



Sage Intacct

Importing Transactions into Intacct with a Breeze

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Learning Objectives

- Identify how to successfully populate Sage Intacct's CSV templates with data
- Identify how to upload data into Sage Intacct to process multiple transactions at once
- Indicate how to troubleshoot upload errors and format issues



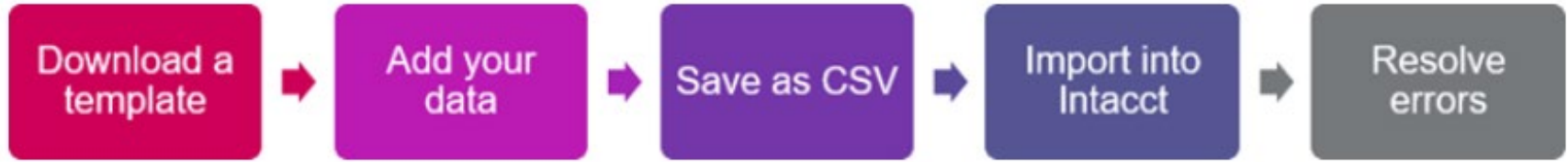


Successfully preparing Sage Intacct Import Templates

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Import 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%7C2#Add



Where do you 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 not available in the Company Setup Checklist:
 - General Ledger:
 - Dimension Structure
 - Cash Management:
 - Initial Open Items
 - Bank Reconciliation Transactions



Sage Intacct 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



Vendors*

Vendor 1099 Transaction Update*

Vendor 1099 Opening Balances

Accounts Payable Bills



Update Vendors for ACH*



Update Vendors for Bank File Payment*



Sage Intacct records that can be updated via Import

- 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



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
 - Be careful when hiding columns if you are updating records with an import template to not clear data that exists in Intacct.
- 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 |
|-------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|---------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| DONOTIMPOF | BUDGET_ID | ACCT_NO | DEPT_ID | LOCATION_ID | PROJECTID | CUSTOMERID | VENDORID | EMPLOYEEID | ITEMID | CLASSID | (BUDGETABLE PERIOD) |
| # | Field Name: BUDGET_ID UI Field Name: Budget ID | Field Name: ACCT_NO UI Field Name: Account | Field Name: DEPT_ID UI Field Name: Department | Field Name: LOCATION_ID UI Field Name: Location | Field name: PROJECTID UI Field Name: Project | Field name: CUSTOMERID UI Field Name: Customer | Field name: VENDORID UI Field Name: Vendor | Field name: EMPLOYEEID UI Field Name: Employee | Field name: ITEMID UI Field Name: Item | Field name: CLASSID UI Field Name: Class | Field Name: (BUDGETABLE PERIOD L.n) UI Field Name: Amount |
| Any row which starts with a # will be ignored during import | Type: Character Length: 20 Default Value: None Valid Values: Alphanumeric and underscore Dependencies: Must exist in the company prior to import. Required: Yes Editable: | 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. | Type: Character Length: 20 Default Value: None Valid Values: Alphanumeric and underscore Dependencies: Must exist in the company prior to import. | Type: Character Length: 20 Default Value: None Valid Values: Alphanumeric and underscore Dependencies: Must exist in the company prior to import. | Type: Character Length: 20 Dependencies: A valid Project Required: No | Type: Character Length: 20 Dependencies: A valid Customer Required: No | Type: Character Length: 20 Dependencies: A valid Vendor Required: No | Type: Character Length: 20 Dependencies: A valid Employee Required: No | Type: Character Length: 20 Dependencies: A valid Item Required: No | Type: Character Length: 20 Dependencies: A valid Class Required: No | 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 |
| A | B | C | D | E | F | G | H | I | J | K | L |
| DONOTIMPOF | BUDGET_ID | ACCT_NO | PROJECTID | LOCATION_ID | DEPT_ID | CLASSID | EMPLOYEEID | (BUDGETABLE PERIOD) | | | |
| # | Field Name: BUDGET_ID UI Field Name: Budget ID | Field Name: ACCT_NO UI Field Name: Account | Field name: PROJECTID UI Field Name: Project | Field Name: LOCATION_ID UI Field Name: Location | Field Name: DEPT_ID UI Field Name: Department | Field name: CLASSID UI Field Name: Class | Field name: EMPLOYEEID UI Field Name: Employee | Field Name: (BUDGETABLE PERIOD L.n) UI Field Name: Amount | Field Type: Character Length: 20 Dependencies: A valid Class Required: No | Field Type: Character Length: 20 Dependencies: A valid Employee Required: No | 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 L.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". |
| Any row which starts with a # will be ignored during import | 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 | 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 | Type: Character Length: 20 Dependencies: A valid Project Required: No | 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 | 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 | Type: Character Length: 20 Dependencies: A valid Class Required: No | Type: Character Length: 20 Dependencies: A valid Employee Required: No | 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 L.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 header 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: each column description 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
 - Associated Entry Page in Intacct: open the associated transaction page in Intacct as a guide for populating the template



Preparing your CSV file: modifying your template

| DONOTIMPOF | 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 Dependencies: Must exist in the company prior to import. Required: Yes Editable: No | Field name: PROJECTID UI Field Name: Project 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 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
 - These must already exist and must be the ID not the name
 - Transaction number lines are sequenced correctly if multiple transactions are being imported



Complex Import Templates

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



Demo





Troubleshooting Import Errors

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Import Error Notification

- Upload failures (and successful uploads) 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 will include the following:
 - Error Code(s)
 - Every unique instance of that error in the file you attempted to import



Reading error message emails

=====
ERRORS FOR ERROR FILE: err_43202362_95.csv
=====

The diagram illustrates how to read error messages from an email. It shows two examples, each with a box around the error details and callouts explaining the reading order.

Error message #1: The error is BL01001973. The description is "Duplicate account number The account number '4150' already exists". The correction is "Enter unique account number". The second error is BL01001973-2 with description "Unable to create record Could not create GL Account record!". A red arrow points to the start of the first error, and another red arrow points from the correction of the first error to the description of the second error. A callout box says "Read from the bottom up." and another says "In each section, the specific error is listed at the top".

Error message #2: The error is BL03000019. The description is "Invalid contact data entered. TRANSACTIONTYPE is a required field and cannot be empty". The correction is "Some of the fields you have entered are invalid. Please correct them with proper values.". A yellow arrow points to the start of the error, and another yellow arrow points from the correction to the description. A callout box says "Read from the bottom up." and another says "In each section, the specific error is listed at the top".



Troubleshooting AP Bill Imports

- Error: Transaction is partially/fully paid or
 - 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 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 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 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 continued...

- 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
 - Automatically create a set of default reporting period automatically using the 'Default' option in the Company Setup Checklist (use for standard reporting periods only)
- Manually create reporting periods
 - Navigate to either the Report application or the Company Setup checklist to manually 'Add' and create as many reporting periods as you need to
- Import reporting periods
 - Use the reporting period CSV template to upload new reporting periods within Sage Intacct

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





Intacct Resources

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Get the Training you need...

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<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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Thank you!



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