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Acing Intacct Importing: Unleashing Templates and Best Practices (1G)

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Dennis Guiney



- Senior Technical Specialist at JMT
- Charged with installing, upgrading, and supporting JMT's product line
- Works with clients for integration of all third-party products, custom programming, and daily operational support



Session Agenda

- Determine when to import.
- List what data can be imported.
- List the steps to import data.
- Correctly format data for import.
- Solve common import errors.

When to import.

- Data already in spreadsheets – ex. Legacy system data, or Payroll download.
- Large one-time entries – ex. New customers from a recent event.
- Statistical data entries – ex. Changes to number of clients served.
- Journal Entries with a large number of line items.

What Data can be imported?

There are a number of data types that can be imported into Sage Intacct. The items that can be imported are under Company>Import Data from the top menu:

The screenshot shows the Sage Intacct interface for a company named 'zTemplate-MESGL5'. The 'Company setup checklist' is displayed, listing various data types and their associated actions. The actions include 'Create', 'Default', 'Import', 'Template', and 'View'. Some items are marked with a checkmark, indicating they are already set up.

Item	Create	Default	Import	Template	View
Journal	✓				
Statistical journal	✓				
Account beginning balances					
Specify journal					
Balance as of					
General Ledger journal entries					
Statistical journal entries					
Reporting periods	✓				
Report types	✓				
Report audiences					
Budgets*					

Additional templates available.

There are a few data types that can be imported, but are not listed on the Import Data screen. These include dimension structures, bank reconciliation transactions, initial open items for reconciliation, and account title by entity. Templates for these items can be downloaded from Help.

Company

- [Account Titles by Entity](#)

General Ledger

- [Dimension Structures](#)

Cash Management

- [Initial Open Items for Reconciliation](#)
- [Bank Reconciliation transactions](#)

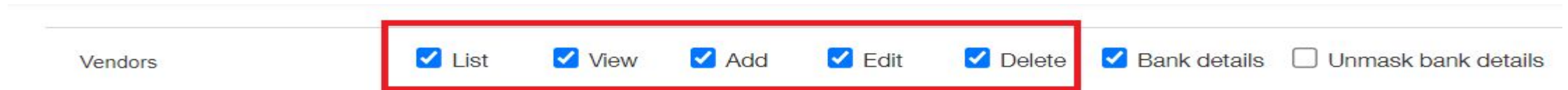


What permissions are needed to import?

To import data into the system you need to be a Business user.

Additionally, you need either of these permissions:

- Add, Edit, and Delete permissions for the data type being imported.
For example, if you needed to import vendors, you would need Add, Edit, and Delete permissions for vendors.



Access to this permission is under Company permissions:





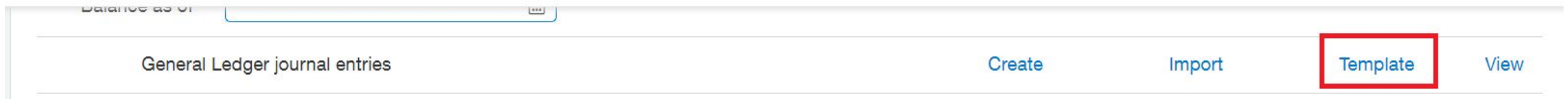
Import Process.

Step 1

Download the template from Intacct.

Company>Setup>Import Data – Journal Entry sample below:

Company setup checklist



Note: A number of imports are also available for download from the individual import screens for each item.



Import Templates

The templates are:

- Customized based on your company configuration.
- Updated and maintained as part of Sage Intacct.
- Include dimensions and custom fields you created.

Note: Renaming a dimension or changing terminology settings doesn't rename it in the import template. For example, if you rename the Customer dimension to Funder, it still appears in the import template as Customer.



Import Process (cont.)

Step 2

- Review the template.
- Identify all the required fields.
- Identify all existing data.
- Fill in the data to be imported.
- Remove or comment out any un-needed rows.



Template Structure

- **Header row:** Lists the IDs for the fields in that type of data.
- **Column description row:** Detailed information about the field and information that goes in that column.

	A	B	C	D	E	F	G	H	I	J
1	DONOTIMPORT	JOURNAL	DATE	REVERSEDATE	DESCRIPTION	REFERENCE_NO	LINE_NO	ACCT_NO	LOCATION_ID	DEPT_ID
	#	Field Name: JOURNAL UI Field Name: Journal	Field Name: DATE UI Field Name: Date	Field name: REVERSEDATE UI Field Name: Reverse	Field Name: DESCRIPTION UI Field Name: Description	Field Name: REFERENCE_NO UI Field Name:	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.	Field Name: ACCT_NO UI Field Name: Account	Field Name: LOCATION_ID UI Field Name: Location	Field Name: DEPT_ID UI Field Name: Department
	Any row which starts with a # will be ignored during import	Type: Character Length: 4 Default Value: None Dependencies: None Required: Yes Editable: Yes	Type: Date Length: 24 Default Value: Current Date Valid Values: Any valid date format Dependencies: None Required: Yes Editable: Yes	Type: Date Length: 24 Default Value: None Valid Values: Any valid date format Dependencies: None Required: No Editable: Yes	Type: Character Length: 80 Default Value: None Valid Values: Alphanumeric and underscore Dependencies: None Required: Yes Editable: Yes	Type: Character Reference Number 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 companies may use the same number.	Type: Number Length: Any Default Value: None Valid Values: Positive integer Dependencies: Start with 1 for the first line of a transaction, and increment by one for each subsequent line Required: Yes Editable: No	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	Type: Character Length: 20 Default Value: None Valid Values: Alphanumeric and underscore Dependencies: Refers to a valid location Required: No Editable: Yes	Type: Character Length: 20 Default Value: None Valid Values: Alphanumeric and underscore Dependencies: Refers to a valid department Required: No Editable: Yes
2										

Data Considerations

To avoid import errors also identify any:

- Custom fields marked as required in the system. Required custom fields are not marked as required in the templates.
- Smart Rules and Smart Events that apply to the field or data being imported.

NOTE: Smart Rules, Smart Events, and approval processes are triggered on import.



Data Considerations (cont.)

Tips:

It can be helpful to highlight the required columns in some manner so they can be easily identified. This can be done using conditional formatting, or Fill.

You can also re-arrange the order of columns to put required fields together.

Note: You must keep columns for the header portion to the left of the columns for the line items.



Data Considerations (cont.)

The next step is to identify which columns have to be filled in with data already in the system. This can include things like AR or AP terms, General Ledger account numbers, and dimensions like Department or Location.

To identify this look:

- In the Column description in the template:
- Dependencies lists something besides None.
- Valid Values list valid or existing.

PROJECT_ID	PROJECT_NAME	PROJECT_CATEGORY	PROJECT_DESCRIPTION	PARENT_PROJECT_ID	PROJECT_TYPE
Field Name: PROJECT_ID UI Field Name: Project ID Type: Character Length: 20 Default Value: None Valid Values: Alphanumeric and underscore Dependencies: None Required: Yes Editable: No	Field Name: PROJECT_NAME UI Field Name: Project Name Type: Character Length: 20 Default Value: None Valid Values: Alphanumeric and underscore Dependencies: None Required: Yes Editable: Yes	Field Name: PROJECT_CATEGORY UI Field Name: Project Category Type: Character Valid Values: Contract; Capitalized; Internal Non-billable; Internal Billable Dependencies: None Required: Yes Editable: Yes	Field Name: PROJECT_DESCRIPTION UI Field Name: Description Type: Character Length: 200 Default Value: None Valid Values: Alphanumeric and underscore Dependencies: None Required: No Editable: Yes	Field Name: PARENT_PROJECT_ID UI Field Name: Parent Project ID Type: Character Length: 20 Default Value: None Valid Values: Alphanumeric and underscore Dependencies: Valid project ID Required: No Editable: Yes	Field Name: PROJECT_TYPE UI Field Name: Project Type Type: Character Length: 80 Default Value: None Valid Values: Alphanumeric and underscore Dependencies: Valid project ID Required: No Editable: Yes



Filling in the Data

There are a number of things to be aware of when adding data:

- ID fields – Manually entered, or system sequencer. Case and space sensitive.
- Cell formats – Ex. Amounts cannot have a comma separator.
- Header and line item format - There can only be one value for fields in the document header, like transaction date and description.



Filling in the Data (cont.)

It can be helpful to add additional rows to the template to do calculations and such on the data. For example, because journal entries must balance it can be helpful to add a row to calculate the totals for the line items.

Additional rows can cause errors on import, either:

- Remove the rows before saving the file as CSV.
- Comment out the row using the # sign.

	A	B	C	D	E	F	G	H	I	J	K	L	M	
1	DONOTIM	JOURNAL	DATE	DESCRIPTI	REFERENC	LINE_NO	ACCT_NO	LOCATION	DEPT_ID	DOCUMEN	MEMO	DEBIT	CREDIT	S
2	#	Field	Field Name:	Field	Field	Field	Field	Field	Field	Field	Field Name: MEMO	Field	Field	F
3		PYRJ	4/1/2020	Q1 bonus		1	1001	110	210		Q1 Sales Bonus		52000	
4						2	6010	110	210		Q1 Sales Bonus	25000		
5						3	6010	120	210		Q1 Sales Bonus	27000		
6	#	Total										52000	52000	
7		PYRJ	6/30/2020	Q2 bonus		1	1001	110	210		Q2 Sales Bonus		48000	
8						2	6010	110	210		Q2 Sales Bonus	23000		
9						3	6010	120	210		Q2 Sales Bonus	25000		



Importing Journal Entries

- Make sure you are using the General Ledger Journal Entries import template for GL Journal Entries.
- Verify that the header of the journal entry is only entered once each transaction.
- Use a separate row for each change in dimension.
- General ledger journal entries must balance. Statistical journal entries do not need to balance.
- Multi-Currency - Always fill in the Currency and Exchange rate date field, even if the transaction is in the base currency.

Importing Vendors and Customers

- **Term_Name:** Must match the ID of the term. The term must also already be in the system.
- **VendType_Name or CustType_Name:** Must match the ID of the customer or vendor type. The type must also already be in the system.
- **Parent_ID:** Must refer to a valid customer or vendor.
- Parent records must either already be in the system or must be listed before the child record in the import file.
- The ID must match the ID of the customer or vendor exactly. An incorrectly referenced ID will cause the import to fail.
- **NOTE:** Vendors or Customers can be updated by import - Do not leave any columns blank that have existing values in the system. If this happens the existing values will be overridden as blank when the file is imported.

Importing Budgets

- **Budget_ID:** Must already exist in the system.
- You can add any number of period columns that you wish budget to the template, but those periods must already exist and be budgetable periods. The column headers must contain the names of those periods exactly as they appear in the system.
- If a GL account listed in the budget, is set to require a dimension, that dimension value must also be in the import file.
- Verify that only a single amount is entered for each GL account for each period. If budgeting by GL Account only, you cannot have 2 rows for the same account in the same period. If budgeting by account and dimension, you cannot have amounts in 2 rows for the same account/dimension combination.

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Implementation Imports

- These imports are generally done one time when your Intacct system is implemented:
- Transaction definitions
- Historical journal entries
- Employee
- Open AP and AR transactions
- Dimensions



Save as CSV Format

When you save the file as a CSV:

- Formulas are converted to text.
- Formatting is removed, such as fill color and text color.
- Cell format will change from Text to General.
- Leading zeros in Text format are converted to General format.
- If you close and re-open the CSV file, the leading zeros are removed.

When saving as CSV, make sure to save as a plain CSV and not any of the other CSV formats. Do not use UTF CSV format.

NOTE: Always work in the XLSX file and save as a CSV just prior to importing. This ensures leading zeros, formulas, and all formatting are preserved.



Importing the Data

When importing multiple pieces of data into the system the order in which the data is imported matters.

If you reference a record in an import file (such as dimensions, terms, and general ledger accounts), the value must already exist in the system.

When importing multiple types of data:

- Review what is referenced in each file.
- Verify it is already in the system or add it to the system.

The referenced data may determine the order in which you import the files. For example, when importing invoices AR terms are referenced, so the terms would either need to already be in the system or they would need to be imported before the invoices.



Importing the Data (cont.)

When importing Employees, you can't reference an existing contact record. For example, if an employee already has a user record, when you import the employee a new contact record is created and the existing contact record can not be linked using import.

When importing Employees, you can assign employees as supervisors in the same import the employees are created in. If you are referencing an ID from within the same import template, the referenced ID must appear in any row above its reference point.



Importing the Data (cont.)

When importing Employees, you can't reference an existing contact record. For example, if an employee already has a user record, when you import the employee a new contact record is created and the existing contact record can not be linked using import.

When importing Employees, you can assign employees as supervisors in the same import the employees are created in. If you are referencing an ID from within the same import template, the referenced ID must appear in any row above its reference point.

Where to Import

Company setup checklist

To import from the Company setup checklist:

- Go to **Company > Setup > Configuration > Import data**.
- Locate the row of the type of data you want to import.
- Click the **Import** link



The screenshot shows the Sage Intacct zTemplate-MESGL5 interface. The top navigation bar includes the Sage logo, the user name Dennis Guiney, and a search icon. Below the navigation bar, the 'Company' dropdown menu is open, showing the 'Company setup checklist' section. The checklist table contains the following data:

Item	Create	Import	Template	View
General Ledger journal entries	Create	Import	Template	View
Statistical journal entries	Create	Import	Template	View
<input checked="" type="checkbox"/> Reporting periods	Create	Default Import	Template	View
<input checked="" type="checkbox"/> Report types	Create	Import	Template	View



Where to Import (cont.)

When importing Employees, you cannot reference an existing contact record. For example, if an employee already has a user record, when you import the employee a new contact record is created and the existing contact record can not be linked using import.

When importing Employees, you can assign employees as supervisors in the same import the employees are created in. If you are referencing an ID from within the same import template, the referenced ID must appear in any row above its reference point.

Where to Import (cont)

To import using the import button on a list:

- Navigate to the list you want to import data into.
- Click **Import**.

Journal entries

Add Done Import transactions

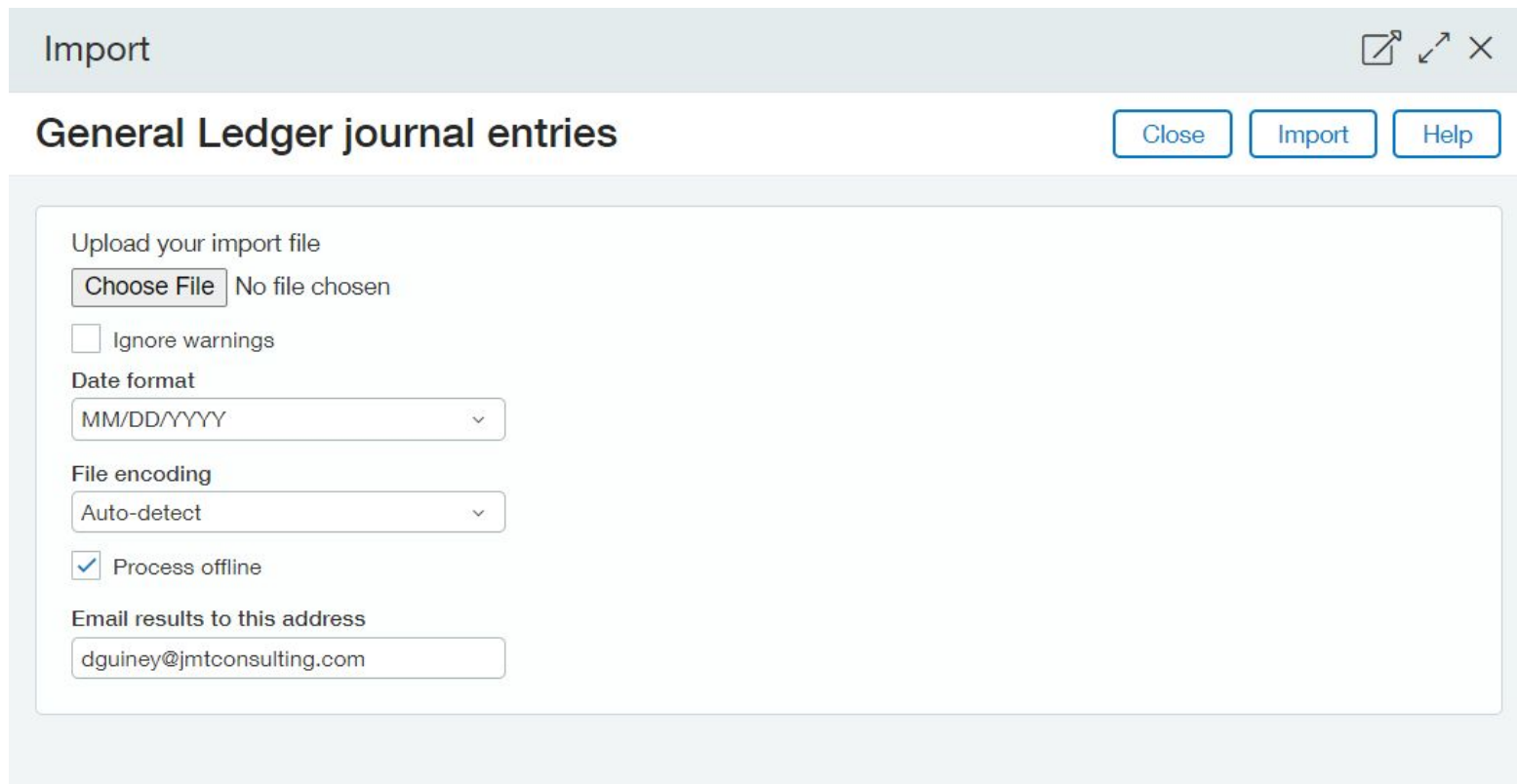
All Manage views Include inactive



If there is no visible Import button, then the data can only be imported from the Company setup checklist.

The Import Screen

Browse to file, populate pertinent information.



The screenshot shows a web application window titled 'Import' with a subtitle 'General Ledger journal entries'. At the top right of the window are three buttons: 'Close', 'Import', and 'Help'. The main content area is titled 'Upload your import file' and contains the following elements:

- A 'Choose File' button next to the text 'No file chosen'.
- An unchecked checkbox labeled 'Ignore warnings'.
- A 'Date format' dropdown menu currently set to 'MM/DD/YYYY'.
- A 'File encoding' dropdown menu currently set to 'Auto-detect'.
- A checked checkbox labeled 'Process offline'.
- An 'Email results to this address' text input field containing 'dguiney@jmtconsulting.com'.

Imports can take considerable time to process. While an import is running you can not do other items in the system unless you select Process offline from the import screen. An email will include success notifications, error notifications, *and* the CSV error file.

The Import Screen (cont)

Depending on what data you are importing there may be additional information to fill out. This information is specific to the type of data being imported.

Import

Accounts Payable bills

File encoding

Auto-detect

Post to

General Ledger

Historical

Select General Ledger to post imported bills 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

Inventory items

[Download template](#)

Choose File No file chosen

Date format

MM/DD/YYYY

File encoding

Auto-detect

If errors occur, roll back the import

If errors occur, import successful records only

Process offline

Email results to this address

dguiney@jmtconsulting.com



Verify Import

Once the import process is complete you will get notified of the success in one of two ways:

If the import is processed offline you will get an email when the import is complete.

Intacct Import Success Notification

Your recent Journal Entries import (on 2023-04-20 14:57:52 GMT +0000) from the file Import.csv was successful. Below are the statistics. Please contact customer service if you have any questions regarding this import.

Statistics:

Number of entries imported successfully: 1

Number of entries with import errors: 0

Common Import Errors

Common errors that cause imports to fail include:

- Required fields missing
- Referenced data doesn't match the system IDs
- System IDs are case and space sensitive
- Incorrect format of data
- Dates, leading zeros, and cells formatted as something besides text
- Duplicated header information
- Overwritten column headers
- Blank rows
- No # on rows that are commented out
- Saving the file as something other than plain CSV

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Fix Errors

The steps to fix import errors are:

- Determine the error:
- Review the error email message.
- Determine the problems with the file.
- Download and fix the error in the error file.
- Re-import the error file.
- Repeat process if needed.

It is best practice to update the original spreadsheet file used for the import once you have fixed all the errors.

Error Email Messages

When you import, a success or error notification email is sent to the **Email results to this address** email address.

If there are errors, the email includes the number of imports with errors and descriptions of the errors.

If the import was processed offline, the error file is attached to the email.

If you did not import using Process offline, the error file is not attached to the email. You must download the error file using the **Click here to download your error file** link in notification window.



Error Descriptions

- Read the Description message. This message helps clarify what the issue is that is causing the import to fail.
- Read the Correction message. This message tells you what you need to do to correct the issue.
- Note the Error number. These numbers are listed in the Error file and can help identify which row the error is on.

```
=====
Error BL03000018
=====
```

```
BL03000018-1 Description: Required information missing.
This transaction is missing 'Location' dimension for the Account 1001 on Line No. 1
BL03000018-1 Correction: Select 'Location' dimension and save your transaction.
```

NOTE: Often you need to start at the bottom of the error list, as upper errors are caused by lower issues

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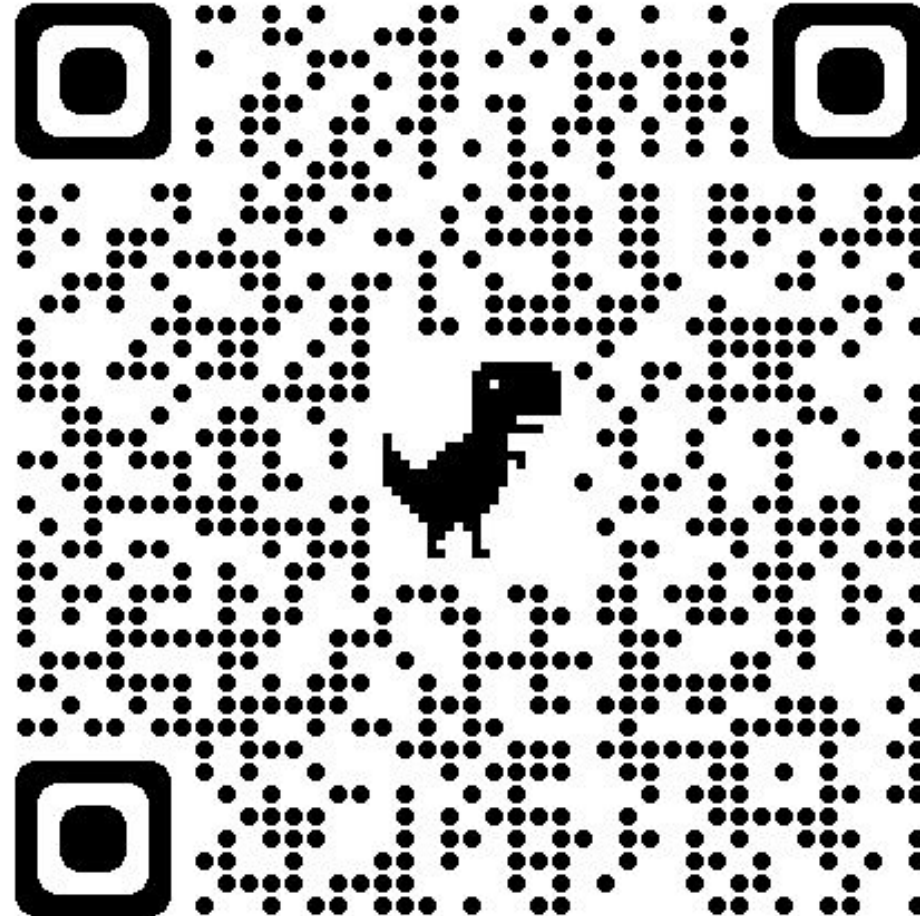
Live Demonstrations



Session Name: Acing Intacct Importing: Unleashing Templates and Best Practices (1G)



CPE Credit QR Code



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