AcctTwo

Faith-Based Finance Collaborative

TIPS & TRICKS

AcctTwo is focused on delivering the future of finance and accounting to our customers.

Our dedicated team of over 100 people has helped more than 800 organizations optimize finance and accounting through software implementations, accounting outsourcing, and consulting.

AcctTwo has been recognized by Sage Intacct as its Partner of the Year from 2014 – 2019 and by our customers as a leader in overall satisfaction and popularity through their reviews on G2.

Learn more at www.accttwo.com

CLOUD-BASED ACCOUNTING SOFTWARE

Grow your organization with the Cloud ERP that's #1 in customer satisfaction.

MANAGED ACCOUNTING SERVICES

By outsourcing your accounting, you gain the freedom to focus on your mission.

SOFTWARE DEVELOPMENT

Go the last mile of your financial journey with Sage Intacct+ to create a customized application to fit your organization.

CPE CREDIT FOR THIS COURSE

There are three things needed in order for you to receive CPE credit for the course you are attending:

1. Sign the sign-in sheet for each course.
2. At the end of each course, you will receive a reminder to complete your course survey, and it will have a link to all surveys. Please only fill out the one for the course you just attended. You can also do this after the event if you don't have time in between sessions. And PLEASE don't forget to include your name, so we will know who to give credit to.
3. There will also be printable certificates available for you to download at the end of the conference. Please be sure to attend our last session to find out more!

<u>Without these items we are not properly able to credit you for this course.</u>

SHADI MOSSAD, CMA

Solution Architect
AcctTwo

Background:

- Director of Business & Finance of $20M+ non-profit organization
- 9+ Years of Accounting and Finance Management experience
- Experience in Donor Development and Campaign Management
- 5+ Years of Intacct User Experience

Education:

- Certified Management Accountant (CMA)
- Bachelor in Accounting

SESSION OBJECTIVES

At the end of this session you will be able to:

- Enter and search for data in Sage Intacct with increased efficiency
- Create custom views on list screens
- Understand the different types of data in Sage Intacct
- Cleanse data prior to import
- Identify errors and understand how to resolve

KEYBOARD SHORTCUTS

Tricks to Accelerate Data Entry

KEYBOARD SHORTCUTS

Shortcut Key	Description
Alt+S	Save
Alt+Q	Cancel
Alt+W	Save this record and start a new one
Alt+P	Display the pick list
Alt+K	Go back from an error message
Tab	Move your cursor from the current field to the next field
Spacebar	Select a checkbox
Ctrl+Up/Down	Open and close the detail area for a line item in data entry screens
Alt+D+Enter	Open a separate browser tab in Sage Intacct

Shortcut Key	Description
Alt+Down Arrow	Move to the next line item, or next detail area if open
Alt+Up Arrow	Move to the previous line item, or previous detail area if open
Up and Down Arrows	Move up and down the list
Tab	Select an item and move to the next field
Letter Key	Jump to the first item starting with that letter
Sequence of Letter Keys	Autofill the input box. For example, if you type Tex in a location box, the system displays Texas. If you type Ne, the system displays a list that could include Nevada, New Jersey, New Mexico, and New York

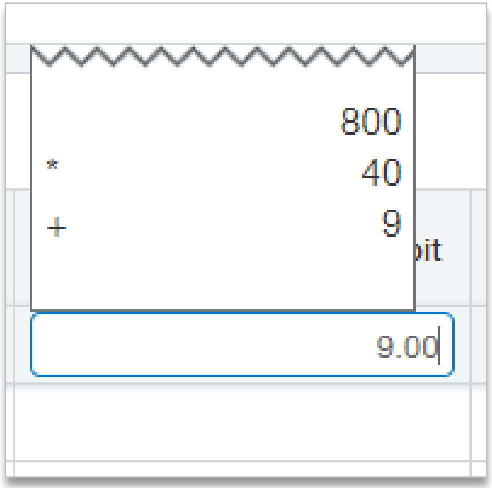
KEYBOARD SHORTCUTS

Shortcut Key	Description
t	Current Date (today’s date)
+	Increments current date by one day
-	Decrements current date by one day
w	First day of the current week
k	Last day of the current week
m	First day of the current month (type m again to go to the first day of the prior month)
h	Last day of the current month (type h again to go to the last day of the next month)
y	First day of the current year
r	Last day of the current year

Shortcut Key	Description
PgUp/PgDn	Previous/next month
Ctrl+PgUp/PgDn	Previous/next year
Ctrl+Home	Current month or open when closed
Ctrl+left arrow/right arrow	Previous/next day
Ctrl+up arrow/down arrow	Previous/next week
Enter	Accept the selected date

CALCULATION TAPE

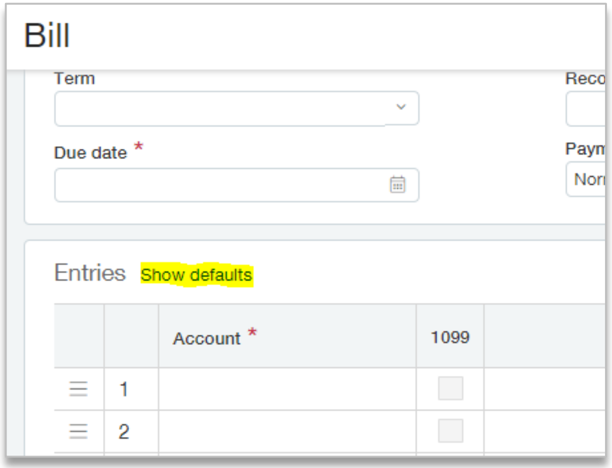
Simple calculations can be performed right inside Sage Intacct's numeric fields

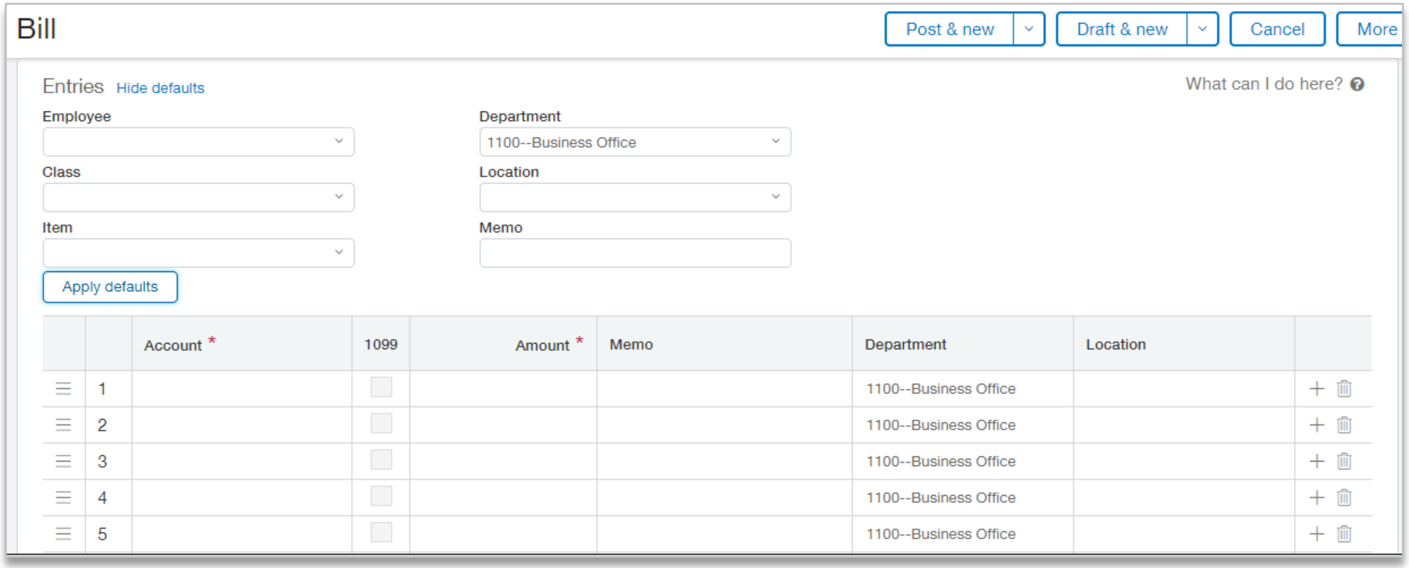


Shortcut Key	Description
+	Open the calculator and start adding
-	Open the calculator and start subtracting
*	Open the calculator and start multiplying
/	Open the calculator and start dividing
=	Display current result
Enter	Add result to the numerical field

APPLY ENTRIES DEFAULTS

- To apply a default to all line-item entries, Click “Show Defaults”
- Apply a default to a variety of dimensions
- Click “Apply Defaults” and your line items will auto-populate with the selected information

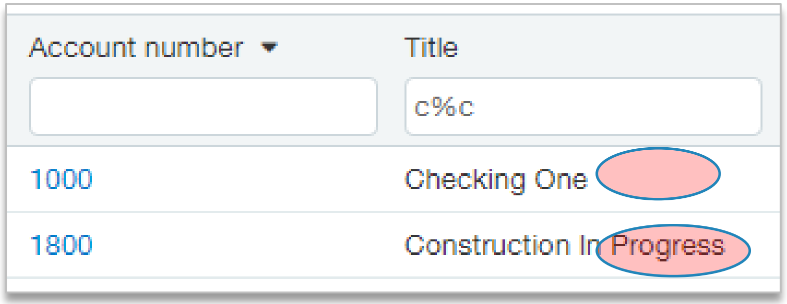


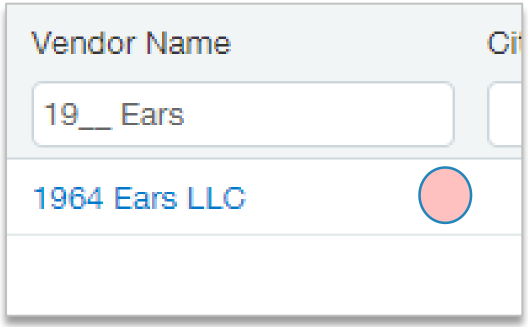


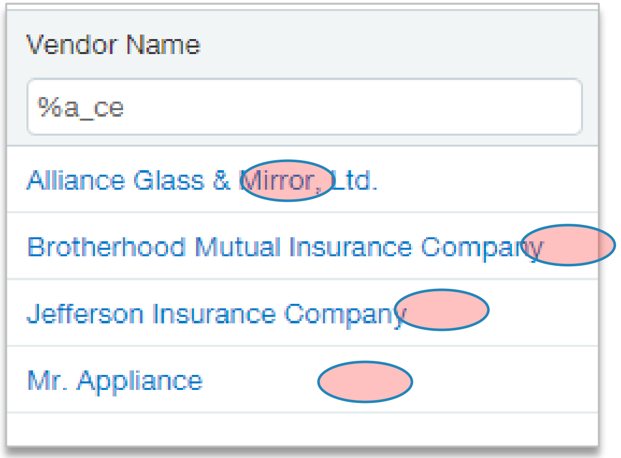
WILDCARD SEARCHING

- Use the % for wildcard searches. It replaces a group of characters. Use it at the start or the middle of your search

- Underscores are used to replace individual characters in a search



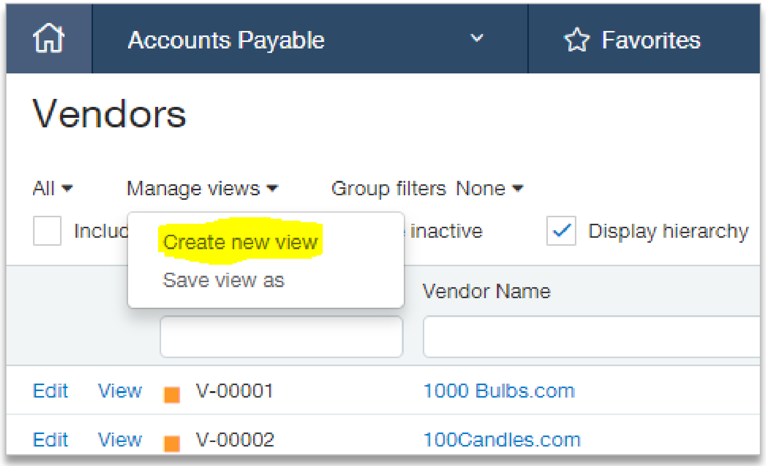




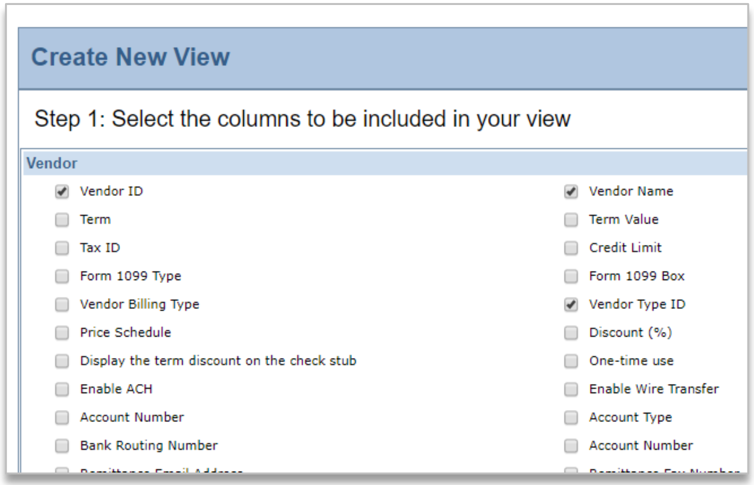
CREATE CUSTOM VIEWS

Make List Screens That Work For You

CUSTOM VIEWS

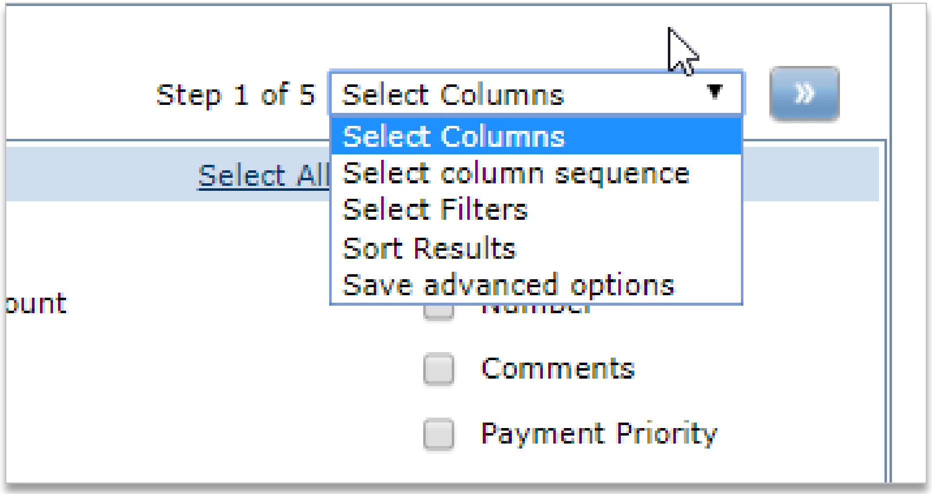


- Create custom views for easy viewing of certain data points or to quickly export data

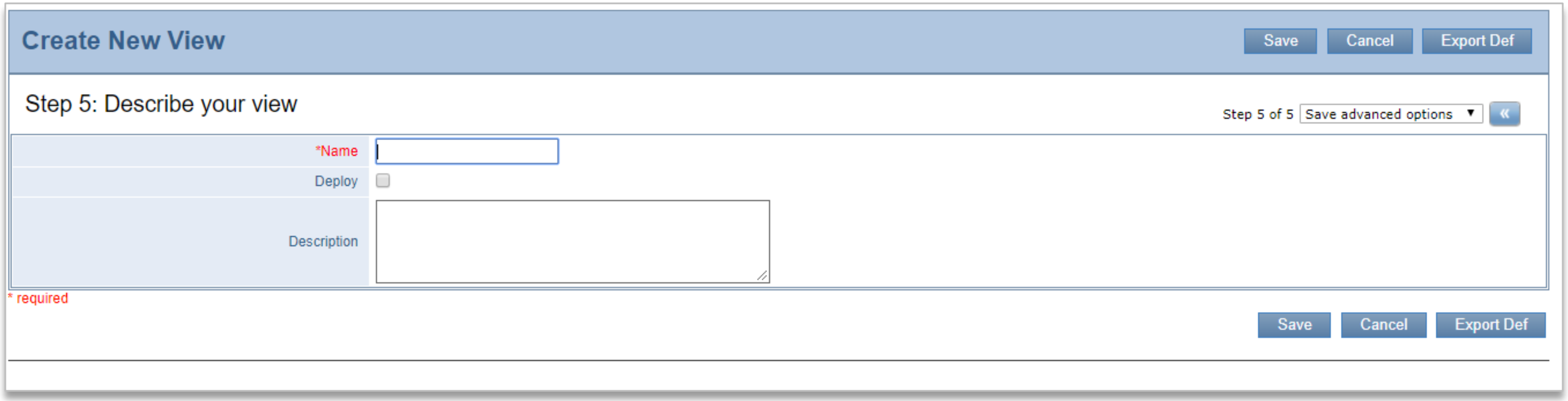


- Select the fields you want

CUSTOM VIEWS

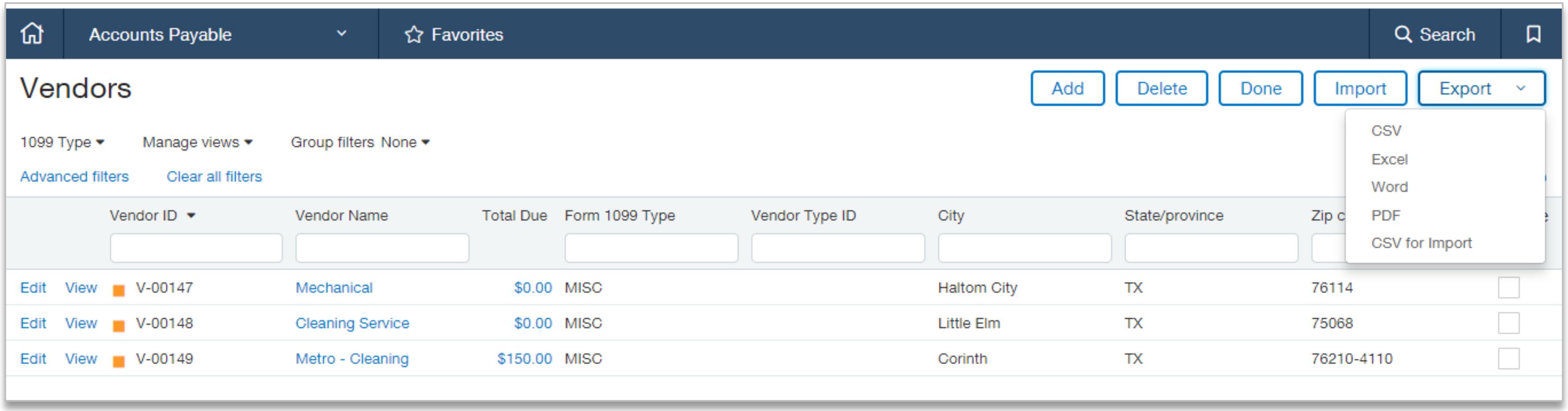


- Select the order of columns, filters, and column names in the next few steps
- Save the view
- Custom views automatically appear in your list screen, to make this view appear on the application menu as well, select Deploy



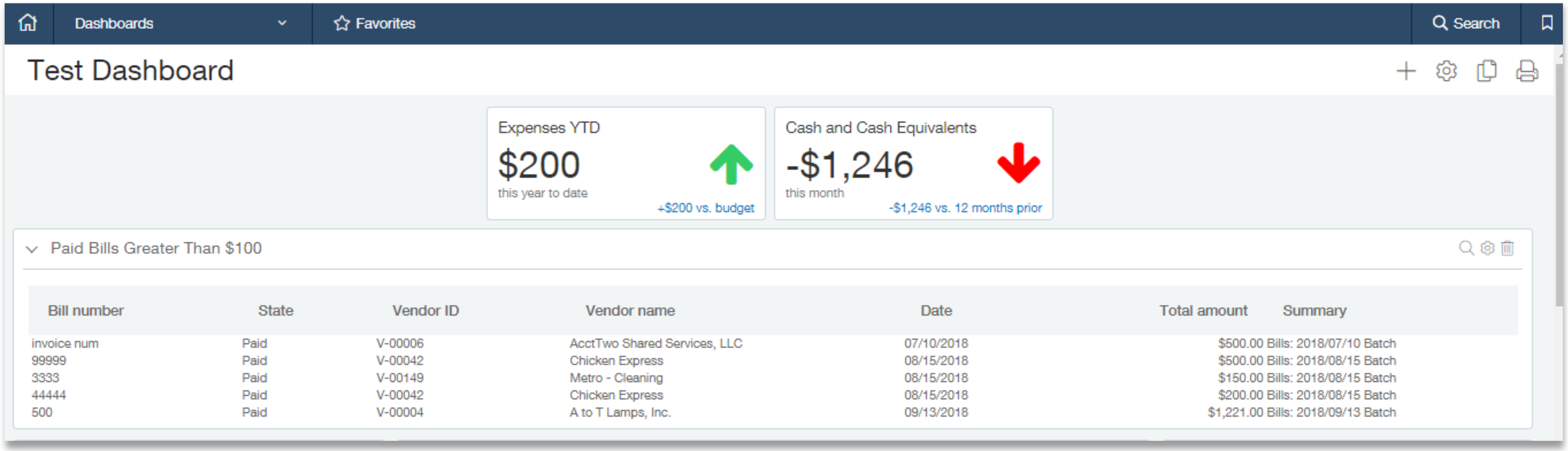
CUSTOM VIEWS

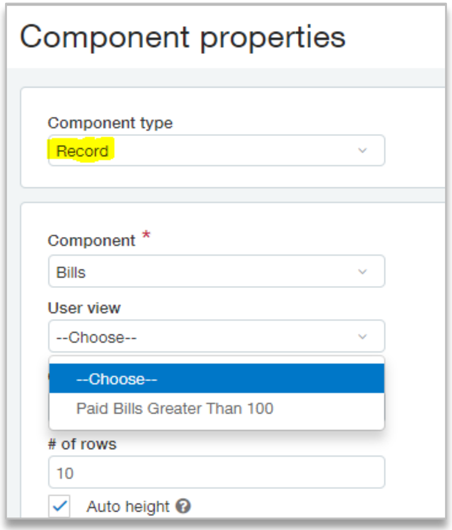
- Export the view to be used in another format. Some list screens allow you to export with headers provided for importing (CSV for import)



CUSTOM VIEWS

- Custom Views can also be put on a Dashboard





Have you created any Custom Views that you have found to be useful?

IMPORT TEMPLATES

Data Cleansing, Error Codes, and Use Cases

3 TYPES OF SAGE INTACCT DATA

- **Master Data**
  - Data that is referenced by the transactions
  - Commonly shared across entities
  - These can be created within the UI or imported (i.e. flat file integration)
  - Examples: GL Accounts, Entities, Locations, Departments, Classes, Customers, Vendors, Employees, Items, Projects, Checking Accounts, Charge Cards

3 TYPES OF SAGE INTACCT DATA

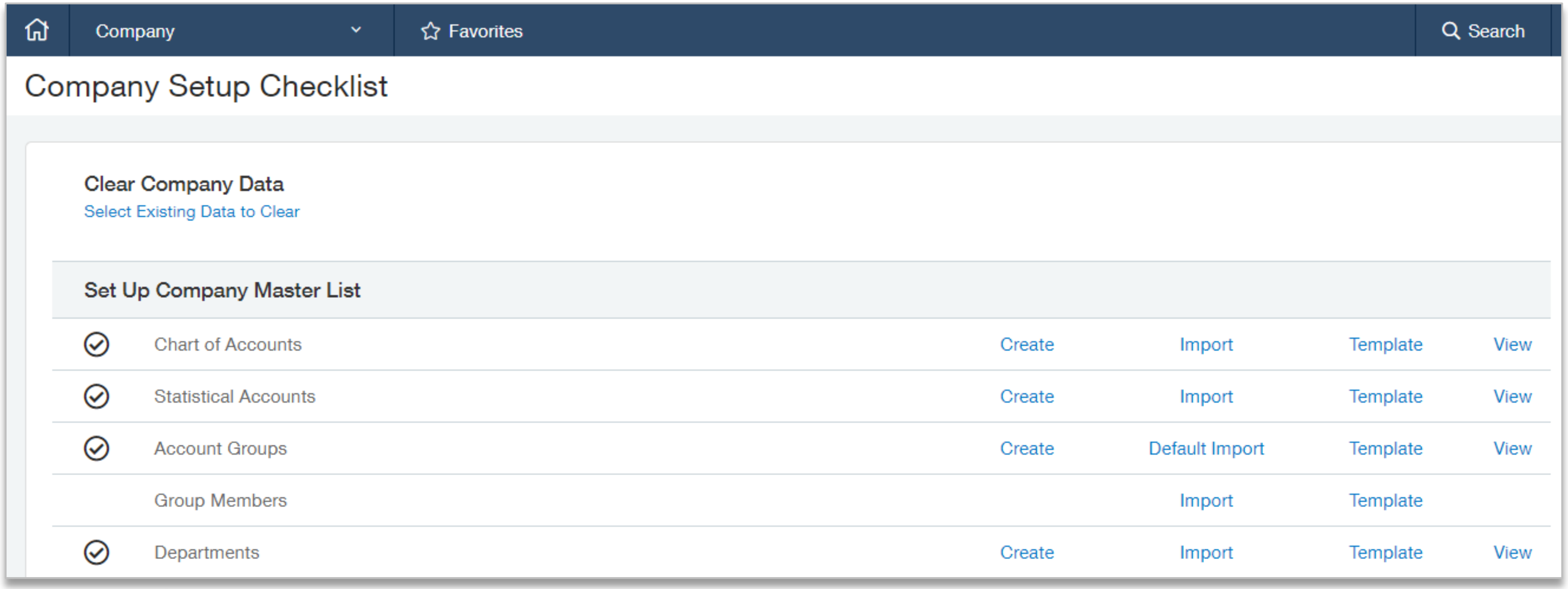
- **Transactional Data**
  - The actual transactions in the system
  - These can be created within the UI or imported
  - Examples: Journal Entries, AP Bills, AR Invoices, Funds Transfers, Timesheets, Expense Reports, Order Entry Transactions, Purchasing Transactions, Charge Card Transactions

3 TYPES OF SAGE INTACCT DATA

- Open Data – Implementation Only
  - Transactional data which is loaded without GL impact
  - Used specifically for implementation
  - Transactions created in legacy system that have not been settled (i.e. Paid) yet and need to be settled within Sage Intacct after Go-Live
  - Examples: Open AP, Open AR, Open Bank Rec Items, Open 1099 Balances

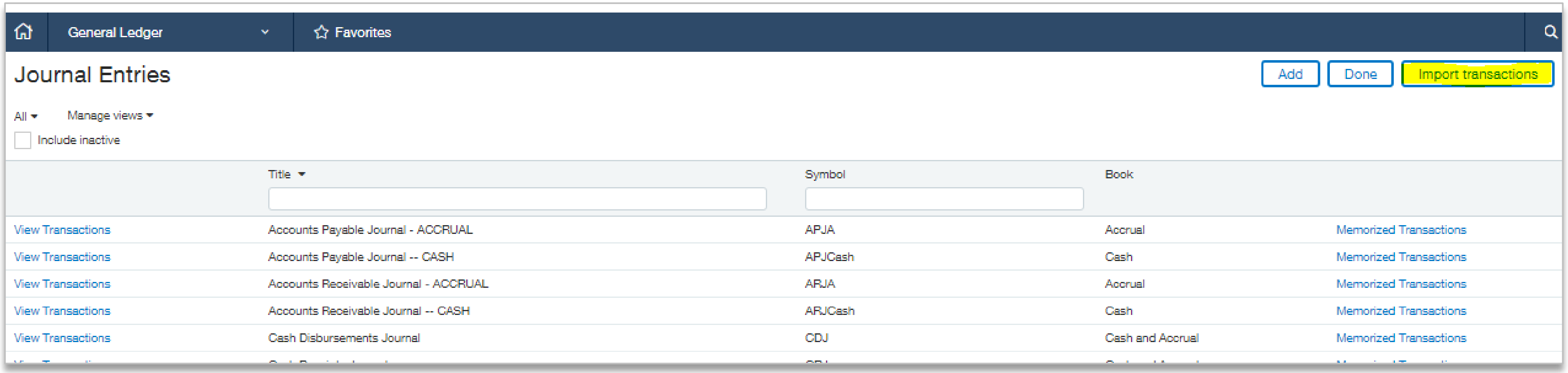
IMPORT TEMPLATES- WHERE TO LOAD MASTER DATA

- Company Set Up Checklist – Company > Import Data
- Templates in the Company Setup Checklist are automatically customized based on your company configuration, including dimensions and custom fields you created
- Templates can be updated by Sage-Intacct at any time, especially when a new version of Sage Intacct is released. This means that an older template might not work



IMPORT TEMPLATES- WHERE TO LOAD MASTER DATA

- Application/Module



IMPORT TEMPLATES –WHEN IS IT EASIER THAN MANUALLY KEYING?

Exportable Data	Payroll, CC Transactions, Expense Reimbursements, Contributions
Ease of Use	Easier to have a staff member or volunteer fill an excel template than to have access to the Financial system
Example Scenario	You were hosting a conference that canceled. You need to import your conference attendees as Vendors and create AP Bills to pay. Export the vendor data from your online payment system and fill the vendor template. Import AP bills for each of the vendors on one AP Bill import
Templates Used	Vendor Template, AP Bill Template, Update Vendors for ACH template

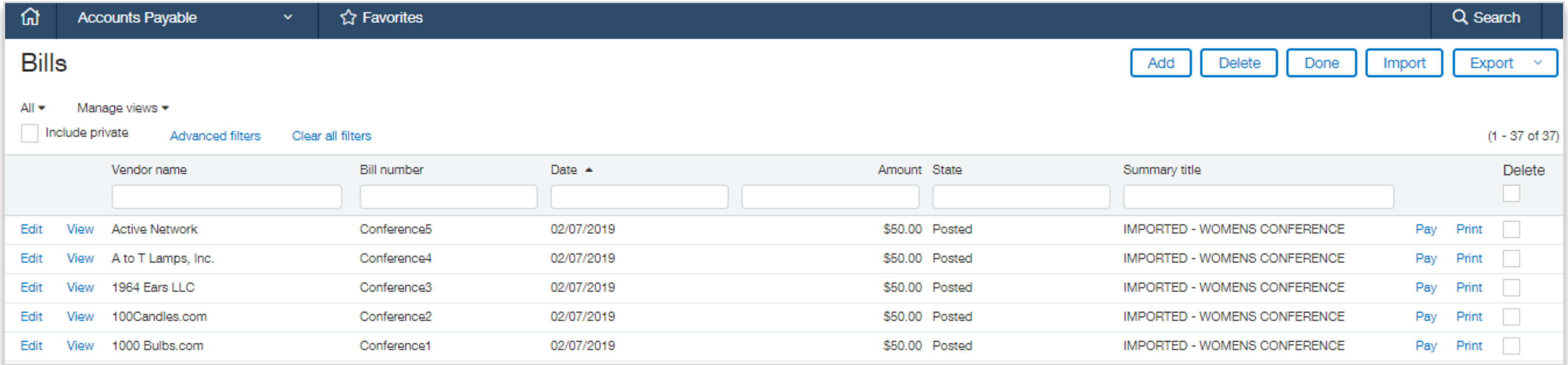
AP BILL TEMPLATE EXAMPLE

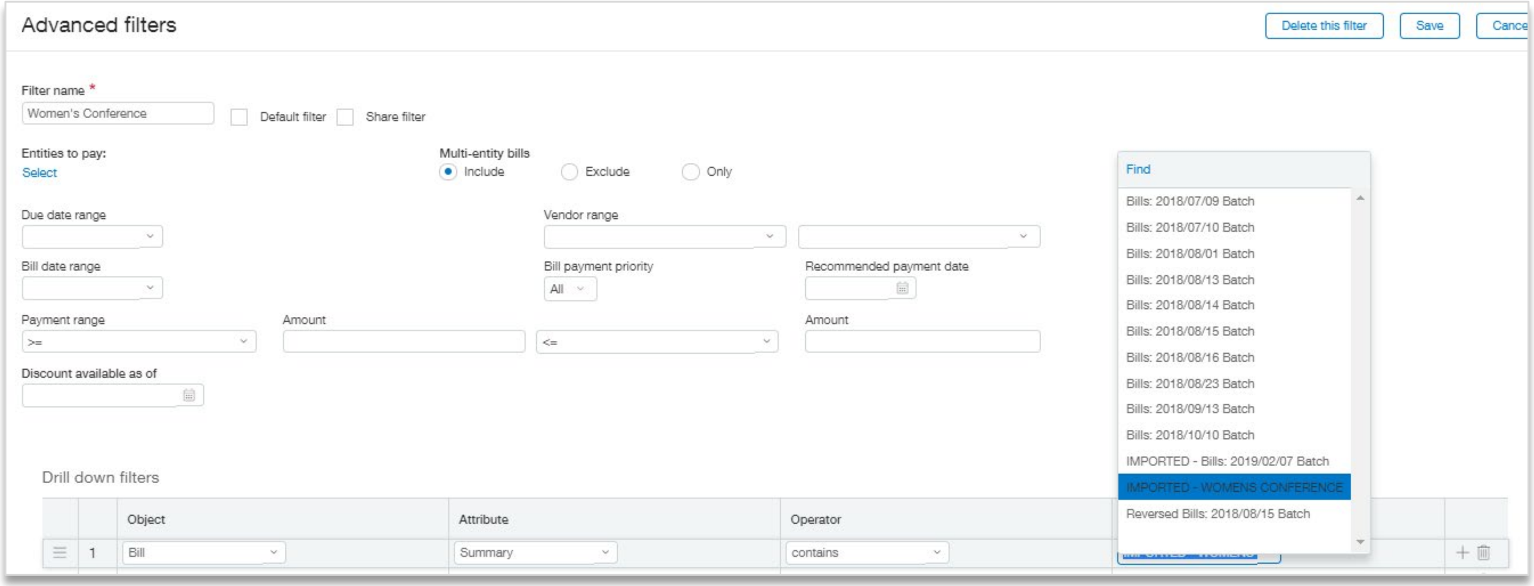
BATCH_TITLE	BILL_NO	PO_NO	VENDOR_ID	POSTING_DATE	CREATED_DATE	DUE_DATE
Field Name: BATCH_TITLE UI Field Name: Batch Type: Character Length: 70 (Not including pre-pended value – see below) Default Value: None Valid Values: Any Dependencies: Batch will be pre-pended with "HISTORY – " Required: No Editable: Yes	Field Name: BILL_NO UI Field Name: Bill Number Type: Character Length: 45 Default Value: None Valid Values: Any Dependencies: No uniqueness required, but encouraged Required: No but recommended Editable: Yes, if the bill is not partially paid or paid	Field Name: PO_NO UI Field Name: Reference Number Type: Character Length: 20 Default Value: None Valid Values: Any Dependencies: None Required: No Editable: Yes, if the bill is not partially paid or paid	Field Name: VENDOR_ID UI Field Name: Vendor Type: Character Length: 20 Default Value: None Valid Values: Alphanumeric and underscore Dependencies: Refers to a valid vendor Required: Yes Editable: Yes, if the bill is not partially paid or paid	Field name: POSTING_DATE UI Field Name: GL posting date Type: Date Length: 10 Default Value: None Valid Values: Any valid date format Dependencies: None Required: No Editable: Yes, if the bill is not partially paid or paid	Field Name: CREATED_DATE UI Field Name: Date Type: Date Length: 10 Default Value: None Valid Values: Any valid date format Dependencies: None Required: Yes Editable: Yes, if the bill is not partially paid or paid	Field Name: DUE_DATE UI Field Name: Due Date Type: Date Length: 10 Default Value: None Valid Values: Any valid date format Dependencies: Cannot be before the CREATED_DATE Required: No Editable: Yes, if the bill is not partially paid or paid
WOMENS CONFERENCE	Conference1		V-00001		2/7/2019	2/28/2019
WOMENS CONFERENCE	Conference2		V-00002		2/7/2019	2/28/2019
WOMENS CONFERENCE	Conference3		V-00003		2/7/2019	2/28/2019
WOMENS CONFERENCE	Conference4		V-00004		2/7/2019	2/28/2019
WOMENS CONFERENCE	Conference5		V-00005		2/7/2019	2/28/2019

AP BILL TEMPLATE EXAMPLE CONT.

LINE_NO	MEMO	ACCT_NO	ACCT_LABEL	LOCATION_ID	DEPT_ID	AMOUNT
Field Name: LINE_NO UI Field Name: No field name as such. These are the incrementing numbers on the left side of the transaction area in the Bills screen. Type: Number Length: 4 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	Field Name: MEMO UI Field Name: Memo Type: Character Length: 1000 Default Value: None Valid Values: Any Dependencies: None Required: No Editable: Yes, if the bill is not partially paid or paid	Field Name: ACCT_NO UI Field Name: Account Type: Character Length: 24 Default Value: None Valid Values: Must conform to primary/sub account specification in Company > Setup: Company Info Dependencies: Refers to a valid account number Required: Yes Editable: No	Field Name: ACCT_LABEL UI Field Name: Account Label Type: Character Length: 80 Default Value: None Valid Values: Any Dependencies: None Required: No Editable: Yes, if the bill is not partially paid or paid	Field Name: LOCATION_ID UI Field Name: Location Type: Character Length: 20 Default Value: None Valid Values: An existing valid location Dependencies: None, except in shared multi-entity companies with multiple base currencies, the LOCATION_ID must use the same currency as the BASECURR field. Required: No Editable: Yes, if the bill is not	Field Name: DEPT_ID UI Field Name: Department Type: Character Length: 20 Default Value: None Valid Values: Should be a valid department Dependencies: None Required: No Editable: Yes, if the bill is not partially paid or paid	Field Name: AMOUNT UI Field Name: Amount Type: Number Length: 38,2 Default Value: None Valid Values: Should non-zero with negatives designated by a leading dash Dependencies: None Required: Yes Editable: Yes, if the bill is not partially paid or paid
1	Women's Conference Refu	5680		1000	1300	50
1	Women's Conference Refu	5680		1000	1300	50
1	Women's Conference Refu	5680		1000	1300	50
1	Women's Conference Refu	5680		1000	1300	50
1	Women's Conference Refu	5680		1000	1300	50

IMPORTED AP BILLS AND FILTER ON PAY BILLS SCREEN

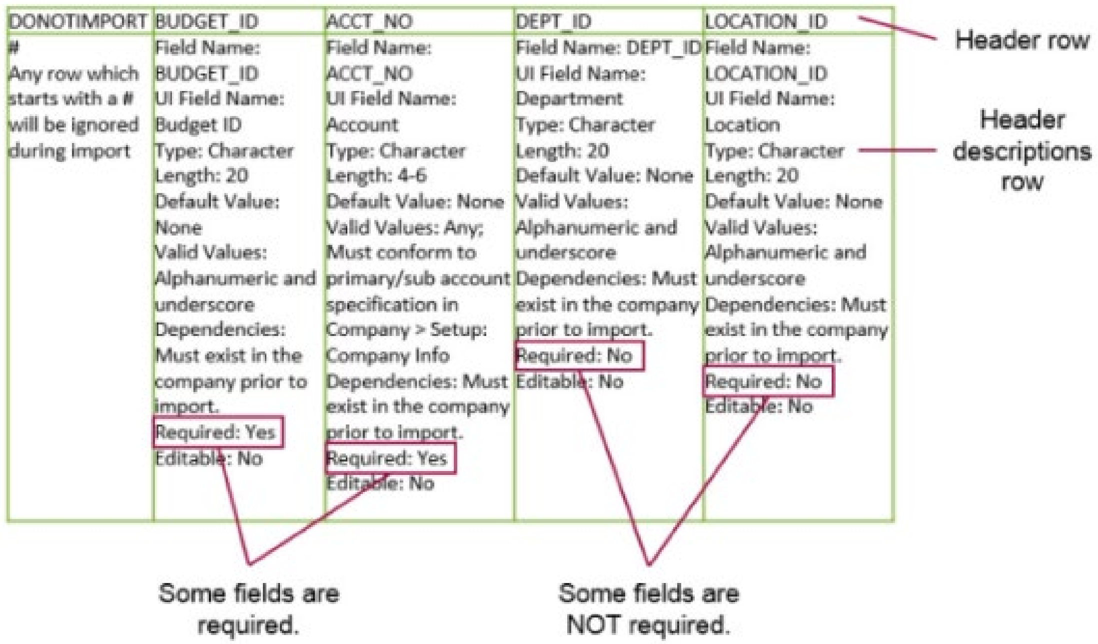




HOW TO IMPORT

- **Do not change the headers**
  - The header titles in the header row correlate to fields in the UI. Incorrect header titles will cause an import error

- **Read the header descriptions**
  - The header description is the cell under the header row that explains what type of information is accepted for each column. If you enter the wrong format, or with a value not accepted by the column, it will cause an error for your import

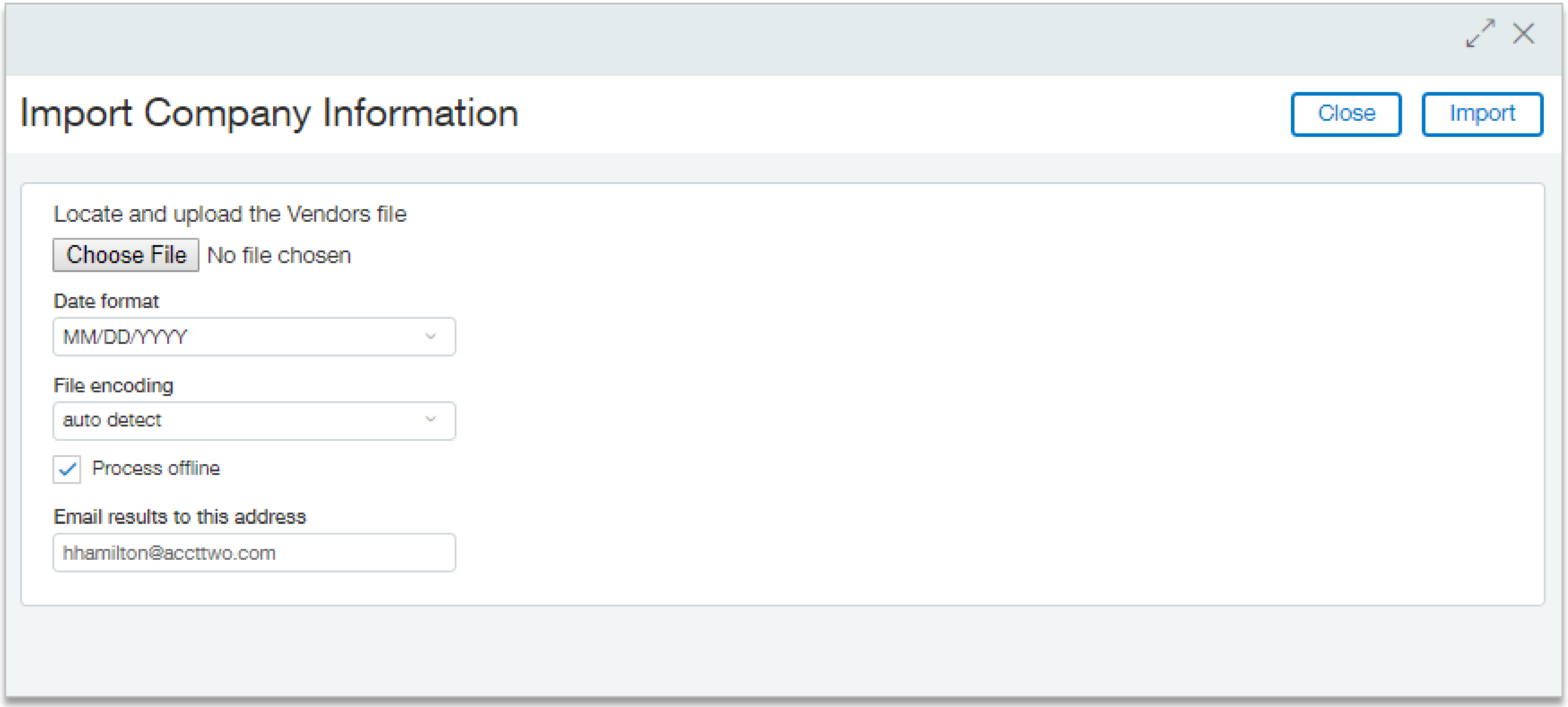


DONOTIMPORT	BUDGET_ID	ACCT_NO	DEPT_ID	LOCATION_ID
# Any row which starts with a # will be ignored during import	Field Name: BUDGET_ID UI Field Name: Budget ID Type: Character Length: 20 Default Value: None Valid Values: Alphanumeric and underscore Dependencies: Must exist in the company prior to import. Required: Yes Editable: No	Field Name: ACCT_NO UI Field Name: Account Type: Character Length: 4-6 Default Value: None Valid Values: Any; Must conform to primary/sub account specification in Company > Setup: Company Info Dependencies: Must exist in the company prior to import. Required: Yes Editable: No	Field Name: DEPT_ID UI Field Name: Department Type: Character Length: 20 Default Value: None Valid Values: Alphanumeric and underscore Dependencies: Must exist in the company prior to import. Required: No Editable: No	Field Name: LOCATION_ID UI Field Name: Location Type: Character Length: 20 Default Value: None Valid Values: Alphanumeric and underscore Dependencies: Must exist in the company prior to import. Required: No Editable: No

- **Enter required information**
  - Some data is required, while others are not. Read the description field to determine which information is required. If you do not enter required information, your import will fail

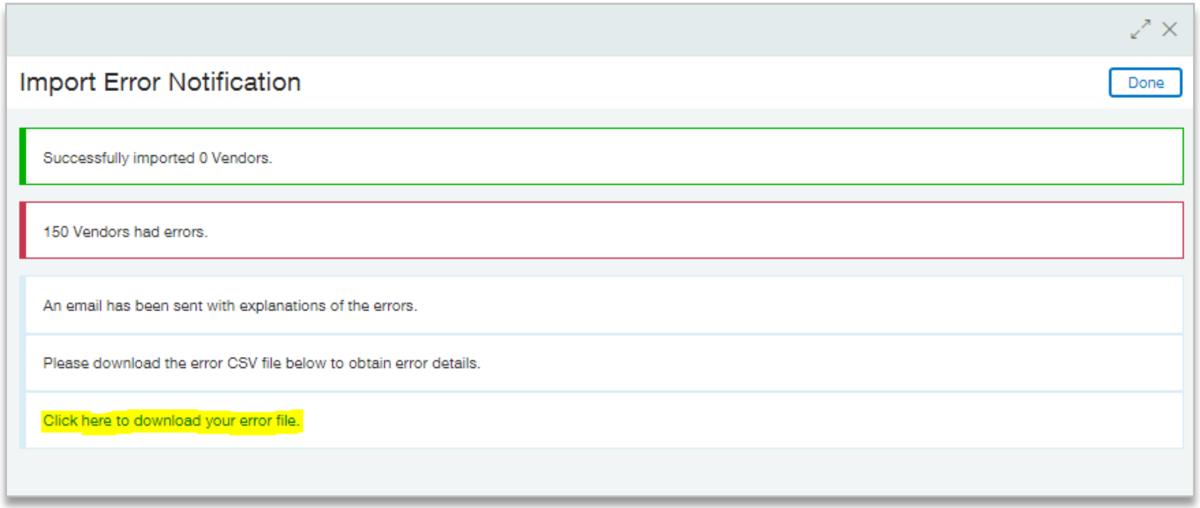
HOW TO IMPORT

- Import the CSV File
- Process offline if you would like the error file to be emailed, or for larger imports



IMPORT ERRORS

- Sage Intacct returns an error file with only the failed records
  - Intended to make it easy to correct and re-upload
  - Problem: end up with multiple files
  - BEST PRACTICE: When you have a file with errors, don’t just correct the error file, also correct the “master file”
  - Make sure not to re-import the master file unless you use hashtags at the start of the row in the first column on those which have already imported

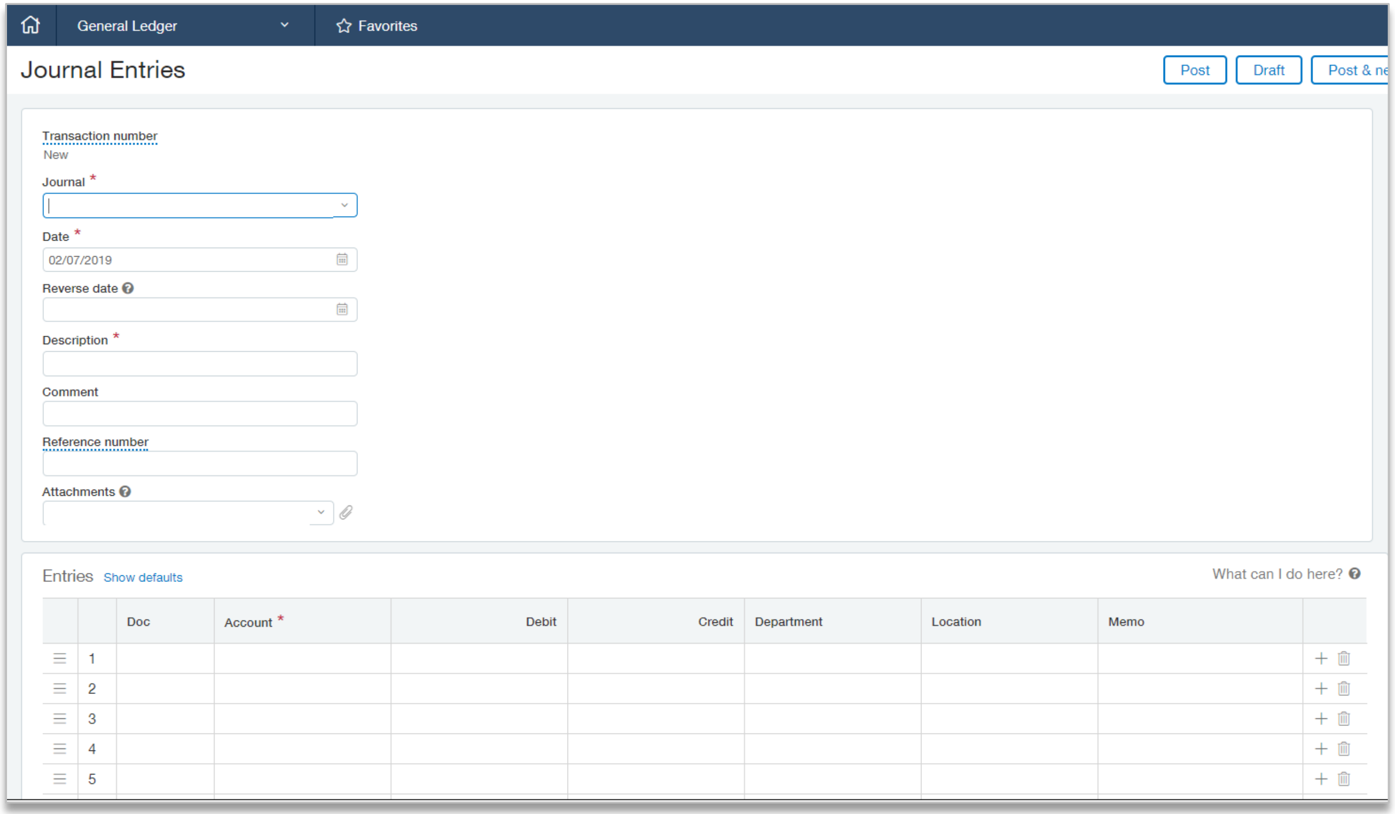


IMPORT TEMPLATES – AVOIDING ERRORS

- Make sure the parent record is on the import lines before the child to avoid error, ex. Importing new records
- Use Number Formatting – No Commas or Dollar Signs
- Make sure to have formatting to two decimal spaces so that amounts balance (rounding to the whole dollar can cause problems)
- Watch out for the limit on the length of the field (ex. Employee Title)
- Ensure any Journal Entries balance to zero. You can put debits and credits in the debit column. Negative values will automatically create credits
- Ensure numbers match on transactional data. Always verify what you imported is what you expected

IMPORT TEMPLATES – AVOIDING ERRORS

Line numbers on an import template separate header information from transactional data



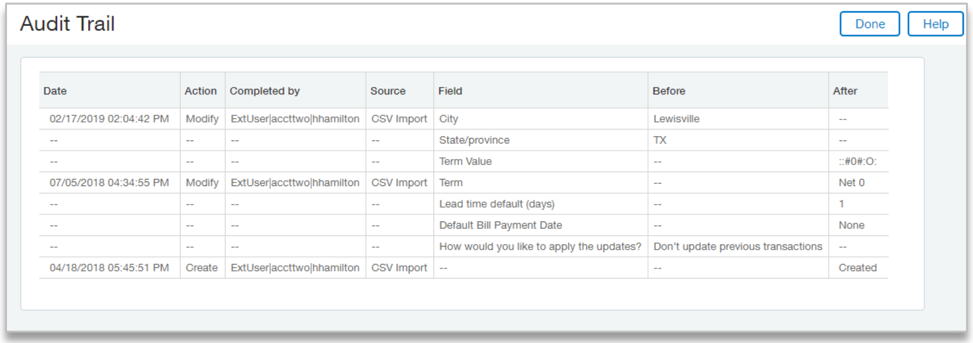
JOURNAL	DATE	REVERSEDATE	DESCRIPTION	REFERENCE_NO	LINE_NO	ACCT_NO
Field Name: JOURNAL UI Field Name: Journal Type: Character Length: 4 Default Value: None Dependencies: None Required: Yes Editable: Yes	Field Name: DATE UI Field Name: Date Type: Date Length: 24 Default Value: Current Date Valid Values: 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

LOCATION_ID	DEPT_ID	DOCUMENT	MEMO	DEBIT	CREDIT
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	Field Name: DOCUMENT UI Field Name: Document Type: Character Length: 30 Default Value: None Valid Values: Any Dependencies: None Required: No Editable: Yes	Field Name: MEMO UI Field Name: Memo Type: Character Length: 1000 Default Value: None Valid Values: Any Dependencies: None Required: No Editable: Yes	Field Name: DEBIT UI Field Name: Debit Type: NUMBER Length: 38,2 Default Value: None Valid Values: Any number Dependencies: None Required: Yes, if CREDIT amount not present Editable: Yes Notes: A negative number is treated as a credit.	Field Name: CREDIT UI Field Name: Credit Type: NUMBER Length: 38,2 Default Value: None Valid Values: Any number Dependencies: None Required: Yes, if DEBIT amount is not present Editable: Yes Notes: A negative number is treated as a debit.

IMPORT TEMPLATES – BLANK FIELDS

Blank fields overwrite existing data

- A blank value in a cell is considered to be the desired value (a blank) for the field referenced by the column heading for the record being imported
- In almost all cases, a blank field will overwrite existing data in Sage Intacct to also be blank
- Say you had the existing value *111 Elm St.* as the address for a customer and you import a blank for this field. If you go to the user interface and examine the contents of that field, you will see that the original value *111 Elm St.* is replaced by nothing and the field is blank
- May be able to recover blanked out value from Audit Log



Audit Trail

Done Help

Date	Action	Completed by	Source	Field	Before	After
02/17/2019 02:04:42 PM	Modify	ExtUser|accttwo|hhamilton	CSV Import	City	Lewisville	--
--	--	--	--	State/province	TX	--
--	--	--	--	Term Value	--	::#0#:O:
07/05/2018 04:34:55 PM	Modify	ExtUser|accttwo|hhamilton	CSV Import	Term	--	Net 0
--	--	--	--	Lead time default (days)	--	1
--	--	--	--	Default Bill Payment Date	--	None
--	--	--	--	How would you like to apply the updates?	Don't update previous transactions	--
04/18/2018 05:45:51 PM	Create	ExtUser|accttwo|hhamilton	CSV Import	--	--	Created

IMPORT TEMPLATES – BLANK FIELDS

There are a couple templates where blank fields do not erase existing data:

- Update Vendor 1099 Transactions & Update Vendor 1099 Opening Balances
  - If the value is blank in certain fields, the import does not overwrite the existing value. To remove the existing value in these few cases, enter the value NULL. These cases are clearly identified in their header descriptions
- Budgets can be appended with new dates, with new lines not previously budgeted, OR they can be overwritten if same date/account/dimension combinations are used

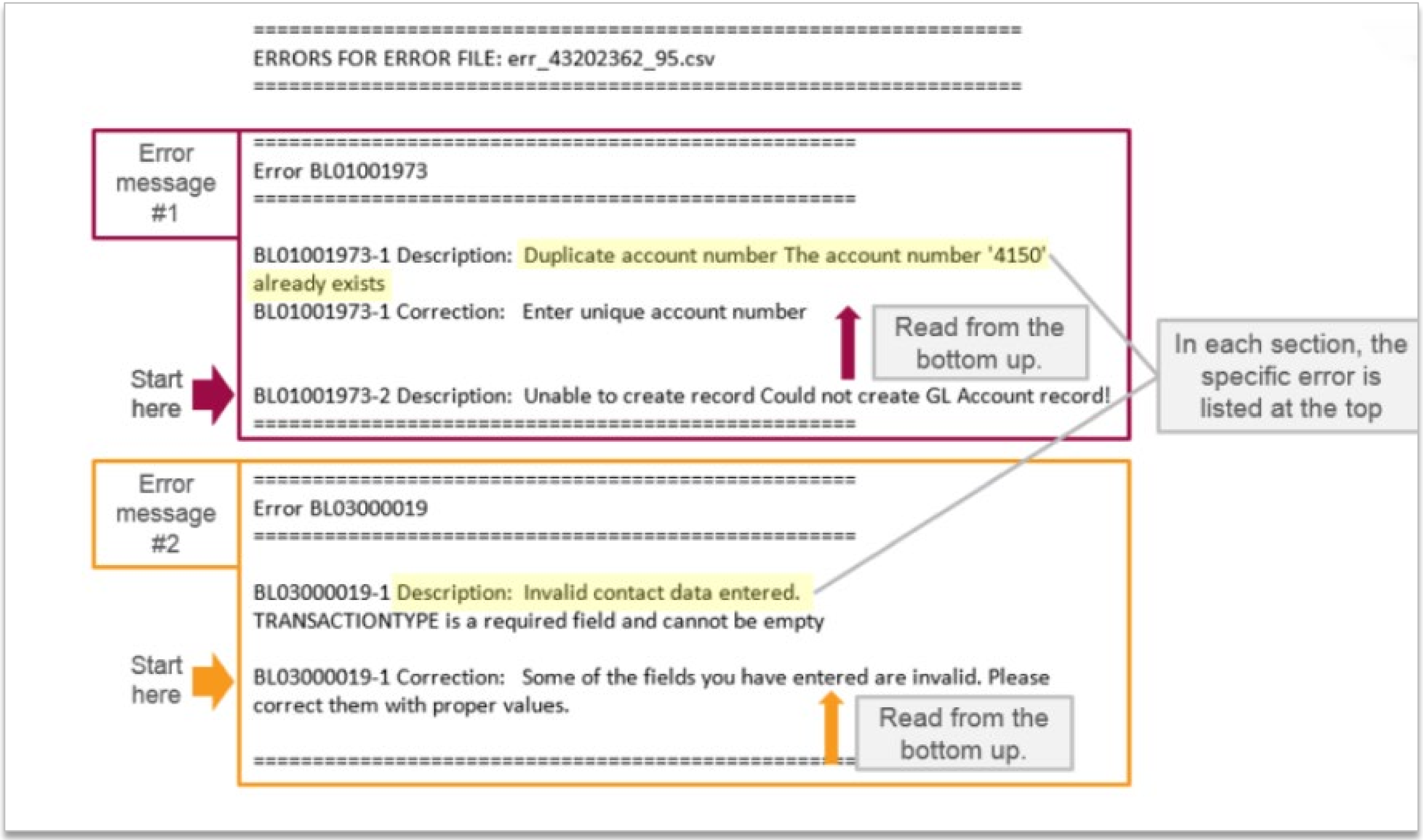
DEFAULT1099TYPE
Field Name: DEFAULT1099TYPE
UI Field Name: Form Name
Type: Character
Length: N/A
Default Value: None
Valid Values: DIV, INT, MISC, R, S, PATR, G
Dependencies: None
Required: No, unless FORM1099BOX is selected or UPDATETRANS is 'Y'
Editable: Yes
Note: Changes default form type for vendor and form type for the specified transactions. This field is updated if a value is present. If the value is blank, the system leaves the existing value in the system. To remove the existing value, enter the value NULL.

IMPORT TEMPLATES – DUPLICATE RECORDS

- If an identical record already exists in Sage Intacct, the import for that record typically fails because Sage-Intacct detects that the record exists and does not allow duplicates
- Duplicates are not allowed in account numbers, departments, locations, employees, customers and vendors
- Although you can have duplicate transactions, the transaction summary name must be unique per application
- Journal entries are an exception. Sage Intacct does not check for duplicate Journal Entries, so when importing journal entries be sure to check that they have a unique ID or Name

BL03000019-2 Description: Invalid contact data entered.
Contact Name 1964 Ears LLC is not unique
BL03000019-2 Correction: Some of the fields you have entered are invalid. Please correct them with proper values.

UNDERSTANDING ERRORS



IMPORT SUCCESS EMAIL EXAMPLE

Thu 2/7/2019 6:22 PM

Intacct Customer Support <support@intacct.com>

Intacct Import Success Notification--HollyDemo

To Holly Hamilton

Hello,

Your recent import (on 2019-02-07 18:20:10 CDT -0600) from the file 'Accounts Payable Bills (5).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: 5

Number of entries with import errors: 0

Sincere Regards,

-- The Intacct Team

The email contains the file name, as well as the date and time of the successful import

IMPORT ERROR EMAIL EXAMPLE

Hello,

During your recent item import (on 2019-02-15 12:39:59 CST -0600) from the file 'Items GL Accounts.csv' using the Intacct Company Setup Checklist, errors were encountered while processing some items. Below is a list of the errors encountered with descriptions and corrections to help you modify your data to import properly.

Once you have made the necessary corrections, you can resubmit your file for import.
Statistics:
Number of valid transaction (but not imported): 354
Number of entries with import errors: 2

Sincere Regards,

-- The Intacct Team

Sometimes it may seem as though some transactions successfully imported – but it is important to always check your email and the environment to verify. (See the “but not imported” note)

IMPORT DATA HELP CENTER RESOURCES

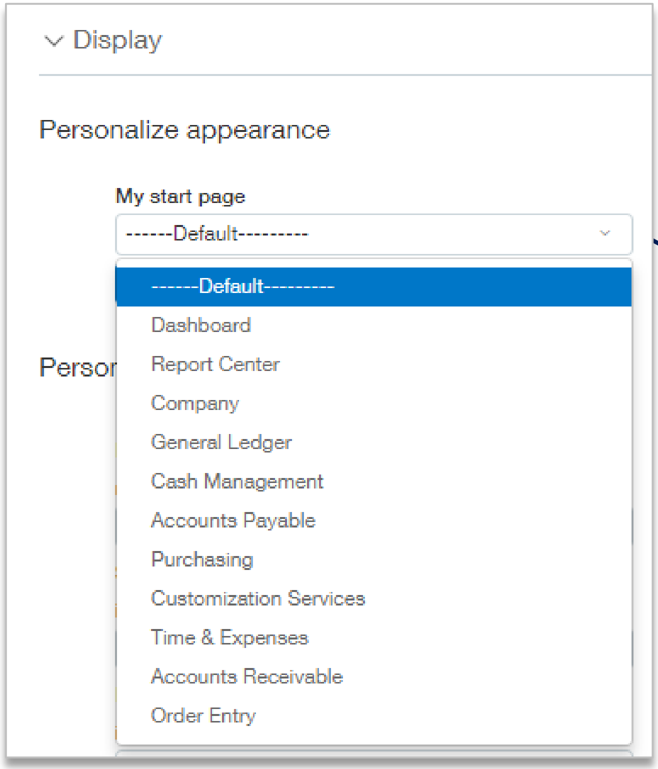
Great Resource in Sage Intacct Help Center for Importing from CSV files

https://www.intacct.com/ia/docs/en_US/help_action/More/Uploading_Data/ab-TOC-import-data.htm

MY PREFERENCES

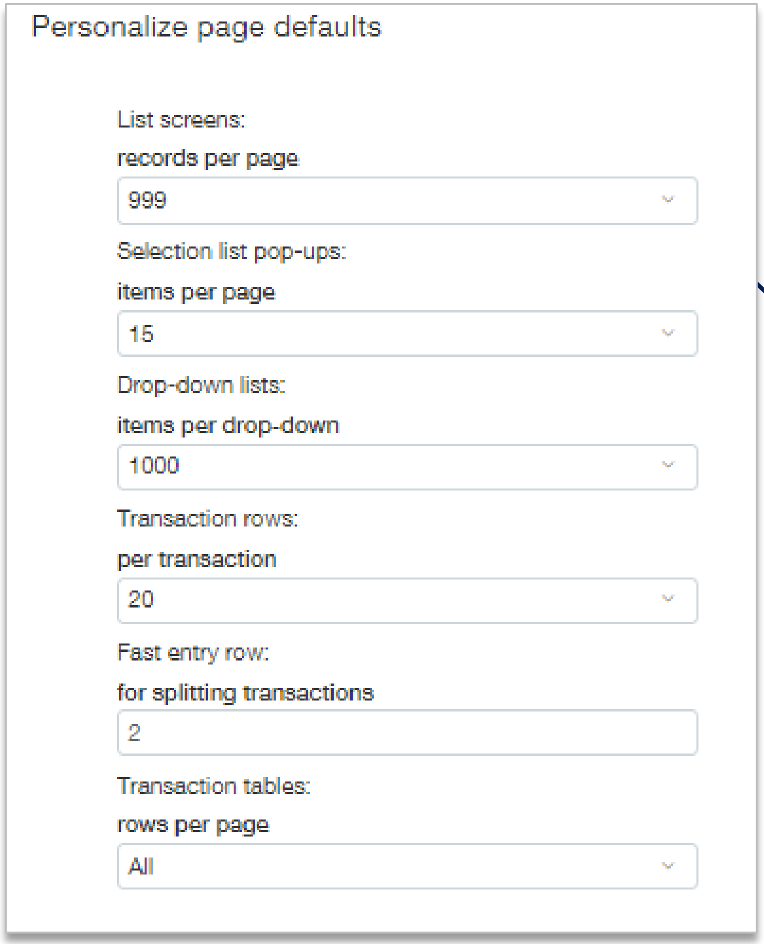
Change your user-based settings to customize your profile

PERSONALIZE YOUR DISPLAY – START PAGE



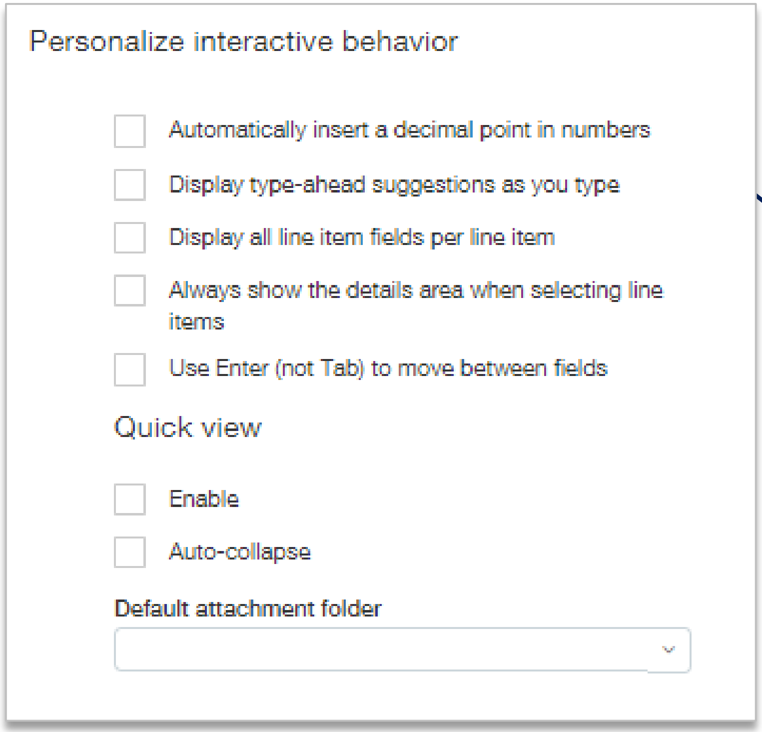
Edit your start page so that Sage-Intacct launches right into the module you in which you typically work

PERSONALIZE YOUR DISPLAY – PAGE DEFAULTS



Edit the number of records displayed in list screens, pop-ups, drop downs, transaction rows, transaction tables, etc. Note: If you have a slow internet connection, increasing number of records per page may increase the time it takes to download the additional data

PERSONALIZE YOUR DISPLAY – INTERACTIVE BEHAVIOR



Have the system automatically insert decimal points, anticipate and display suggestions to auto-complete field entries, display all line item details, or use the enter key to tab through fields

QUESTIONS?

MISSION:SUPPORT

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Contact: Glen Strack | 713.744.8430 | gstrack@acttwo.com
Visit: community.accttwo.com

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