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Learning Objectives

- Increase efficiency and save time by recognizing Sage Intacct import templates and best practices.
- Review the process for preparing Sage Intacct import templates
- Describe common complex import templates
- Identify how to utilize CSV imports for updating existing records
- Identify how to troubleshoot CSV import errors

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Preparing Sage Intacct Import Templates

Process Overview



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#Add



Where to download import templates

- Company > Import Data (path to the Company Setup Checklist)
 - Automatically customized based on your company configuration
 - Automatically updated when new release is pushed out
- Templates <u>not</u> on the Company Setup Checklist
 - General Ledger:
 - ♦ Dimension Structures
 - Cash Management:
 - ♦ Initial Open Items
 - ♦ Bank Reconciliation Transactions



Preparing your CSV file: modifying your template

- **Row 1** of each template contains a set of pre-defined headers specific to the transaction type or record type 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 from the template
- Re-arrange column headers in any order to streamline populating your data

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Preparing your CSV file: modifying your template

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Preparing your CSV file: adding your data

- Use the column headers as a guide for how to enter information correctly
- Start to populate your data in the blank cells below the column header it pertains too
- Helpful Import Template Data Tips:
 - Do not change the headers: headers correlate to fields in the UI.
 - Read the header descriptions: explains what type of information is accepted for each column
 - Enter required information: some data fields are required, while others are not. Keep in mind internal business requirements may not show as 'required' fields on the template

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Preparing your CSV file: adding your template

DONOTIMPOF	BUDGET_ID	ACCT_NO	PROJECTID	LOCATION_ID	DEPT_ID	CLASSID		Month Ended June 2020	Month Ended July 202
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							a budget of 833.33 for		a budget of 833.33 for
							August and account 40101, location 10 has a budget of		September and account 40101, location 10 has a
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							ooz.zo for August.		September.
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		6120			Marketing	YES	1000		
		6120	113	100	Finance	YES	1000	1000	1000



Preparing your CSV file: formatting your data

- Avoid common errors by making sure the following formats set:
 - 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
 - ♦ These must already exist and must be the ID not the name
 - Number line items sequentially (transaction imports)
 - Transaction number lines are sequenced correctly if multiple transaction are being imported



Common complex import templates

- Budgets
- Reporting Periods
- Journal Entries
- AP Bills
- AR Invoices

https://www.intacct.com/ia/docs/en_US/help_action/More/Uploading_Data/prepare-CSV-files-uploaddata.htm?tocpath=More%7CData%20import %7C__2#Imported



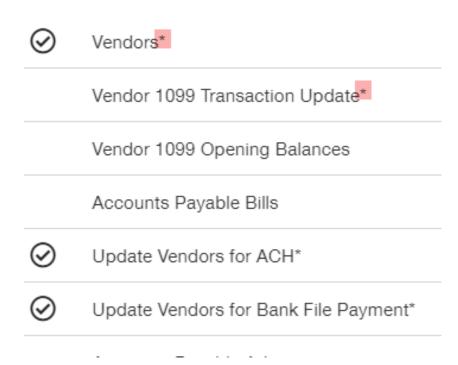




CSV Imports for updating existing records

Records that can be updated via Import

- Budgets
- Vendors
- Vendor 1099 Transaction Update
- Vendors for ACH
- Vendors for Bank File Payment
- Customers
- Employee 1099 Transaction Update
- Employees for ACH
- Inventory Items
- Warehouse Standard Cost List

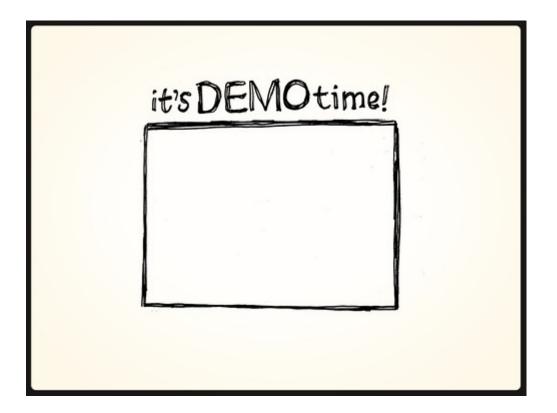




Importing Record Updates

- If importing to update existing records follow these rules of thumb:
 - All required fields must be completed and included in the import template
 - Fields that are not required and do not need to be updated should either be
 - A) Completed in the template –or-
 - B) Removed from the Template
 - Blank fields in the import template will wipe out any information contained within these fields on the record
 - Example: updating a vendor record and only want to update their zip code. If I include the other address fields and leave them blank the import will wipe out the existing address within Intacct
- Review template before importing









Troubleshooting Import Errors

Import Error notification

- Upload failures will automatically generate and email to the user who is attempting to upload the file into Sage Intacct.
 - The email will be sent to your email address associated with your User account
- Automated email generated from Intacct including the following:
 - Error Code
 - Each unique instance of that error in the file you attempted to import

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Reading error message emails

ERRORS FOR ERROR FILE: err_43202362_95.csv ______ Error Error BL01001973 message #1 BL01001973-1 Description: Duplicate account number The account number '4150' already exists BL01001973-1 Correction: Enter unique account number Read from the In each section, the bottom up. specific error is Start BL01001973-2 Description: Unable to create record Could not create GL Account record! listed at the top Error Error BL03000019 message #2 BL03000019-1 Description: Invalid contact data entered. TRANSACTIONTYPE is a required field and cannot be empty Start BL03000019-1 Correction: Some of the fields you have entered are invalid. Please correct them with proper values. Read from the bottom up.



Troubleshooting AP Bill imports

- Error: Transaction is partially/fully paid for
 - TOTAL_DUE & AMOUNT should equal the same if the bill being uploaded has only one line item
 - I multiple line items within a bill, the column TOTAL_DUE should equal the sum of all AMOUNT columns
- 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 as necessary in the template
 - If using a Transaction Allocation template, make sure the Allocation template includes all dimension values required per the expense account on the bill line item

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Troubleshooting Budget imports

- Error: GL account not valid
 - Verify all your GL accounts entered are correct (quick keys or invalid entries)
 make sure GL account is setup in Intacct
- 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

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Troubleshooting Budget imports cont...

- Error: invalid budget ID
 - Budget ID must exist within Intacct prior to budget data upload
 - Budget ID in template must match exactly to Budget ID created in Intacct
- 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

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Reporting Period Pointers

- Automatically create Reporting Periods
 - Budget ID must exist within Intacct prior to budget data upload
 - Budget ID in template must match exactly to Budget ID created in Intacct
- Manually Create Reporting Periods
 - GL account dimension requirement logic also follows through on the Budget

https://www.intacct.com/ia/docs/en_US/help_action/More/Uploading_Data/GL/create-default-reporting-periods.htm

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Intacct Resources

Get the Training you need...

- Intacct Learning Center Training Offerings
- View and Subscribe to our CLA Intacct Blog
- Continue to join our monthly Intacct Webinars

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

New User Tips & Tricks



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 [...]

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