



# **Sage Fixed Assets Links**

## Sage Intacct User Guide

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Get the latest version of this guide at [Sage Fixed Assets – Product Documents](#).

# Sage Intacct Link User Guide

## Overview

The Sage Intacct link is available when you install:

Sage Fixed Asset—Premier Depreciation

Sage Fixed Assets—Network Depreciation

Sage Fixed Assets—Depreciation

Sage Fixed Assets—Lite Depreciation

The Sage Intacct Link is available to all three entity types where applicable.

For the Sage Intacct link, the integration is accomplished through a link that creates a CSV file containing the journal entry. You can then import the CSV file into the Sage Intacct program.

Select the [Sage Intacct Posting and AP Links User Guide](#) for more information on the Sage Intacct Posting and Accounts Payable (AP) links that integrate with Sage Intacct.

For more information on the Sage Intacct Link, select one of the following topics:

- [Preparing the data in Sage Fixed Assets](#)
- [Posting Depreciation from the Sage Intacct GL Link](#)
- [Importing the Sage Intacct Link data into Sage Intacct](#)
- [Viewing the data in Sage Intacct](#)

## Preparing the data in Sage Fixed Assets

*Step 1: Verify or enter the Sage Intacct depreciation related GL Accounts into Sage Fixed Assets*

### Verify the G/L Accounts Already Entered in Sage Fixed Assets

**1:** If you have already entered the Sage Intacct depreciation related GL Accounts into Sage Fixed Assets, verify that all assets for which you want to post depreciation contain G/L Account numbers that match the G/L Account Number list in Sage Intacct. In the Asset List, scroll to the right to view the G/L Account numbers.

**2:** Make sure that all the assets contain the correct G/L Expense Account numbers and G/L Accumulated Account numbers.

**Tip:** You can use the Replace feature to globally replace G/L Account numbers. For more information see the Replace help topic in your Sage Fixed Assets Depreciation product.

### Enter the GL Accounts in Sage Fixed Assets

**Note:** You can also import the GL Account numbers via a Custom Import Asset Update. For more information see the Custom Import and Custom Import Asset Update help topics in your Sage Fixed Assets Depreciation product.

**1:** The most efficient way to ensure that the GL account numbers are accurate is to create a SmartList for each GL account in Sage Fixed Assets. Go to the Customize Menu, select Customize Fields, select the G/L Account, check the Activate SmartList Checkbox, and select the SmartList Manager command button.

**2:** From the SmartList Manager, enter the G/L Account Number in the Name field, enter the G/L Description in the Description field, and select the Add command button. Repeat until all the G/L Account Numbers and Descriptions have been entered. Select Close to exit the SmartList Manager.

**3:** Repeat Steps 1 and 2 for remaining G/L Accounts. Select OK to save the changes on the Customize Fields dialog.

**4:** When assets are added, from Asset Detail select the arrow in the G/L fields to select the G/L Account.

### *Step 2: Prepare the Fields in Sage Fixed Assets for mapping to Sage Intacct dimensions fields*

If you plan to use dimensions when posting the journal entry, verify the correct data is contained in the Sage Fixed Assets fields that will be mapped to the Sage Intacct dimension fields. For more information see the topic [Dimensions Overview](#) in the Sage Intacct Help Center.

### *Step 3: Depreciate the assets in Sage Fixed Assets*

The next step is to calculate depreciation in Sage Fixed Assets for the book and period for which you want to post depreciation. In our example, we want to post depreciation for April 2020.

If you post depreciation expense monthly, then we need to make sure that the Depreciation This Run column on the Depreciation Expense report represents only the depreciation for one month. First, we will calculate depreciation for the month prior to the date that we want to post (that is March).

- 1:** Go to the Depreciation menu and select Depreciate. The Depreciation dialog displays.
- 2:** Select the group of assets and the book for which you want to calculate depreciation and then enter the date in the Date field. For this example, enter 03/31/2020 in the date field for Premier Depreciation. The date in the other Depreciation products would be entered as 03/2020.
- 3:** Clear the Window check box because you do not need to view the Depreciation Expense report currently.
- 4:** Select OK. The system calculates depreciation for March.

Next, we will calculate depreciation for the period in which we want to post depreciation.

- 5:** On the Depreciate dialog make sure the group of assets and the book for which you want to calculate depreciation are still selected and then enter the new date in the Date field. This time enter 04/2020 or 4/30/2020 based on your Depreciation product.
- 6:** Select the Update Current Reporting Period check box.
- 7:** Select the Window check box to display the Depreciation Expense report.

8: Select OK. The system calculates depreciation and displays the Depreciation Expense report.

CafeNoir													
Depreciation Expense Report													
As of April 30, 2020													
Book = Internal													
FYE Month = December													
Sys No	Ext	In Svc Date	Acquired Value	P T	Depr Meth	Est Life	Salv/168 Allow Sec 179	Depreciable Basis	Prior Thru	Prior Accum Depreciation	Depreciation This Run	Curent YTD Depreciation	Curent Accum Depreciation
000001	000	05/21/19	45,872.19	P	SLMM	10 00	0.00	45,872.19	03/31/20	2,675.88	382.27	1,529.07	4,204.95
000002	000	05/30/19	22,089.33	P	SLMM	10 00	0.00	22,089.33	03/31/20	1,288.55	184.08	736.31	2,024.86
000003	000	07/12/19	209,834.99	P	SLMM	10 00	0.00	209,834.99	03/31/20	10,491.75	1,748.63	6,994.50	17,486.25
000004	000	06/15/19	450,000.00	R	SLMM	40 00	0.00	450,000.00	03/31/20	6,562.50	937.50	3,750.00	10,312.50
000005	000	07/18/19	78,000.00	T	SLMM	05 00	0.00	78,000.00	03/31/20	6,500.00	1,300.00	5,200.00	11,700.00
000006	000	08/31/19	50,000.00	Z	SLMM	05 00	0.00	50,000.00	03/31/20	3,333.33	833.33	3,333.33	6,666.66
<b>Grand Total</b>			855,796.51				0.00	855,796.51		30,852.01	5,385.81	21,543.21	52,395.22
Less disposals and transfers			0.00				0.00	0.00		0.00			0.00
Count = 0													
Net Grand Total			855,796.51				0.00	855,796.51		30,852.01	5,385.81	21,543.21	52,395.22
Count = 6													

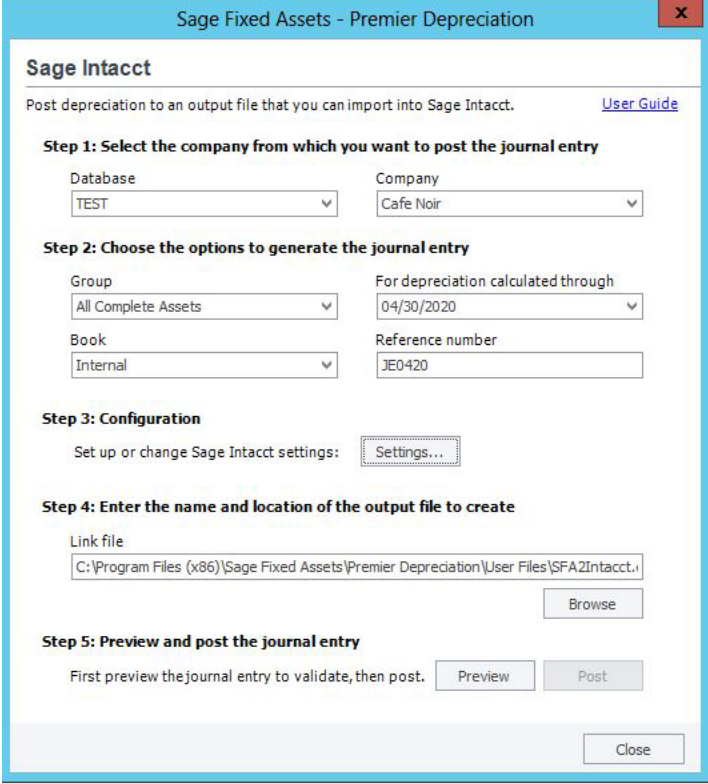
Note the amount of 5,385.81 in the Depreciation This Run column. This is the total amount from Sage Fixed Assets that will be imported into the Sage Intacct program. You will need to remember this number to verify that the link worked correctly.

The Depreciation This Run column shows the amount of depreciation that was calculated between the next-to-last depreciation calculation (on March 31, 2020, which is shown in the Prior Thru column) and the last depreciation calculation (on April 30, 2020, which is shown in the heading of the report).

## Posting Depreciation from the Sage Intacct Link

To access the Sage Intacct Link in Sage Fixed Assets, go to Links > Depreciation Links > Sage Intacct.

Selecting the [User Guide](#) link will open a copy of this User Guide.



The screenshot shows a dialog box titled "Sage Fixed Assets - Premier Depreciation" with a close button (X) in the top right corner. The main heading is "Sage Intacct". Below the heading, it says "Post depreciation to an output file that you can import into Sage Intacct." and includes a [User Guide](#) link. The dialog is divided into five steps:

- Step 1: Select the company from which you want to post the journal entry**
  - Database: TEST (dropdown)
  - Company: Cafe Noir (dropdown)
- Step 2: Choose the options to generate the journal entry**
  - Group: All Complete Assets (dropdown)
  - For depreciation calculated through: 04/30/2020 (dropdown)
  - Book: Internal (dropdown)
  - Reference number: JE0420 (text input)
- Step 3: Configuration**
  - Set up or change Sage Intacct settings: Settings... (button)
- Step 4: Enter the name and location of the output file to create**
  - Link file: C:\Program Files (x86)\Sage Fixed Assets\Premier Depreciation\User Files\SFA2Intacct. (text input)
  - Browse (button)
- Step 5: Preview and post the journal entry**
  - First preview the journal entry to validate, then post. (text)
  - Preview (button)
  - Post (button)

At the bottom right, there is a Close button.

Step 1: Select the company from which you want to post the journal entry

### ***Database***

Use this field to specify the database that contains the company for which you want to generate depreciation expense information to import into Sage Intacct.

### ***Company***

Use this field to specify the company that contains the group of assets for which you want to generate depreciation expense information to import into Sage Intacct.

## Step 2: Choose the options to generate the journal entry

### ***Group***

Use this field to specify the Sage Fixed Assets group that you have defined using the Group Manager or the Save as Group command.

### ***Book***

Use this field to select the Sage Fixed Assets book for which you want to post depreciation expense.

The general ledger link program will post depreciation to the Sage Intacct Import spreadsheet for any of the books, but it will only do so for one book at a time. On the Edit Company dialog, make sure that the book for which you are posting depreciation to the output file is open.

### ***For depreciation calculated through***

Use this field to specify the end of the period through which you want to post depreciation expense. If depreciation has been calculated for the selected book and the Update current reporting period option was selected on the Depreciate dialog, the date entered the last time depreciation was run will automatically be populated.

If the Update current reporting period option was not selected on the Depreciate dialog, enter the date in MM/DD/YYYY format. The import file will include current depreciation run figures only for the assets for which depreciation has been calculated through the date you enter in this field. If you do not enter a date in this field, you will not be able to preview the Depreciation Posting report or post depreciation.

### ***Reference Number***

Enter up to 20 alphanumeric characters as the journal entry number for your general ledger. The system uses this number as a reference number for each record (or row) in the import file. This field can include numbers, letters, slashes, hyphens, and spaces.



### Step 3: Configuration

Selecting the Settings button brings up the Sage Intacct Journal Entry Posting Setup dialog.

The screenshot shows a dialog box titled "Sage Fixed Assets - Premier Depreciation" with a close button (X) in the top right corner. The main heading is "Journal Entry Posting Setup". Below the heading is a descriptive text: "Specify the journal to which entries should be posted, and map your Sage Intacct Dimensions to fields in Depreciation." The dialog is divided into two sections: "Journal Symbol" and "Dimension Mapping".

**Journal Symbol**

Post entry to journal: SFAJ

**Dimension Mapping**

Intacct:	Asset Field:
Location	Location
Department	Department
Class	Class
Customer	Customer
Item	Item
Project	Project
Vendor	Vendor
Employee	Employee

At the bottom of the dialog are two buttons: "OK" and "Cancel".

#### *Journal Symbol*

Enter the Journal Symbol, up to 4 alphanumeric characters, in the Post entry to journal field. The Journal Symbol is a required field. This is the journal where depreciation entries are posted.

**Note:** The journal symbol entered must be an exact match for the journal symbol in Sage Intacct or the journal entry import into Sage Intacct will fail.

#### *Dimension Mapping*

There are up to 8 Sage Intacct dimension fields that can be mapped to Sage Fixed Assets general information fields. For example, the Sage Intacct Location dimension field can be mapped to the Sage Fixed Assets Location field or it can be mapped to another available field that has been designated as the location field.

If the Field Title of a Sage Fixed Assets field has been customized, the customized name will display in the Asset Field list during dimension mapping.

The list of Sage Fixed Assets general information fields available that can be mapped to Sage Intacct dimension fields is shown below.

Field
Asset ID
Class
Custom Field 1
Custom Field 2
Custom Field 3
Custom Field 4
Custom Field 5
Custom Field 6
Custom Field 7
Custom Field 8
Custom Field 9
Custom Field 10
Department
Invoice
Location
Owner
Purchase Order
Serial Number
Vendor

Select OK to save your Journal information and Dimension mapping. Select Cancel to exit the dialog without saving your changes. The focus will return to the Sage Intacct dialog.

#### Step 4: Enter the name and location of the file containing the journal entry

##### ***Link File***

Use this field to indicate a path and file name for the import file that will be created. The default name is SFA2Intacct.csv. You can accept the default directory path and file name, or you can use the Browse button to specify a different directory path and enter a different file name.

**Note:** If you are posting for more than one company at a time, create different file names for the import file for each company. If you do not change the file name, the data will be overwritten each time.

## Step 5: Preview and post the journal entry

### Preview Button

Select this button to create a Depreciation Posting report containing depreciation expense and accumulated depreciation information for the selected group of assets. This button is available only after you enter the For depreciation calculated through date. Below is an example of the Depreciation Posting Preview Report with dimensions.

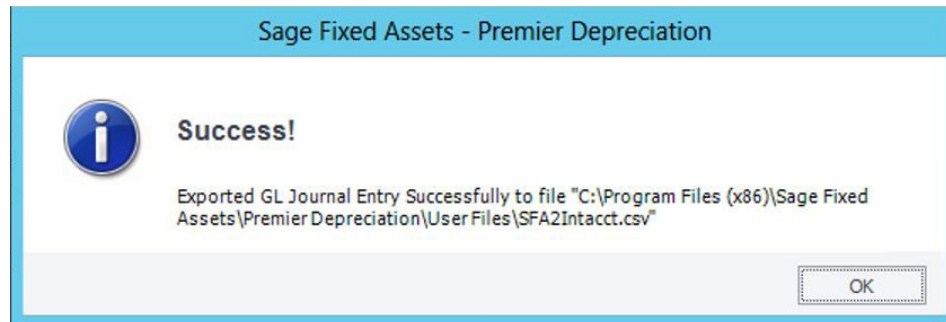
CafeNoir - USA General Ledger Posting Preview For the period ended 4/30/2020 Summary Journal Entry											December 30, 2019 04:40 PM	
Book: Internal FYE: December											Group: GLLINK SAMPLE Reference Number: April_8_Dimensions	
Location	Department	Class	Customer	Item	Project	Vendor	Employee	Account Number	Account Name	Debit	Credit	
106	D400	300	10008	310	T-1	20006	009	6600	Depreciation Expense	\$4,166.66		
105	D100	200	10005	110	T-2	20006	003	6600	Depreciation Expense	\$1,645.59		
120	D200	200	10004	120	T-3	20002	003	6600	Depreciation Expense	\$855.55		
106	D400	200	10007	210	T-2	20004	006	6600	Depreciation Expense	\$1,150.00		
130	D200	100	10005	100	T-2	20001	007	6600	Depreciation Expense	\$185.00		
105	D310	100	10004	120	T-1	20002	004	6600	Depreciation Expense	\$2,750.00		
130	D200	200	10004	200	T-2	20005	004	6600	Depreciation Expense	\$83.34		
106	D400	200	10009	200	T-1	20004	008	6600	Depreciation Expense	\$4,331.66		
105	D200	200	10006	110	T-2	20001	002	6600	Depreciation Expense	\$145.84		
130	D310	300	10005	120	T-4	20003	009	6600	Depreciation Expense	\$131.67		
106	D400	200	10009	220	T-4	20005	007	6600	Depreciation Expense	\$1,733.34		
140	D100	300	10007	200	T-4	20003	003	6600	Depreciation Expense	\$1,218.95		
106	D400	200	10005	110	T-3	20000	006	6600	Depreciation Expense	\$1,724.84		
140	D200	100	10000	100	T-1	20001	001	6600	Depreciation Expense	\$5,041.66		
130	D200	200	10006	110	T-2	20001	008	1640	Accumulated Depreciation	\$185.00		
130	D200	200	10006	110	T-2	20001	008	6600	Depreciation Expense		\$185.00	
105	D310	100	10004	120	T-1	20002	004	1630	Accumulated Depreciation		\$2,750.00	
106	D400	200	10007	210	T-2	20004	006	1630	Accumulated Depreciation		\$1,150.00	
106	D400	200	10009	200	T-1	20004	008	1630	Accumulated Depreciation		\$4,331.66	
130	D310	300	10005	120	T-4	20003	009	1630	Accumulated Depreciation		\$131.67	
120	D200	200	10004	120	T-3	20002	003	1640	Accumulated Depreciation		\$855.55	
130	D200	100	10005	100	T-2	20001	007	1640	Accumulated Depreciation		\$185.00	
130	D200	200	10004	200	T-2	20005	004	1640	Accumulated Depreciation		\$83.34	
105	D200	200	10006	110	T-2	20001	002	1640	Accumulated Depreciation		\$145.84	
140	D200	100	10000	100	T-1	20001	001	1640	Accumulated Depreciation		\$5,041.66	
105	D100	200	10005	110	T-2	20006	003	1660	Accumulated Depreciation		\$1,645.59	
106	D400	200	10005	110	T-3	20000	006	1660	Accumulated Depreciation		\$1,724.84	
140	D100	300	10007	200	T-4	20003	003	1660	Accumulated Depreciation		\$1,218.95	
106	D400	200	10009	220	T-4	20005	007	1660	Accumulated Depreciation		\$1,733.34	
106	D400	300	10008	310	T-1	20006	009	1680	Accumulated Depreciation		\$4,166.66	
<b>Grand Total:</b>										\$25,349.10	\$25,349.10	

**Note:** Any changes made to the dialog after viewing the General Ledger Posting Preview Report will require the preview report to be viewed again.

### ***Post Button***

Select this button to create the SFA2Intacct.csv file containing depreciation expense and accumulated depreciation information for the selected group of assets.

Once the Post Button is selected and the GL Journal Entry has been successfully exported, the message shown below will display.

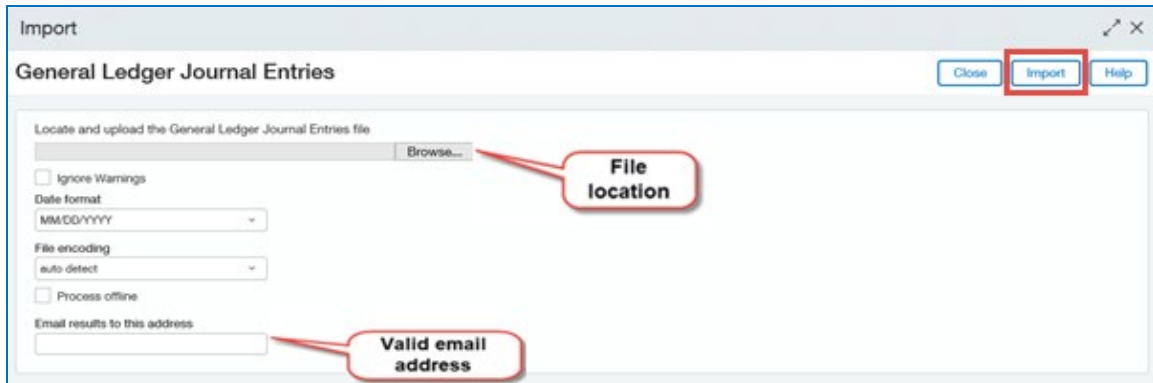


**Note:** Do not alter the contents of the SFA2Intacct.csv file. It has been set up to facilitate the posting of the Sage Fixed Assets journal entry into Sage Intacct.

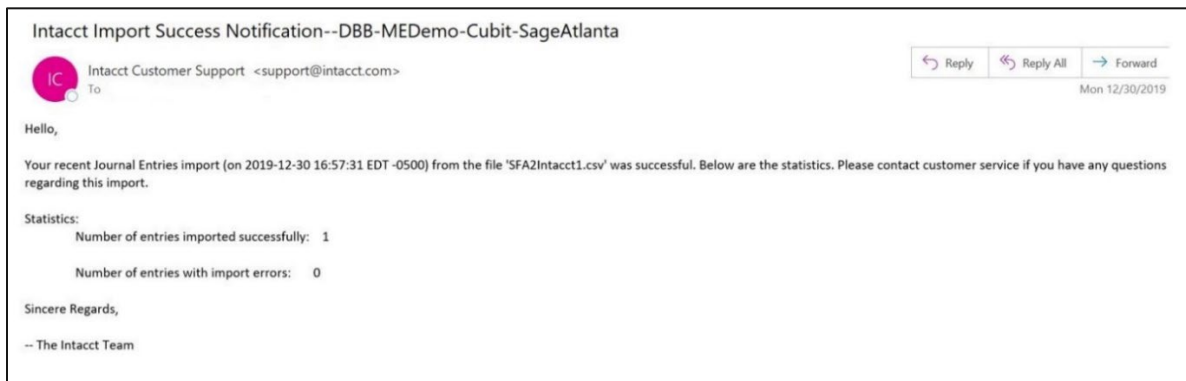
## **Importing the Sage Intacct Link data into Sage Intacct**

- 1:** Sign into Sage Intacct and open the company where the depreciation journal entries will be imported.
- 2:** From the Home page, select General Ledger.
- 3:** From the General Ledger dashboard, select the GL Journals icon.
- 4:** From the Journal page, select the Import Transactions command button.
- 5:** From the General Ledger Journal Entries dialog, select Choose File and select the CSV file created when the depreciation entries were posted to the Sage Intacct Import spreadsheet.
- 6:** Enter your email address to have the results of the import emailed to you.

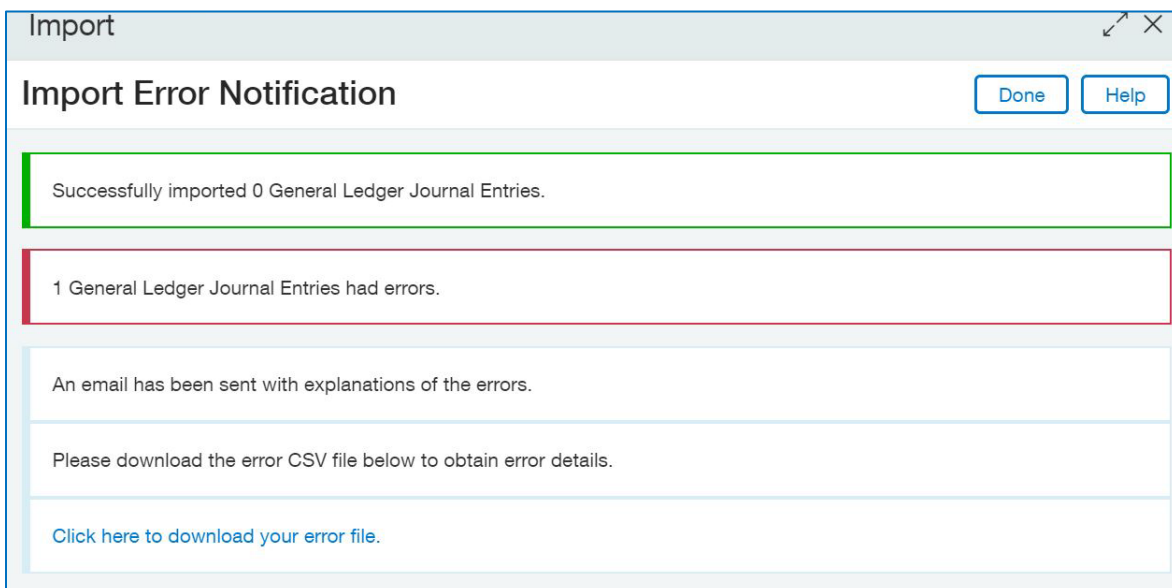
7: Select the Import command button in the top right.



8: Once the Import is completed and is a success, the Import Success Notification message will display. If you entered your email address, you will also receive an email with statistics on the Import.

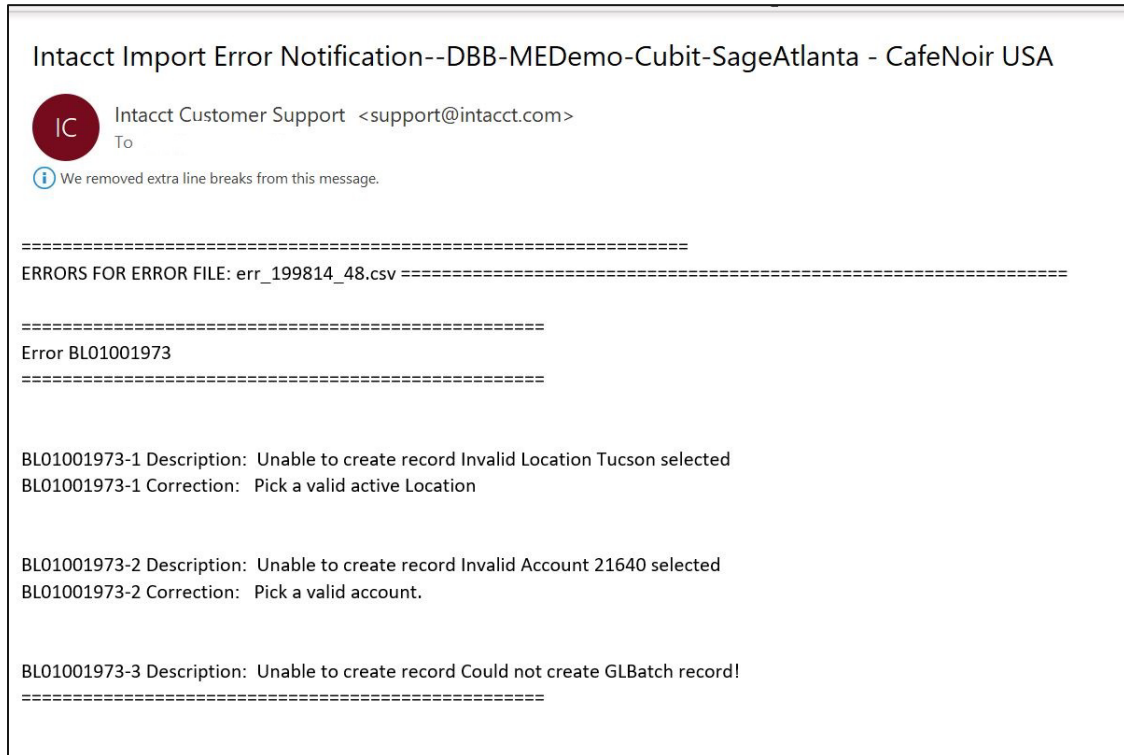


If the import has generated errors, the Import Error Notification message will display.



If you select **download your error file**, a copy of the original file uploaded will be downloaded.

If you entered an email address, detailed information about the errors will be emailed to you.



Corrections can be made to the original .csv file and imported again.

## Viewing the data in Sage Intacct

1. Once a general ledger journal entry has been successfully imported, you can verify that the entries were posted or sent by selecting View Transactions for the appropriate journal right from the Journals screen.
2. The information for the journal entry that just posted will display. Select View to see the detailed information on the journal entry.
3. The transaction details for the Journal Entry will display. To see information on dimensions other than Department or Location, select any transaction debit or credit field and select Show Details.

- The dimensions information will display.

CafeNoir USA					
General Ledger					
Sage Fixed Assets Journal - Journal Entries					
	Doc	Account	Department	Location	Txn cu
1	--	6600--Depreciation	D400--Agriculture	106--Organic Farm	USD
2	--	6600--Denreciation	D100--Corporate Office	105--Bakerv	USD
3	SO Line Number				
4	--				
5					
6					
7	EXCHANGE RATE				
8	Exchange rate date		Exchange rate		
9	04/30/2020		1		
10	Exchange rate type				
11	Intacct Daily Rate				
12					
13	DIMENSIONS				
14	Project		Class		
15	T-1--Template T&M Standard Hourly		300--Task 300		
16	Customer		Line of Business		
17	10008--Quantum Networks		--		
18	Vendor		Partner Type		
19	20002--CodeIT		--		
20	Employee		Partner		
21	009--Donofrio, Brian		--		
22	Item				
23	310--Business Consulting				
24					