

Intacct User Help Guide

Welcome, Let's Get Started!

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Innovate Pre-Con User Help Guide

Introduction

Sign in

To sign into Intacct, you will need your Company ID, User ID and password. This information should be in the email you received from Intacct when your subscription began or your User was created.

The email you received with your login credentials will contain a temporary password. When copying this value, make sure to not include any additional spaces at the beginning or the end of the temporary password. You will be prompted to change this to your new password during your first login into your Intacct instance.

sage Intacct

AICPA Business Solutions
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Please scroll down to read more
A letter to our Customers and Partners

We at Sage Intacct are focused first and foremost on the health and safety of our employees, customers and partners, and we are taking extra precautions based on guidance from the CDC, the World Health Organization, and local governments.

As the COVID-19 situation changes, Sage Intacct is continuing to identify what we can do to help your business.

Our cloud-based platform, global infrastructure and operating model, and 24/7 customer support teams help ensure your business

Sign in [Use single sign-on](#)

Company ID

User ID

Password

[Forgot your password?](#)

Sign in

Remember me

Note: This would be a great time to bookmark this page if you have not done so already.

Two-Step Verification

2-step verification adds a layer of security to your account. Each time someone signs in (or from a new device if the Company settings allow for Trusted Devices), they'll need to complete a second step by entering a verification code they receive via an authenticator app, text, or phone call.

First-time signing in with 2-step verification

- On the sign in page, enter your information and click **Sign in**.
- You will be guided through the set up where you will choose the primary method of receiving a verification code (by authenticator app, text, or phone call).
- After you select the method, a code is sent. Enter the code and click **Verify**.
- You can then (optionally) set up a backup method in case you lose access to your primary. Or, they can click *Skip to sign in*.

After the initial setup, you can always edit the primary method, phone numbers associated with verification, or add or remove a backup in **My Preferences**. Click your sign-in name at the top of any page and select **My preferences**.

My Preferences

You can set preferences to how you view and use your instance of Intacct. My Preferences controls items such as general user information (address/phone number) email notifications, personalized display options, and other user-specific information.

In the upper right corner, you will see your name. Click your name and select *My Preferences*.

Security Preferences

To protect company security, you can set timeouts for when the system should automatically sign you out.

- **Inactivity duration:** Set the amount of time your system can remain inactive (when you aren't using it) before it signs you out. The maximum amount of time you set is limited by the maximum amount of inactivity hours set for your entire organization, which is 6 hours or less.
- **Session duration:** Set the amount of time you can be in the system if you're actively using it. The maximum amount of time you set is limited by the maximum amount of hours set for your entire organization, which is 12 hours or less.

Example: You have set a 6-hour session duration and a 2-hour inactivity duration. If you continuously work in the company, you will be automatically signed out after 6 hours. If you work 2 hours in the system, and then leave it idle for 2 hours, you'll be automatically signed out at the end of the 2 idle hours, regardless of your overall session duration time.

Note: Suggest setting to the maximum allowed by the Company setting unless you want/need less.

Display Options

You can change what is your opening screen after logging into Intacct. By default, your opening screen is the Home page.

In **My Preferences**→ Under the *Display* section→ Select the page from the menu items that you would prefer to be your opening page when you login to Intacct.

v Display
 Personalize appearance
 My start page
 -----Default-----
 Manage my dashboards
 Entity color ?
 Use the default color
 Use my own color

Example: If you mainly work in Accounts Receivable, it may be preferable to have this as your opening screen versus the Home screen.

List Screen Preferences

My Preferences→ Under *Display*→**Personalize Page Defaults.**

Adjust how many records per page, rows per transaction, etc.

Note: Suggest selecting highest option for records per page and rows per page

Personalize page defaults
 List screens:
 records per page
 999
 Selection list pop-ups:
 items per page
 40
 Drop-down lists:
 items per drop-down
 5000
 Transaction rows:
 per transaction
 2

Favorites

Selecting Favorites

There are some items in Intacct that will be used more than others. Instead of navigating to the application menu and scanning the menu for the item each time, make it a favorite to be saved to the Favorite Menu.

Example: Hover mouse over the menu item. To the right of the item name a star outline appears.

Click on the star.



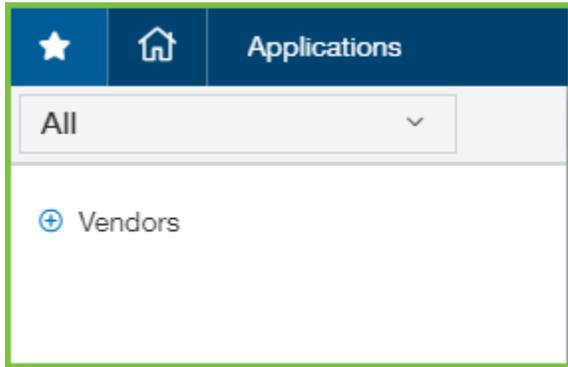
The Vendors menu item has now been selected as a favorite and added to my Favorites List.



Favorites Menu

The Favorites Menu (or Favorites Shortcuts) is in the upper left side of Intacct. It is marked by a star icon.





Click on the star icon.

The Favorites Menu opens with any items you have selected.

The order of favorites can be rearranged to best match your personal workflow. Using favorites has the benefit of saving time navigating to your most-used items in Intacct.

Using Browser Options

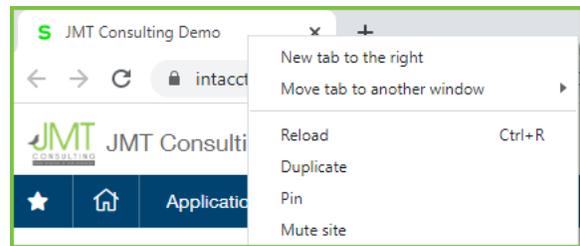
Duplicating Browser Tabs

Though this is not specific to Intacct, using the duplicating tabs option for your browser will help you for when it is beneficial for you to see more than one screen in Intacct at the same time. Opening one or more windows or tabs is very useful for when you need to look at one screen while you do a related task in another, such as comparing two reports.

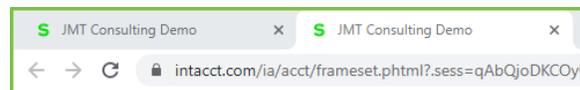
Place the mouse cursor over the browser tab you wish to duplicate.

Click the right mouse button.

From the menu that appears, select **Duplicate**.



The result is multiple screens of Intacct which allows for you to view different parts of your instance of Intacct



Note: Internet Explorer: Right click the existing tab and select Duplicate tab.

Safari: Command +Enter

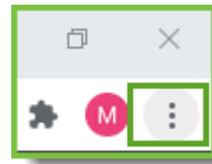
Keyboard Shortcut

If you prefer, you can use the keyboard shortcut of **Alt+D+ENTER**.

Zoom Tool

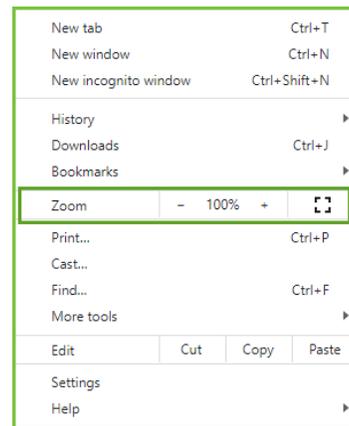
If you find the print to be small or if you need to see more of your screen, you can use your browser's zoom tool. The steps are similar in all standard browsers, these screenshots below are showing the steps in Chrome browser.

Click the  in the upper right corner to open your browser settings.



Locate Zoom.

Adjust settings to your preference.



Statistical Accounts

View statistical accounts

Navigate to General Ledger > All > Statistical Account.

Adding statistical accounts

To add a statistical account, click on “Add”

and populate the following fields:

☰ Statistical accounts

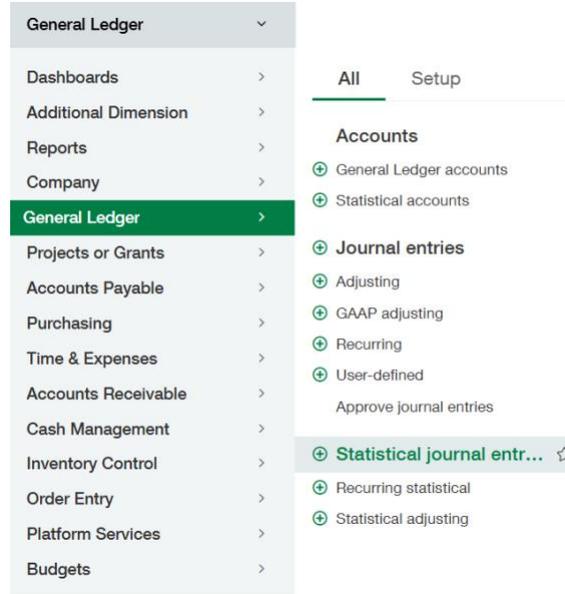
The screenshot shows a form titled "Statistical accounts" with the following fields and options:

- Account number:** S240
- Title *:** Grant Awards
- Report type ?:** For the period
- Set up account titles:** (Link)
- QuickStart category ?:** (Empty dropdown)
- Status:** Active
- Fixed Asset Statistical Account

1. Account number – must be the same character length as the General Ledger account number. The stat account number can be alphabetical or alpha-numeric. Recommendation is that it’s not all numeric so you can differentiate between General Ledger accounts and statistical accounts.
2. Title – the title of the account
3. Report type – select the choice of “for the period”
4. Skip down to status and select “Active”
5. Save your new statistical account.

Viewing a Statistical journal entry

1. Navigate to General Ledger > All > and click on Statistical Journal entries



2. Click on “View transactions” to either view previously entered entries or to enter a new statistical journal entry.

Entering a Statistical journal entry

You will enter a statistical journal entry the same way as you would enter a regular journal entry, the only difference is that there is no debit or credit. You will be entering a one-sided entry since there is only an “Increase” or “Decrease”. All of your dimension fields will also be visible. Select your appropriate statistical account and enter the dimensions you will need to have populated. When done, click on “Post” or “Submit” (submit option will be visible when journal entry approval is turned on for any of your journal types).

For the transaction to be posted, you must specify at least the account and a debit or credit value for each line item. Depending on your company, you might also be required to enter other information, such as the department or location.

1. Click in the Account field and use the drop-down list to choose an account
2. Enter the amount to debit or credit.
3. Select other dimensions as needed, such as a customer, employee, or item.

Note: To save space, some dimensions might not appear as fields on the main page. To display the complete list of dimensions available to you, click in a field and then click Show Details.

4. To add a memo regarding the purpose or reason for the entry, in the Memo field, enter a note.
Example: "To set up opening balances." By default, the system adds the Description field text into the Memo field. You can overwrite the text by typing new text in the Memo field.
5. To add another line item, click + to the right of the line item.
6. When you finish entering or editing the transaction information, click on the "submit" or "post" to post the transaction. Clicking on the "Draft" button saves it but does not post the transaction.

Financial Reports

There are three different types of reports in Sage Intacct which can all be accessed by navigating to Reports>All.

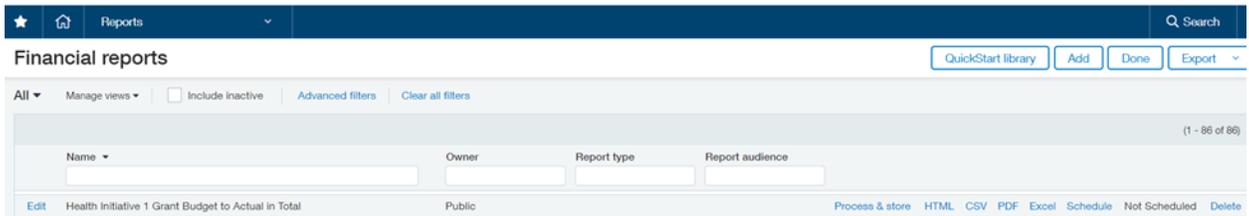
1. **Standard Reports** -- prebuilt reports for each module -- these reports are module specific, and the user can filter using the fields which Intacct provides within the report. Further customization is not possible with these reports.
2. **Custom Report Writer** -- user can create their own data query pulls for each module which are based on predefined data sources. These data sources also include related fields and are also module specific.
3. **Financial Reports Writer** -- Sage Intacct includes approximately 27 pre-built financial reports such as Balance Sheet, Statement of Revenue & Expense, Cash Flow, etc. which can also be used as templates with your own customization. You can also build your own financial reports which are based on Account groupings. You can compare budget to actual or expand by time periods or dimensions and other options.

Viewing and running out-of-the-box Financial Reports

Note: This guide assumes that your Sage Intacct Instance for your company was installed using a Quick Start template.

1. Map your general ledger accounts to a quick start category to display your data in the report. This is done by navigating to the General Ledger > All > General Ledger Accounts and edit the General Ledger Account to add the Quick Start Category from the picklist provided by Sage Intacct (this picklist cannot be modified).
2. Customize the report to meet your specific needs. We recommend you duplicate the report first and save it with a different name before any customization takes place.
3. If you accidentally delete an out-of-the-box financial report, you can reinstall it from the Financial Reports Library. Navigate to Reports > All > Financial Reports and clicking on the

Quick Start Library button at the top of the screen.



Account Groups

Financial reports are based on General Ledger accounts which are grouped in **Account Groups**. Account Groups contain the GL Accounts that you want to include in a financial report. They determine the headings and subtotals in a financial report and are considered the building blocks of financial reports.

Balance Sheet		Month Ending
		10/31
▼ Assets		
▼ Current Assets		
▼ Cash and Cash Equivalents		
1000 - Sterling Bank - Checking		70,011,660.98
1010 - Petty Cash		88.00
1020 - Farrington Bank - Savings		1,391,493.79
Total Cash and Cash Equivalents		71,403,242.77
▼ Accounts Receivable, Net		
▼ Accounts Receivable		
1100 - Accounts Receivable - trade		6,097,146.00
1110 - Accounts Receivable - unbilled		114,652.00
1125 - Allowance For Doubtful Accounts		(61,034.00)
Total Accounts Receivable		6,150,764.00
Total Accounts Receivable, Net		6,150,764.00
▼ Inventory		
1400 - Inventory		164,398.27
Total Inventory		164,398.27
▼ Other Current Assets		
1150 - Employee Advances		2,353.00
1300 - Prepaid Expenses		8,162.00
Total Other Current Assets		10,515.00
Total Current Assets		77,728,920.04

Account groups

Individual accounts

Headings

Subtotals

Account group basics

- GL accounts need to be included in an account group for its data to be displayed on a financial report.
- The same GL account can belong to multiple account groups
- Account groups can contain individual accounts or groups of other accounts.
- By nesting account groups, you can create a hierarchy of groupings for reporting purposes
- The lowest level contains individual accounts

- This hierarchy of account groups determines the headings and sub-totals of sections on a financial report.
- Account groups can be reused across multiple financial reports and graphs
- Best practice: Use account ranges In an account group. Use the "Account group purpose" to Identify the report the account group Is used for.
-

Creating a Financial Report

Step 1 - Create Account Groups

You will need to determine the row sections layout of your Financial Report to set up your account groupings. Once that is complete, navigate **to Reports > Setup > Account Groups and click on the + to add a new account group.**

Example: The Organization would like a financial report displaying all expenses in the following sections, 1) Personnel Expenses, 2) Professional Fees, 3) Program Expenses, and 4) General & Administrative with sub-totals for each section and including the total amount of all expenses.

To create this financial report, we will

- Create an account group for each of the sections outlined above and an additional account group which will group them all together. There will be a total of 5 account groups created for this example.
- When creating the report, we will use the rows tab to modify some of the rows.
- We will also use the columns tab to include columns comparing actual YTD to Budget YTD and the variances.

Account Group Information

[Learn about account groups](#)

Name *	Normal balance
<input type="text"/>	<input type="text" value="Debit"/>
Display on report as	Account group purpose
<input type="text"/>	<input type="text"/>
Display total line as	Account group manager
<input type="text"/>	<input type="text"/>

Name -- Determines how the group appears in the Account group list.

Display on report as -- How this section appears on the report

Display total line as -- If a total line appears, this will display

Structure type ?

Specify accounts to include

Select range from accounts or use account #

From account

To account

Specify one or more accounts or account ranges. Select from the drop-down list or type the account number. Adding a new account within the numerical range will be included in the group.

Group members

No members in this group.

Report filters

Debit/Credit

No filter ▼

Department

No filter ▼

Location

No filter ▼

Vendor

No filter ▼

Customer

No filter ▼

Project

No filter ▼

Employee

No filter ▼

Item

No filter ▼

Class

No filter ▼

Normal balance -- select from either Debit or Credit

Account group purpose -- used as an optional filter--for example Rev & Exp

Structure type - *Accounts* to select GL accounts, *Group of Account Groups* to select from other Account groups, *Computation* to create a computation using account groups or accounts, etc., *Category*, or *Statistical Accounts*

Calculation method - select one of the following

- **For period** - calculates only the amounts In the period you select on the report. Most commonly used with Revenue and Expense GL accounts
- **Start of period** - calculates the amounts cumulatively up to the period you select on the report
- **End of period** --calculates the amounts cumulatively up to the end of the period you select on the report

Specify accounts to include - specify the GL accounts or range of GL accounts you wish to include in account grouping

Report filters (optional) -- You can use these report filters to restrict the data displayed by dimension or other factors. Before you create filtering for the account group, consider how you will use it in reports, and if filtering here might be too restrictive.

For my account group examples, I've setup four individual account groups and each account group will pull the data from their respective GL account codes. Here is an example of the Personnel Expenses account group setup and the Professional fees account group setup:

Account Group Information

Learn about account groups

Name	1 Personnel Expenses	Normal balance	Debit
Display on report as	Personnel Expenses	Account group purpose	Rev & Exp
Display total line as	Total Personnel Expenses	Account group manager	DS

Structure type ?
Accounts

Calculation method
For period

Specify accounts to include

Select range from accounts or use account #

From account

To account

Group members

- 5121 ... 5128

Account Group Information

Name	2 Professional Fees	Normal balance	Debit
Display on report as	Professional Fees	Account group purpose	Rev & Exp
Display total line as	Total Professional Fees	Account group manager	

Structure type ?
Accounts

Calculation method
For period

Specify accounts to include

Select range from accounts or use account #

From account

Group members

- 5203 ... 5204
- 5201 ... 5202

The other two account groups were set up with their respective names and respective GL account numbers.

The account groups then display as follows on the Account Group listing screen:

Account Groups Account groups library

All ▾ | Manage views ▾ | Include private | [Advanced filters](#) | [Clear all filters](#)

	Name ▾	Display as	Account group purpose	Account Group Type
	<input type="text"/>	<input type="text"/>	<input type="text" value="Rev"/>	<input type="text"/>
Edit View	1 Personnel Expenses	Personnel Expenses	Rev & Exp	Accounts
Edit View	2 Professional Fees	Professional Fees	Rev & Exp	Accounts
Edit View	3 Program Expenses	Program Expenses	Rev & Exp	Accounts
Edit View	4 General & Admin	General & Administrative	Rev & Exp	Accounts

The final step will be to group your account groups together with an Account group structure type of Group of Account Groups so that the groupings display together on the report and will also produce a grand total of all four groups as follows:

Account Group Information

[Learn about account groups](#)

Name *

5 Expenses

Normal balance

Debit

Display on report as

Expenses

Account group purpose

Rev & Exp

Display total line as

Total Expenses

Account group manager

Structure type ?

Group of Account Groups

Specify Account groups to include

Account group purpose

Rev & Exp

Account Group

|

The Group of Account Groups contains other account groups.
Example: An Assets Account groups might consist of 2 other
Account Groups: current assets and long-term assets.

Account groups

1 Personnel Expenses

×

2 Professional Fees

×

3 Program Expenses

×

4 General & Admin

×

Step 2 - Adding a Financial Report

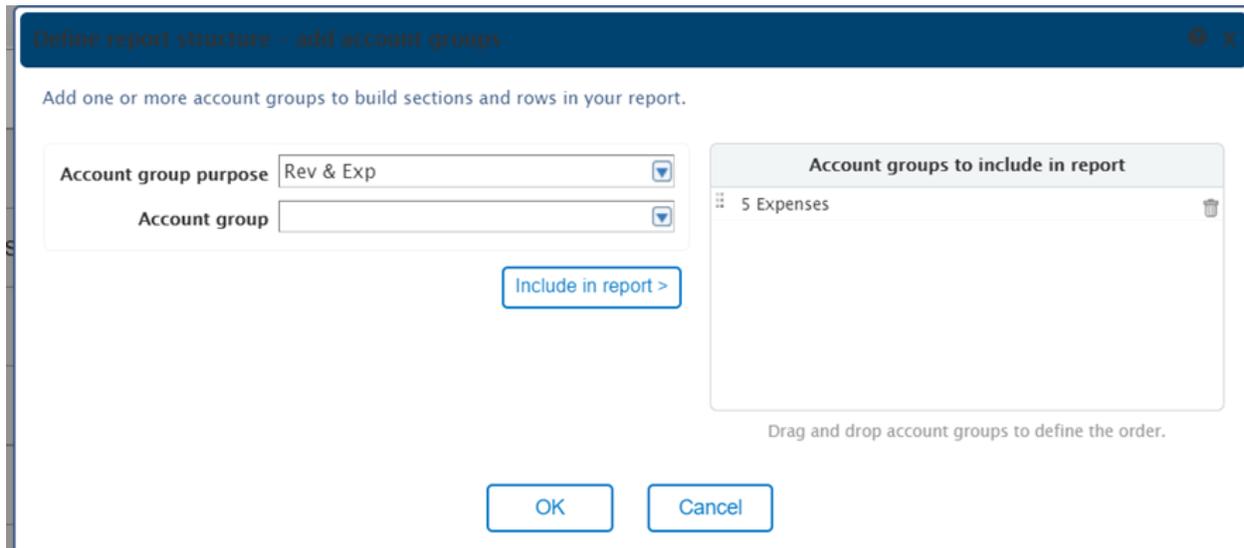
To access the Financial Report Writer, go to Reports > All > Financial Reports and click on the + next to Financial Reports.

Report Info - name your report and select the basic report structure. We will use the default report structure labeled **Accounts**. The report structure labeled **Dimensions** will be covered with a separate guide.

Rows - To add the rows/sections to your report select the account group (s) you wish to include. In our example, we grouped all of the individual account groups together into a "Group of Account groups" so that is the only group we will need to include. To select the account group, click on the "Select Account Groups" button as displayed in the image below.

Once the account group is selected, click the "Ok" button to save.

Best practice: map out your account groups and General Ledger accounts to be Included In a spreadsheet to verify that you've Included all accounts that should be Included. This will ensure that all accounts and amounts are Included. Create all account groups needed before creating the financial report.



Once you've clicked the "Ok" button, your Rows view will display all the sections/rows you've included -- see the example in the next image where you will see all five groupings displayed.

Financial Report Writer

Report Info	Define rows — Organizational Expenses	
Rows	Row Structure ?	Detail level ?
Columns	Select account groups	Set detail level...
Computations	[-] Expenses ▶	
Filters	Personnel Expenses ▶	Details
	Professional Fees ▶	Details
	Program Expenses ▶	Details
	General & Administrative ▶	Details

Detail level - select the detail level you wish to display on the report--**detail** will display the account level, **summary** will display summarized data by account group. If you wish to display dimension codes, then select **summary** which will allow you to expand the row by one of your dimension code values.

Columns - use the columns tab to specify all of the columns you wish to include in your report, the type of value you wish to display in each column, and the reporting periods for which you want data.

Financial Report Writer As of date

Report Info	Add columns — Organizational Expenses	
Rows	Column 1 ▾	Column 2 ▾
Columns	Column type <input type="text" value="Account name"/> ?	Actual
Computations	Calculation details	
Filters		
Format	Amount type	default
Permissions	Reporting period	Current Month 10/01/2021 – 10/31/2021
Next Steps	Column heading 1 <input type="text" value="No title"/> ? Column heading 2 <input type="text" value="No title"/> Column title <input type="text"/>	

- **Column types** include actual amounts, budget amounts or variances, calculations, etc.
- Choose a **Reporting period** for each column displaying money.
- **Column title** enables you to label each column using the terminology of your organization.
- If you wish the column to **Expand by** a time period (e.g. monthly) or a dimension (e.g. each department in a different column. The "Expand by" choices will be determined by the column type selected.

Filters - use the filters tab to specify the report criteria, such as the "as of date" or the dimension(s) you wish to potentially filter by. By placing a check mark in the **prompt** box the

filter field will appear when you run the report or enter a value in any of the fields which will then filter the report anytime you run the report.

Financial Report Writer Preview Save Save & Done

Report Info Filter the data — Organizational Expenses

Rows Specify the data to include in your report
Slice and dice your data any way you want. Select **Prompt** to change your selection at report run-time.

Columns As of Date: today Prompt Show Time Period
Leave as of date blank to automatically use the current date.

Computations

Filters Define dimension filters

Format Department: All Departments Include subs Prompt Run as Individual Reports Hide Inactives
Location: All Locations Include subs Prompt Run as Individual Reports Hide Inactives

Permissions

Next Steps Project: All Projects Include subs Prompt
Customer: All Customers Include subs Prompt
Vendor: All Vendors Include subs Prompt
Employee: All Employees Include subs Prompt
Class: All Classes Include subs Prompt

Permissions - the permissions tab identifies the report owner and who can access the report.

- Users must have financial reporting permissions In order to access a specific financial report
- Use the **add** and **remove** buttons to control which users are in each list

Report Info Set report permissions — DW - Operating Expense

Rows Permissions ?

Columns Select which users can access this report.
Users who are denied access won't see the report in the Financial Reports list, in the Reports Center, and on dashboards.

Filters Report owner: kgrace

Format Access list: Group\CFO/Controller

Permissions Only listed users/groups may access this report.

Next Steps Exclusion list: Group\Everyone

Users/Groups in the Exclusion list do not have access to this report.

The report owner automatically has access to the report

Specify additional users and groups who can access the financial report

When all edits are complete, click on the "Save and done" button to save the report.

To run the report you just saved, find the report in the financial report listing and click on **html** to run the report to display on screen or export to one of the file format options available.

Financial reports QuickStart library Add Export

All Manage views Include inactive Advanced filters Clear all filters (1 - 1 of 1)

Name	Owner	Report type	Report audience	
or				
Edit	Organizational Expenses	Dagl Stanton	Process & store	HTML CSV PDF Excel Schedule Not Scheduled Delete

Organizational Expenses

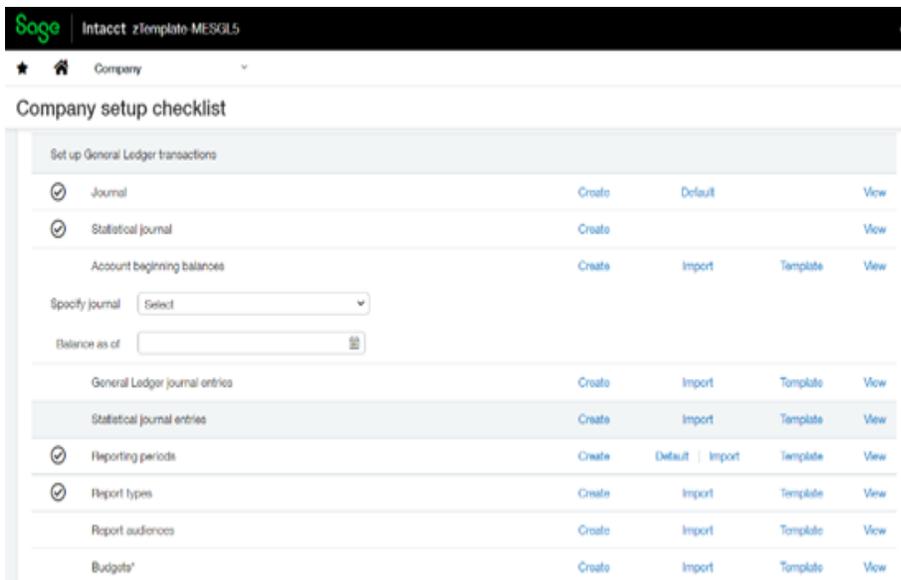
	Year To Date 07/31/2021	
	YTD Actuals	Operating Budget
▼ Expenses		
▶ Personnel Expenses	1,000.00	1,113,059.68
▶ Professional Fees	255.12	763,258.55
▶ Program Expenses	407.44	413,629.01
▼ General & Administrative		
Office Supplies	12,013.20	139,962.39
Insurance	38,520.00	95,949.79
Conference Fees	0.00	59,331.05
Bad Debt Expense	0.00	6,948.42
Travel - Lodging	0.00	52,172.11
Travel - Meals	9,500.00	32,399.50
Travel - Transportation	0.00	44,005.24
Travel - Other	0.00	10,630.64
Total General & Administrative	60,033.20	441,399.14
Total Expenses	61,695.76	2,731,346.38

Importing Data into Intacct

When should you import data vs. manually entering data

1. **Data is already spreadsheets** -- this could Include data from your Legacy system, or payroll Information downloaded from your Payroll Provider.
2. **Large one-time entries** -- You might have a list of new customers or funders to add to your system from a recent event, or perhaps you're adding several new General Ledger accounts at the request of your auditor.
3. **Statistical data entries** -- If you are tracking statistical data, such as the number of clients served, you can use the statistical journal entry Import to simplify bringing In your data.
4. **Journal Entries with a large number of Items** -- When working with long, detailed journal entries, It may be easier to enter using the general ledger journal entry Import, allowing you to buildout your journal entry In Excel, rather than adding each line one at a time within Intacct's user Interface.

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, as shown here.

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 to receive the most updated version.

Company

- [Account Titles by Entity](#)

General Ledger

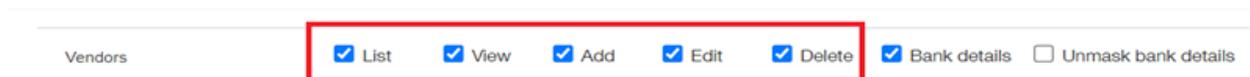
- [Dimension Structures](#)

Cash Management

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

What permissions are needed to Import?

1. To Import data into the system you need to be a Business user.
2. Additionally, you need both of these permissions:
 - Add, Edit, and Delete permissions for the data type being imported, such as Vendors



- Access to the Company setup checklist (Import Data screen)



Import Process

Step 1 - Download the template from Intacct

You will need to download a template for the record you're importing. You can do this from: [Company>Setup>Import Data](#).

Note: It is a good practice to periodically download a new copy of the template after Sage Intacct's quarterly release to capture any changes or updates that may have impacted the Import template.

Company setup checklist



In this example, we're looking at the link to download a template for General Ledger journal entries.

A number of these Imports are also available for download from the Individual Import screens for each Item.

Import 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.

Step 2 - Review your template

Once you have downloaded your template, open the file and review the fields Included. Each column in the import template will correspond with a field in Intacct for that record.

As you review your te

mplate, take note of:

- All required field- There will be some fields that you must fill in for a successful Import.
- Identify all fields that contain existing data In Intacct - this Is Incredibly Important If you are using your template to update Information rather than add Information.

Mark any unneeded rows by including a hashtag (#) in the first column of the row

Template Structure

Each column will correspond to a user entry field for your record within Intacct.

DONOTIMPORT	JOURNAL	DATE	REVERSEDATE	DESCRIPTION	REFERENCE_NO	LINE_NO	ACCT_NO	LOCATION_ID	DEPT_ID
#	Field Name: JOURNAL UI Field Name: Journal Type: Character Length: 4 Default Value: None Dependencies: None Required: Yes Editable: Yes	Field Name: DATE UI Field Name: Date Type: Date Length: 24 Default Value: Current Date Valid Values: Any valid date format Dependencies: None Required: Yes Editable: Yes	Field name: REVERSEDATE UI Field Name: Reverse Date Type: Date Length: 24 Default Value: None Valid Values: Any valid date format Dependencies: None Required: No Editable: Yes	Field Name: DESCRIPTION UI Field Name: Description Type: Character Length: 80 Default Value: None Valid Values: Alphanumeric and underscore Dependencies: None Required: Yes Editable: Yes	Field Name: REFERENCE_NO UI Field Name: Reference Number Type: Character 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.	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. 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	Field Name: ACCT_NO UI Field Name: Account 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	Field Name: LOCATION_ID UI Field Name: Location Type: Character Length: 20 Default Value: None Valid Values: Alphanumeric and underscore Dependencies: Refers to a valid location Required: No Editable: Yes	Field Name: DEPT_ID UI Field Name: Department Type: Character Length: 20 Default Value: None Valid Values: Alphanumeric and underscore Dependencies: Refers to a valid department Required: No Editable: Yes

- Header row: Lists the Object IDs for the fields in that type of data.
- Column description row: Detailed Information about the field and Information that goes in that column
 - UI Field Name will tell you what the field is called in the user interface
 - Length will tell you if there is a maximum character length allowed
 - Default value is the value that Intacct will assign if this field is left blank
 - Valid Values tells you what type of data you can enter in the corresponding column
 - Examples:
 - Any valid date format
 - Alphanumeric
 - Alphanumeric and underscore
 - Character
 - Any; must conform to _____ specification
 - Dependencies - does the availability or requirements for this field depend on the selection of another field or configuration setting
 - Required tells you if the field is required to import your data
 - Editable tells you if you can edit the data in this field at a later date

If you are updating data with your template - do not leave a blank cell value for a field that contains pre-existing data in Intacct. Doing so could result in erasing the pre-existing data. You can use the Custom View feature in Intacct to quickly export this data to include in your Import template.

#	DONOTIMPORT	JOURNAL	DATE	REVERSEDATE	DESCRIPTION	REFERENCE_NO	LINE_NO	ACCT_NO	LOCATION_ID	DEPT_ID
1	Any row which starts with a # will be ignored during import.	Field Name: JOURNAL UI Field Name: Journal Type: Character Length: 4 Default Value: None Dependencies: None Required: Yes Editable: Yes	Field Name: DATE UI Field Name: Date Type: Date Length: 24 Default Value: Current Date Valid Values: Any valid date format Dependencies: None Required: Yes Editable: Yes	Field name: REVERSEDATE UI Field Name: Reverse Date Type: Date Length: 24 Default Value: None Valid Values: Any valid date format Dependencies: None Required: No Editable: Yes	Field Name: DESCRIPTION UI Field Name: Description Type: Character Length: 80 Default Value: None Valid Values: Alphanumeric and underscore Dependencies: None Required: Yes Editable: Yes	Field Name: REFERENCE_NO UI Field Name: Reference Number Type: Character 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.	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. 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	Field Name: ACCT_NO UI Field Name: Account 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	Field Name: LOCATION_ID UI Field Name: Location Type: Character Length: 20 Default Value: None Valid Values: Alphanumeric and underscore Dependencies: Refers to a valid location Required: No Editable: Yes	Field Name: DEPT_ID UI Field Name: Department Type: Character Length: 20 Default Value: None Valid Values: Alphanumeric and underscore Dependencies: Refers to a valid department Required: No Editable: Yes

You will also need 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:

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 Length: 20 Default Value: None 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

- If the Dependencies lists anything besides None, then the column requires that the data already exists in the system.
 - Valid Values list valid or existing.

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.

- 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: When using imports to bring in transactions such as journal entries, bills, or invoices, you must keep columns representing the header portion of the transaction, such as document number or document date, to the left of the columns for the detail line items. The downloaded template is already in the correct order so this only applies if you change the order of the columns in your import file.

Step 3 - Add your data

Once you have Identified your required fields, the fields to add data to, and the fields that contain pre-existing data or are dependent on pre-existing data, you're ready to enter your data into your template.

There are several things to be aware of when adding data:

- ID fields – May be manually entered, or assigned by a system sequencer. You will need to know how the ID field for your record is created to determine if you need to enter an ID in your template.
 - **NOTE:** IDs are case and space sensitive.
- Cell formats – Ex. Amounts cannot have a comma separator, some IDs do not allow nonalphanumeric characters.
- Header and line-item format - There can only be one value for fields in the document header, like transaction date and description.
 - If you're Importing a transaction with multiple line Items, you need only assign these values for the 1st line of the transaction.

Importing tip:

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.

	A	B	C	D	E	F	G	H	I	J	K	L	M	S
1	DONOTIM	JOURNAL	DATE	DESCRIPTI	REFERENC	LINE_NO	ACCT_NO	LOCATION	DEPT_ID	DOCUMEN	MEMO	DEBIT	CREDIT	
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		

NOTE: Additional rows can cause errors on import, either:

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

Considerations: 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.

Considerations: Importing Vendors and Customers

- Term_Name: Must match the ID of the term. The term must also already exist in the system.
- VendType_Name or CustType_Name: Must match the ID of the customer or vendor type. The type must also already exist 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.

Considerations: 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 as 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.

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

Step 4 - Save as a 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.

Step 5 - Import your 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.

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 cannot 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 that will be created in the same import template, the referenced ID must appear in any row above its reference point. In the example above, the supervisors must be imported before the employees they supervise, so you would want your supervisors to be at the top of your import.

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.

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

To import using the import button on a list:

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



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

The Import Screen

- Click Choose File and browse to your csv file and populate pertinent Information.
 - **NOTE:** Imports can take considerable time to process. While an import is running you cannot do other items in the system unless you select Process offline from the import screen. The results email will include success notifications, error notifications, *and* the CSV error file.
- 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.

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

Step 6 - Verify Your Import

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

- If the import is processed offline, you will get a email when the import is complete.
- If the import is not processed offline, you will get an Instantaneous notification of success or failure once the Import has processed.
 - If one or more of your Imported records failed, you will have the opportunity to download an Import Error file that contains only the records that failed to Import.

- o You will also receive an email follow up on the failure with more details about the error(s) you received.

A success notification will look something like this:

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
 - Amounts contain commas for thousand separators
 - Amounts contain more than 2 decimal places
 - Large amounts may be shortened to a formula if there was not enough column room provided
 - Dates that were not correctly formatted
 - Leading zeros
 - We strongly recommend against the use of leading zeros for any IDs in your system
 - 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

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 is 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

Creating Dashboards

Viewing Dashboards

navigate to Dashboards > All > click on the word “Dashboards” and you will see the below “My Dashboards” screen

		Title	Description	Owner	Default		
Edit	View	Analysis Views:Budget Position	Budget Position	kmccloskey		View Components	Delete
Edit	View	Analysis Views:Cash Analysis View	Cash Analysis View	kmccloskey		View Components	Delete
Edit	View	Analysis Views:Consolidated View	Primary & Trust Consolidated View	kmccloskey		View Components	Delete
Edit	View	Analysis Views:Focused Access	Limited Entity Access Sample	kmccloskey		View Components	Delete
Edit	View	Compliance:Comparative 958/117	Compliance (Audit & Tax Prep)	kmccloskey		View Components	Delete
Edit	View	Compliance:Compliance Audit & Tax	Compliance Audit & Tax View	kmccloskey		View Components	Delete
Edit	View	Compliance:Disclosures	Disclosures Dashboard	kmccloskey		View Components	Delete

- View – view the dashboard properties
- Edit – allows you to edit/change the dashboard properties
- Delete—if you have the security rights, you will also be able to delete a dashboard (this is not recommended)
- View components – View the dashboard components such as graphs, reports, etc
- Buttons (top right)
 - Dashboards Library – view and install the out of the box dashboards

Adding a New Dashboard

Add – Add a new dashboard –will open up a blank screen with three tabs – Appearance, Filters, Permissions – these are the dashboard properties which can be changed at any time.

The dashboard properties control the presentation, dashboard layout, what filter fields are included and Permissions – ie who is allowed to see the dashboard

☰ Dashboard properties

Appearance Filters Permissions

Title *
NFP Dashboard

Description
Basic Dashboard

Columns
3

Flexible-width column
Middle

Color
Gray

Group ⓘ
Nothing selected

Default

Appearance tab

- Title & Description fields – title and optional description of dashboard (this can be changed at any time)
- Columns – control number of columns. Can be set to 1, 2 or 3 columns (can also be changed at any time)
- Flexible-width column – specify which column will have an adjusting width
 - The options are left, middle, right or all –
 - Left-- will make the left column wider than the others
 - right --will make the right column wider than the others
 - all --will make all the columns the same width
 - If users will access the dashboard from a tablet, it's best practice to select "all"
 - Color – select the background color of the dashboard, default color is grey
 - Group—allows you to create a group name – any dashboard with the same group name will group the dashboards together.

Filters tab

If you wish to filter the dashboard on the fly from the dashboard, you will need to add the appropriate filter fields.

Appearance
Filters
Permissions

Select filters to show at the top of the dashboard
Filter the contents of these components directly from the dashboard:

- Financial reports
- Financial graphs
- Performance cards

You can exclude individual components from filtering.

As of date ?

Department

Fund

Project or Grant

Customer

Vendor

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- You can select which filters appear at the top of your dashboard
- You can select the “as of date” and up to three-dimension filters
- Dashboard filters only apply to these components –financial reports, financial graphs and performance cards.
- Dashboard filters override any filters on your financial reports, financial graphs and performance cards.

Permissions tab

Dashboard properties

Appearance Filters **Permissions**

Owner
ExtUser|JMT|dstanton

Group

	Access rights	Group/User
1	Allow	Group/Everyone

- You can secure access to dashboards
- Deny access to Group/Everyone
- Then selectively allow access to specific groups or users
- Users must have access to a component’s source to view the corresponding dashboard component

Adding Components to a Dashboard

Once a dashboard has been created, you will need to add components to the Dashboard

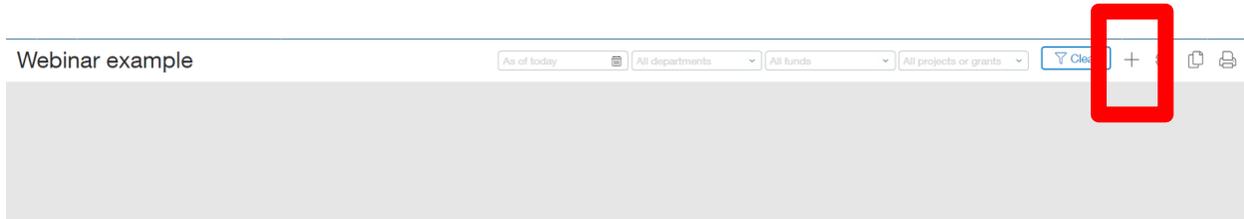
Next step – add components – select your dashboard and click on “View Components”

My Dashboards Dashboards Library Add Export

All Manage views Advanced filters Clear all filters (1 - 1 of 1)

Title	Description	Owner	Default	
webinar example		ExtUser JMT dstanton		View Components Delete

You will see a blank screen – click on the + sign to add components to your dashboard



Component choices

Intacct Collaboration Feed

- This component lets you add what I Follow, To Me, Company or a Group feed directly to a dashboard.
- From the dashboard, you can easily add posts or comments to the feed

SmartLinks

- This component lets you access a URL directly from a dashboard. There are two types of SmartLinks:
 - Click—Displays a link on the dashboard to open the URL in a new browser window
 - Fetch—Displays the contents from a webpage directly on the dashboard. Use this option with caution since not all websites support this capability

Component properties Save Cancel

Component type
Smart links

Smart link type
 Click
 Fetch

Component title *

Automatic height ⓘ
 Show collapsed

Smart link details

	Link name	URL	Height	Width	Scrolling	Resizable	Tool bar	
1	Chase	www.chase.com	10	10	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	+ 🗑
2	SF	login.salesforce.com	10	10	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	+ 🗑
3			10	10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	+ 🗑

❑ Record

- ❑ The Record component displays a list of sorted, filtered records (such as unpaid bills or posted payments)
- ❑ The Record component can also be selected to display a custom view of the data component selected – e.g. Bills and then select the custom view you have built on the Bills screen

❑ Chart

- ❑ The Chart component displays a standard chart or financial graph
- ❑ Standard graphs must be memorized before they can be added to a component

❑ Report

- ❑ This component displays a standard or custom if they are memorized, or financial report

Component properties

Component type
Report

Report source
Financial report

Financial report
Memorized report
Interactive Visual Explorer
Nothing selected

Component *
Nothing selected +

Component title *
[Text input field]

Rows
All rows

Automatic height

Report view
Live

Dashboard filtering
Allow

Show collapsed

❑ Performance Card

- ❑ Performance card components are used to measure, monitor and manage business performance
- ❑ They provide at-a-glance insights into financial and business metrics

- ❑ Performance cards are based on account groups and comparison data, such as budget against actual.

Component properties Save Cancel Help More actions

Appearance **Filters**

Title * Show as Amount with currency

Account group * Rounding Whole number

Add View Edit PK

- # Girls Served
- # of Gifts
- # of Students
- 950 Liabilities & Net Assets
- 958 Net Assets
- 990 IX
- 9900X Advertising and Promotion
- 9900X Benefits paid to or for Members
- 9900X Compensation of Officers, Directors, Trustees
- 9900X Conferences, Conventions, and Meetings
- 9900X Depreciation and Amortization
- 9900X Fees for Service
- 9900X Grants and Other Assistance
- 9999X Information Technology

A performance card reports on an account group

card exceeds comparison. For example, red flag when expenses exceed budget.

Comparison

Compare to

Period Prior period

Period Budget None Percent change

The icon used when performance card €

❑ **General**

www-p50491.intacct.com/ia/acct/editor.phtml?c

Component properties

Component type

General

Component *

Applications

Component title *

Applications

Height

150

Show collapsed

- ❑ **This component has miscellaneous component type choices**
 - ❑ Application—will list all of the Module choices (can also be viewed on the Sage Intacct home screen)
 - ❑ Attachment container—this will allow you to attach files to a dashboard
 - ❑ Billboard –this is a text field that you can use for instructions, any notations, etc that you wish to use on a dashboard. You can adjust the size to fit your needs.
 - ❑ Calendar—will put a calendar on the dashboard –this calendar does not interact with any other calendars.
 - ❑ Closed Thru Summary—this will display which sub-ledgers are closed – you can choose to have summary view or by entity detail view
 - ❑ Entities—will display a list of Entities/funds on one one component
 - ❑ Custom Navigation—this selection will enable you to select screen shortcuts of screens you access the most. Every screen in Sage Intacct will be available in this selection.
 - ❑ Message Board – also available on the Sage Intacct Home screen
 - ❑ New Features – also available on the Sage Intacct Home screen
 - ❑ Resources – also available on the Sage Intacct Home screen

Component properties

The screenshot shows the 'Component properties' dialog box. It has two main sections. The first section is 'Component type' with a dropdown menu currently showing 'General'. The second section is 'Component *' with a dropdown menu currently showing 'Applications'. Below this dropdown is a list of available components: Applications (highlighted in green), Attachment Container, Billboard, Calendar, Closed Thru Summary, Custom Navigation (highlighted in light blue), Entities, Main Shortcuts, Message Board, New Features, News and Events - RSS, Report Shortcuts, and Resources.

Modifying Dashboards and Components

On the individual component you can use the following icons:

- **Funnel** – indicates that the dashboard filters apply to the component
- **Pencil** – edits the underlying report
- **Refresh** – refreshes the individual component
- **Magnifying Glass** – lets you view the underlying report/graph/list in a new window
- **Gear** – Allows you to edit the component setting
- **Trashcan**– Allows you to delete the component from the Dashboard

