions/records in Intacct
    - You must enter the GL Account number or the Dimension ID **not** the name
  - Transaction number lines must be sequenced correctly if multiple transactions are being imported

Complex Import Templates

- Budgets
- Reporting Periods
- Journal Entries
- Accounts Payable Bills
- Accounts Receivable Invoices
- Account Groups

https://www.intacct.com/ia/docs/en_US/help_action/More/Uploading_Data/prepare-CSV-files-upload-data.htm?tocpath=More%7CData%20import%7C   2#Imported

Troubleshooting Import Errors

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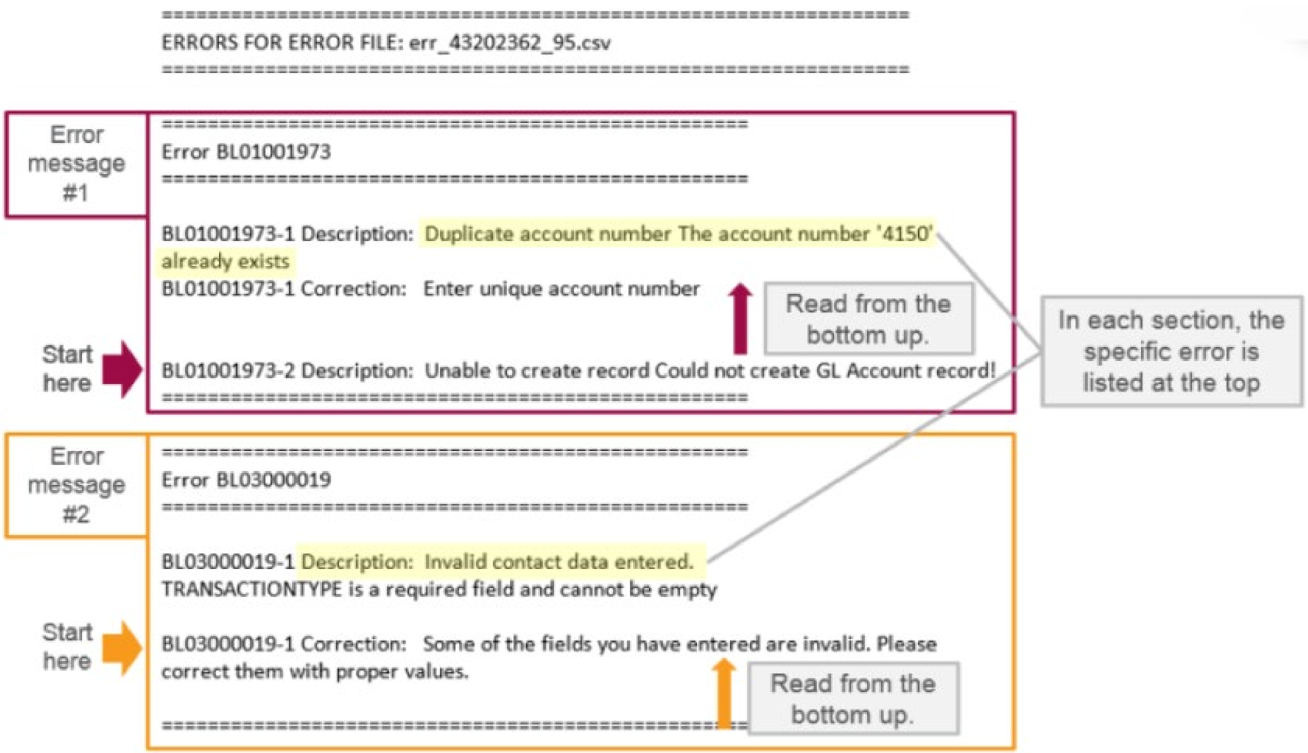
Understanding Import Error Notifications

- Intacct auto-generates import failure and success email notifications to the user who attempted to upload the file into Sage Intacct
    - The email will be sent to your email address associated with your user account
- Automated emails generated from Sage Intacct will include the following information:
    - How many transactions failed
    - Error Code(s)
    - Every unique instance of that error in the file you attempted to import

Reading error messages



Troubleshooting AP Bill Imports

- Error: Transaction is partially/fully paid
  - TOTAL_DUE & AMOUNT columns should equal the same **IF** the bill being uploaded has only one line item and no payment was applied
  - If partial payment is included in the import, the TOTAL_DUE should equal the AMOUNT column less the amount paid
- Error: The record required the field Due Date:
  - If you do not specify a Vendor Term the DUE_DATE field is required
- Error: Missing or invalid dimension ID
  - Confirm all the required dimension ID's (not names) are entered correctly and under the correct column
  - If using a Transaction Allocation template, make sure the Allocation template includes all dimension values required per the expense account on the bill transaction line

Troubleshooting Budget Imports

- Error: GL account not valid
  - Verify all your GL accounts entered are correct (quick keys or invalid entries) make sure all GL accounts in budget upload are setup in Intact
- Error: Duplicate budget accounts for period
  - Verify that only a single amount has been entered by period for each GL account and dimension combination
- Error: incorrect, not ‘budgetable’ or missing reporting period(s)
  - Make sure your reporting periods are entered correctly as the column header
  - Confirm your reporting periods are up-to-date
  - Reporting periods must be marked as ‘budgetable’
  - Remove additional columns added for budget totals

Troubleshooting Budget Imports Continued…

- Error: Invalid or missing dimension on GL account
    - GL account dimension requirement logic also follows through on the budget import template

https://www.intacct.com/ia/docs/en_US/help_action/More/Uploading_Data/GL/import-budgets.htm#BestPractice

Demo

Automate Data Entry using out-of-the-box features

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Recurring Transactions

- Save time and have Intacct automatically create transactions that are the same on a regular basis based on a schedule defined by you
- Transactions that can be setup as Recurring
    - GL Journal Entries
    - Statistical Journal Entries
    - Accounts Payable Bills
    - Accounts Receivable Invoices
    - Purchasing Transactions
    - Order Entry Transactions

Import Transactions

- Eliminate duplicate data entry by using Sage Intacct's Import template to upload transactions into the system
  - Beneficial when you have data from a 3rd party system that needs to be populated in Sage Intacct
- Transactions that can be Imported:
  - Journal Entries
  - Statistical Journal Entries
  - Accounts Payable Bills
  - Accounts Receivable Invoices
  - Accounts Receivable Payments
  - Purchasing Transactions
  - Order Entry Transactions

Duplicate Transactions

- Duplicate/copy an existing transaction to create a new transaction quickly and modify any dimension coding or amounts on the fly
- Transactions that can be Duplicated:
    - Journal Entries
    - Statistical Journal Entries
    - Accounts Payable Bills
    - Accounts Receivable Invoices
    - Adjustments
    - Purchasing Transactions
    - Order Entry Transactions
    - Inventory Transactions

Line-Item Entry Automation

- Enter Defaults
- Short cut keys to navigate fields & line items
- Alt _ down arrow to view dropdown lists of dimensions > arrows to move up and down the list
- Adjust Entry Screen layout (CLA Intacct Support if not an Admin user)
- Add new dimensions and records on the fly
- Perform simple calculations in numeric fields

Resources

- Intacct Learning Center Training & Release Notes
- Intacct Customer Office Hours
- View and Subscribe to CLA Intacct Blog

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

- Continue to join our monthly Intacct Webinars

https://www.claconnect.com/events/2022/2022-sage-intacct-webinar-series/

Sage Intacct New User Tips & Tricks

February 14, 2020 | by Ted May

At the start of a New Year, you may have just begun transacting within Sage Intacct. Like getting a new pair of sneakers, it helps to dedicate some time to "break-in" and get comfortable with your new environment. Despite the extensive training and testing of the system prior to your go live date, it probably [...]

Read More

Thank you!

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