Sage Intacct Webinar

Do’s and Don’ts of Importing Data into Sage Intacct

WEALTH ADVISORY | OUTSOURCING | AUDIT, TAX, AND CONSULTING

Investment advisory services are offered through CliftonLarsonAllen Wealth Advisors, LLC, an SEC-registered investment advisor

Create Opportunities

Disclaimers

The information contained herein is general in nature and is not intended, and should not be construed, as legal, accounting, or tax advice or opinion provided by CliftonLarsonAllen LLP to the user. The user also is cautioned that this material may not be applicable to, or suitable for, the user's specific circumstances or needs, and may require consideration of non-tax and other tax factors if any action is to be contemplated. The user should contact his or her CliftonLarsonAllen LLP or other tax professional prior to taking any action based upon this information. CliftonLarsonAllen LLP assumes no obligation to inform the user of any changes in tax laws or other factors that could affect the information contained herein.

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

Preparing Sage Intacct Import Templates

WEALTH ADVISORY | OUTSOURCING | AUDIT, TAX, AND CONSULTING

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

Preparing your CSV file: 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 ...) with the name

A	B	C	D	E	F	G	H	I
DONOTIMPOI	BUDGET_ID	ACCT_NO	PROJECTID	LOCATION_ID	DEPT_ID	CLASSID	EMPLOYEEID	(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: PROJECTID UI Field Name: Project Field Type: Character Length: 20 Dependencies: A valid Project Required: 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: 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: CLASSID UI Field Name: Class Field Type: Character Length: 20 Dependencies: A valid Class Required: No	Field name: EMPLOYEEID UI Field Name: Employee Field Type: Character Length: 20 Dependencies: A valid Employee 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 of your reporting period. The name of the reporting period must match the name you entered in the reporting budget. For example: "Month Ended August 2014".

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

Preparing your CSV file: adding your template

DONOTIMPOR	BUDGET_ID	ACCT_NO	PROJECTID	LOCATION_ID	DEPT_ID	CLASSID	Month Ended May 202	Month Ended June 2020	Month Ended July 202
#	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: PROJECTID UI Field Name: Project Field Type: Character Length: 20 Dependencies: A valid Project Required: 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: 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: 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 of your reporting period. The name of the reporting period must match the name you entered in the reporting budget. For example: "Month Ended August 2014". This column is where you enter the budget values for the Account and dimension combination. For example, account 40101, location 7 has a budget of 833.33 for August and account 40101, location 10 has a budget of 682.25 for August.	Field Name: Note UI Field Name: Note Type: Character Length: 200 Default Value: None Valid Values: Alphanumeric and underscore Dependencies: None Required: No Editable: Yes Notes: When creating your upload file, you should name this field for the periods in which you are reporting. For example: "NOTE-Month Ended August 2014".	Field Name: (BUDGETABLE PERIOD 2...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 2...n) with the name of your reporting period. The name of the reporting period must match the name you entered in the reporting budget. For example: "Month Ended September 2014". This column is where you enter the budget values for the Account and dimension combination. For example, account 40101, location 7 has a budget of 833.33 for September and account 40101, location 10 has a budget of 682.25 for September.
	Annual Budget	6040	140	100	Admin	NO	3000	3000	3000
		6040	131	100	Admin	NO	1500	1500	1500
		6040	111	100	Marketing	YES	5000	5000	5000
		6040	111	100	Finance	NO	6000	6000	6000
		6120	140	100	Admin	NO	500	500	500
		6120	131	100	Admin	NO	500	500	500
		6120	112	100	Marketing	YES	1000	1000	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

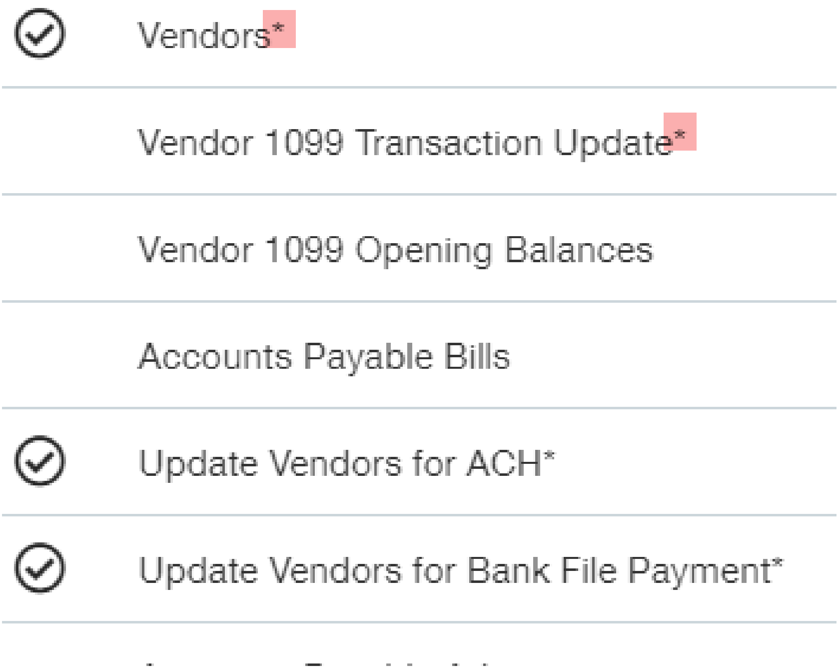
https://www.intacct.com/ia/docs/en_US/help_action/More/Uploading_Data/prepare-CSV-files-upload-data.htm?tocpath=More%7CData%20import%7C_____2#Imported

CSV Imports for updating existing records

WEALTH ADVISORY | OUTSOURCING | AUDIT, TAX, AND CONSULTING

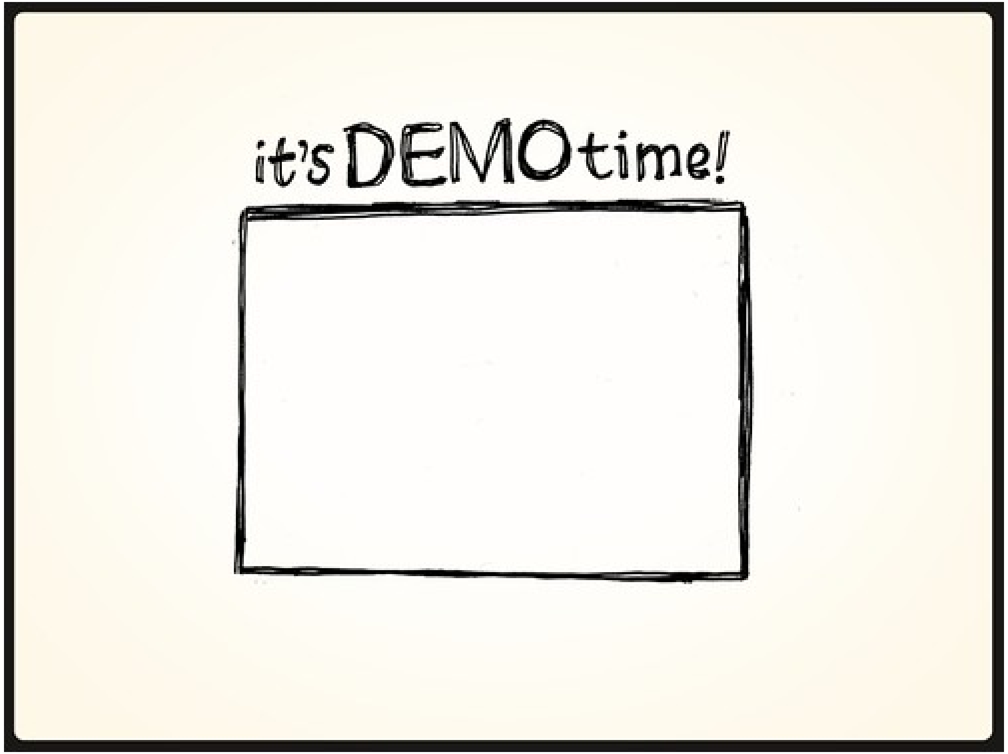
Records that can be updated via Import

- 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**


it's DEMO time!

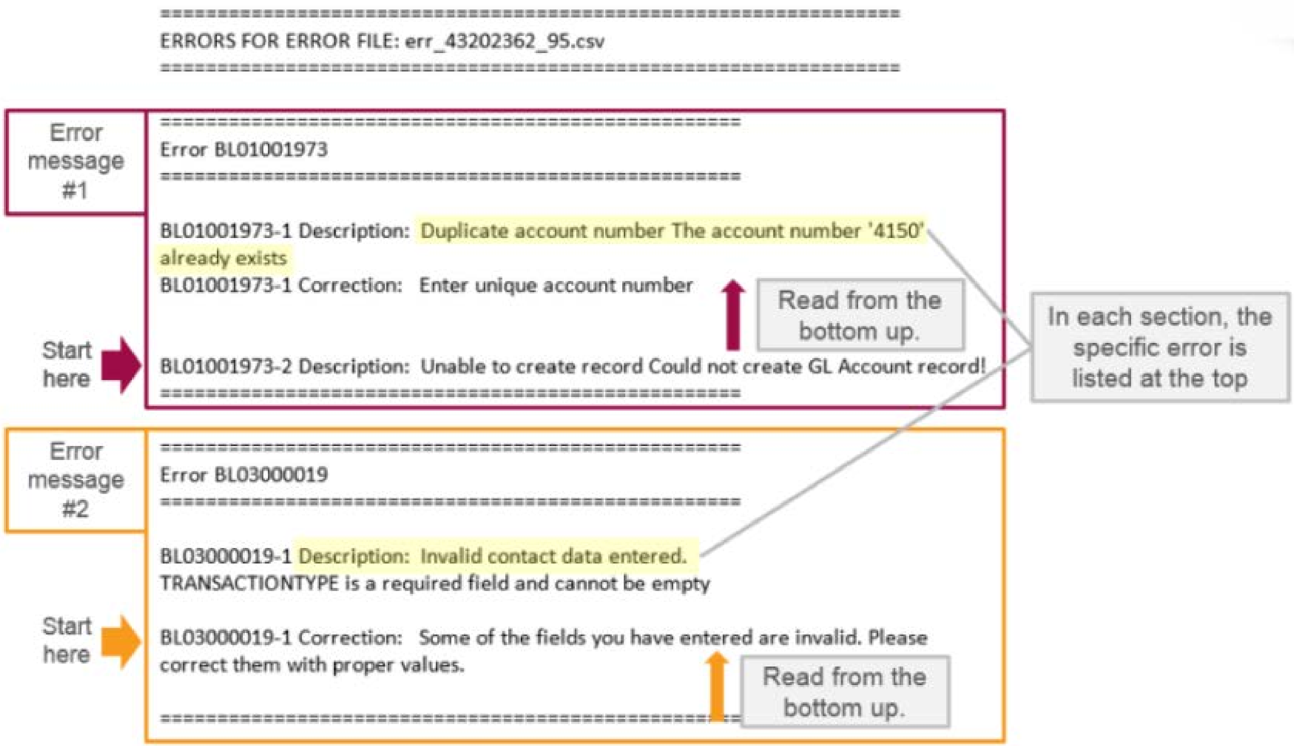
Troubleshooting Import Errors

WEALTH ADVISORY | OUTSOURCING | AUDIT, TAX, AND CONSULTING

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

Reading error message emails



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

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

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

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

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 […]

Read More

CLAconnect.com
THANK YOU!