



Sage Fixed Assets Links

Sage Intacct Posting User Guide

Sage Intacct AP/PO User Guide

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Contents

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Overview

The Sage Intacct Posting and Accounts Payable (AP)/Purchasing (PO) links are 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 Posting and AP/PO links are available to all three entity types where applicable.

For the Sage Intacct Posting link, the journal entry is sent or posted directly into the Sage Intacct program.

For the Sage Intacct AP/PO link, bills and/or vendor invoices are sent to Sage Fixed Assets and created as assets.

Note: The Sage Intacct Posting and Sage Intacct AP/PO Links are only available for subscription licenses and free trials. See the Help Topic **Registration Status** within your Sage Fixed Assets product for more information.

Select the [Sage Intacct Link User Guide](#) for more information on the Sage Intacct link that creates a CSV file containing the journal entry.

For more information on the Sage Intacct Posting and AP/PO Asset Addition links, select the following topics. If using both links, follow all steps. Follow the shared steps and then the specific steps if planning to use one or both asset addition methods: integration with the Sage Intacct Accounts Payable module and/or the Sage Intacct Purchasing module.

Shared topics between both links:

- [Steps to complete in Sage Intacct](#)
- [Steps to complete in Sage Fixed Assets](#)

Link specific topics:

Sage Intacct Posting link

- [Posting or sending journal entries](#)
- [Viewing the data in Sage Intacct](#)

Sage Intacct AP/PO Link

- [Steps to import the Customization Package into Sage Intacct](#)
- [Editing a view only Custom Field in Sage Intacct](#)
- [Asset creation fields in Sage Intacct Bill Details](#)
- [Asset creation fields in Sage Intacct Vendor Invoice Details](#)
- [Creating assets in Sage Fixed Assets](#)

Note: Not all companies subscribe to the Sage Intacct Purchasing module. If you want to use the Purchasing module to create assets, ensure that your company is subscribed to it, and that it is enabled. Otherwise, you can create assets through the Sage Intacct Accounts Payable module.

Setting up the Sage Intacct Posting and AP/PO Links

Steps to complete in Sage Intacct for both links

Setup Sage Intacct Web Services User ID and Sender ID

1: From the Top Level, go to **Company > Admin tab > Subscriptions**.

2: Find **Web Services** at the bottom of the list, then select **Configure**.

It is recommended that you add a new [Web Services user](#) and use these company login credentials when making API calls.

Note: An admin may need to complete these steps.

Why Do I Need to Add a Web Services User?

- Web Services users exchange information programmatically with Sage Intacct via Web Services API calls—they aren't allowed to log in to the UI.
- A Web Services user doesn't provide access to Web Services itself. Rather, a Web Services user is paired with a Web Services **sender ID**, which is an additional credential that lets you send requests to a Web Services endpoint. You can obtain a sender ID by contacting your Sage Intacct Administrator to follow the instructions below in [Add the Sender ID "SageFA" to Web Services authorizations](#).

For more information on Web Services authorizations, follow the Sage Intacct online help topic link below:

[https://www.intacct.com/ia/docs/en_US/help_action/More/Customization and Platform Services/Setup/subscribe-to-web-services.htm](https://www.intacct.com/ia/docs/en_US/help_action/More/Customization_and_Platform_Services/Setup/subscribe-to-web-services.htm)

Adding the Sender ID "SageFA" to Web Services authorizations

Note: Contact your Sage Intacct Administrator to request a Web Services authorization.

1: From your company's Top Level home page go to **Company > Setup tab > Configuration > Company > Security tab**.

2: Select **Edit** and scroll down to the **Web Services authorizations** section.

3: Select **Add**.

4: On the Web Services Sender Information pop-up, enter the **Sage Fixed Assets Sender ID** as SageFA. Sender IDs are case sensitive and cannot be changed after the authorization is added.

5: Be sure the status is set to **Active**. Inactive sender IDs can't make Web Services requests to your company.

6: Select **Save**.

Note: The Sender Password is set/reset by Sage Intacct Web services. It is used behind the scenes for sending and receiving data between Sage Fixed Assets and Sage Intacct.

For more information on Adding a Sage Fixed Assets Sender ID, follow the Sage Intacct online help topic link below:

[https://www.intacct.com/ia/docs/en_US/help_action/Company/Company_setup/Company Information/Security/company-web-services-authorizations.htm](https://www.intacct.com/ia/docs/en_US/help_action/Company/Company_setup/Company_Information/Security/company-web-services-authorizations.htm)

Adding a Web Services User

1: Go to **Company > Admin tab > Users, roles & groups**.

2: Select the + sign beside **Web Services users**.

3: Enter a unique **User ID**.

- You cannot reuse the user ID of an existing standard user for a Web Services user.
- The user ID must be unique and cannot be changed after saved.

4: Enter the user's Last name and First name.

5: Enter the user's Email address.

- This field is required whenever the admin initiates a password reset.
- Because each user is related to only one contact record, this Email address must match the Primary email address of the associated Contact name. If no contact in Contact name is chosen, the automatically generated contact record will use this email address.

6: In Contact name, you can either select an existing contact, create a new contact, or allow a contact to be automatically generated for you based on the User ID. Learn more about [Contacts](#) in the Sage Intacct online help.

- If there is an existing contact record for the user, be sure to select that contact record. The user ID must be unique and cannot be changed after saved.

7: Enter the User name.

- If the user is also an employee, the User name does not need to be the same as the name used in the related employee record.

8: Select a **User type** for the user. User type controls the maximum features available to the user, while permissions set what a user can access within those restrictions.

9: For a **Business user type**, determine whether the user has **Admin privileges**. If you do not want the user to be an administrator, select **Off**. Otherwise, on the Roles information tab select Admin as the Role Name and on the User entities tab check the box to Enable access to the top level.

Note: You can disable the user's ability to sign in by changing the **Status** from active to locked-out or inactive.

10: Select **Save** when you are done entering the user's information.

11: When the **Verify your identity** pop-up appears, enter your own password as verification of your identity. Your new Web Services user will receive an email with their user ID information.

For more information on Adding a Web Services User, follow the Sage Intacct online help topic link below:

https://www.intacct.com/ia/docs/en_US/help_action/Administration/Users/web-services-only-users.htm?cshid=Web_services_users

Setting up the SFA Custom Field in Sage Intacct

Note: This step is only necessary if you have not imported the Sage Fixed Assets customization packages. See [Steps to Import the Customization Package into Sage Intacct](#).

Follow the steps below to set up the SFA custom field in Sage Intacct to designate the depreciation specific General Ledger accounts to be imported into Sage Fixed Assets.

1: From the Top Level within Sage Intacct, go to Platform Services.

2: From Platform Services, select Custom fields.

3: From Custom fields, select Add.

4: Select GL Account from Choose Object to Extend drop list and select Next.

5: Select Picklist for Choose Field Data Type and select Next.

6: Complete the **Choose Pick Field Characteristics** fields as follows:

- a. Enter SFA Category as the Label
- b. Enter the following Pick Values:
 - None
 - Asset Cost
 - Accumulated
 - Expense

7: Select Next.

8: Complete the **Choose Deployment Options** fields as follows:

- c. Leave **Field is required** unchecked.
- d. Leave **Field is hidden** unchecked.
- e. Leave **Field is inactive** unchecked.

9: Select Done. The SFA Category customized field has been created for GL Accounts.

The screenshot shows the Sage Intacct 'Custom Fields' interface. At the top, there is a header with the 'CafeNoir' logo and a 'Top level' dropdown menu. Below the header is a navigation bar with a star icon, a home icon, and the text 'Platform Services' with a dropdown arrow. The main content area is titled 'Custom Fields' and includes a filter section with an 'Include inactive' checkbox and a 'Clear all filters' link. Below this is a table of custom fields. The table has three columns: 'Field ID', 'Data Type', and 'Object'. The first row shows a field with 'Field ID' 'SFA_CATEGORY' (highlighted with a red box), 'Data Type' 'Picklist', and 'Object' 'GL Account'. There are 'Edit' and 'View' buttons to the left of the 'SFA_CATEGORY' field.

Field ID	Data Type	Object
SFA_CATEGORY	Picklist	GL Account

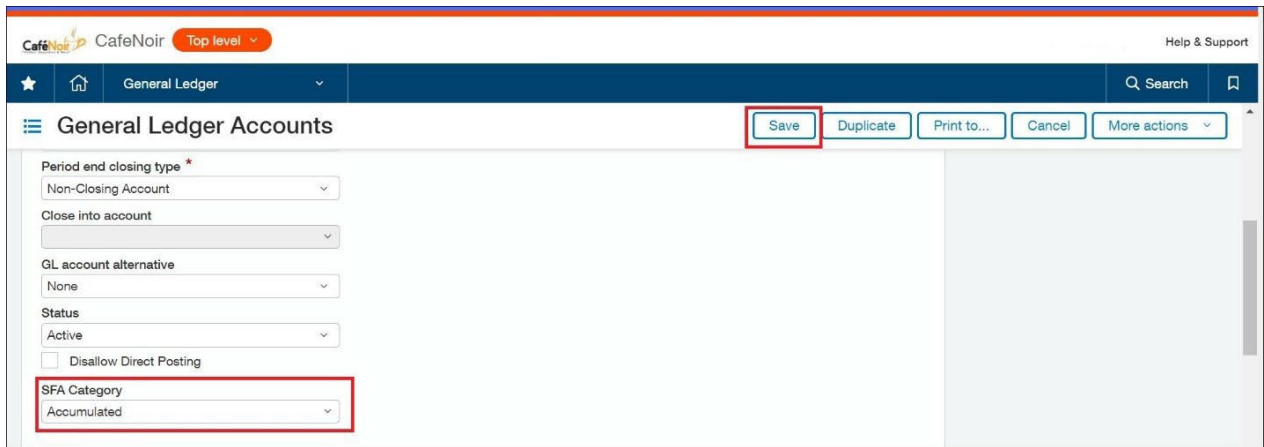
For more information for creating a custom field to identify Sage Fixed Assets general ledger accounts, follow the Sage Intacct online help topic below:

https://www.intacct.com/ia/docs/en_US/help_action/More/Customization_and_Platform_Services/Custom_Fields/define-custom-fields.htm

Selecting the SFA Category for your General Ledger Accounts

Follow the steps below to set up the SFA Category in your General Ledger Accounts.

- 1:** Select the menu drop down and select General Ledger.
- 2:** Select General Ledger Accounts.
- 3:** From the Accounts list, scroll to a General Ledger Account, and select Edit.
- 4:** Scroll down to the SFA Category field, select the drop list, select the correct category, and select Save.



The screenshot shows the 'General Ledger Accounts' edit form in the CafeNoir system. The 'SFA Category' dropdown menu is highlighted with a red box, and the 'Save' button is also highlighted with a red box. The form includes fields for 'Period end closing type', 'Close into account', 'GL account alternative', 'Status', and 'Disallow Direct Posting'.

Repeat these steps until all General Ledger depreciation Asset, Accumulated, and Expense accounts to be imported into Sage Fixed Assets have been assigned an SFA Category.

Note: Just the GL Asset Account needs to be assigned an SFA Category if only using the Sage Intacct AP/PO Link. If the Sage Intacct Posting Link is being used, all three GL Accounts will need to be assigned an SFA category.

Setup for Sage Intacct AP/PO Link

The customization packages are created in Sage Fixed Assets then imported into Sage Intacct. See [Sage Intacct Setup Customization Tab](#) for information on creating the Customization Package.

Note: There are separate custom packages for GL/AP and for Purchasing. If you have already imported the GL/AP custom package, importing it again will overwrite the current custom fields for the GL/AP fields only. The Purchasing package or fields will not be affected.

Steps to Import the Customization Package into Sage Intacct

Step 1: Once the SFA.GL_AP Package.xml and/or SFA.Purchasing.xml file is created, log in to Sage Intacct and from the Top Level, go to Platform Services.

Step 2: Under Customization tools, select on Custom Packages.

Step 3: From Packages, select New Package.

Step 4: From Import Customization Package, select Choose File, select the SFA.GL_AP Package.xml or SFA.Purchasing.xml file and select Import. While both packages can be imported into Sage Intacct, each package must be imported individually.

After the SFA Customization Packages are imported, the fields shown below related to Sage Fixed Assets are created.

- The Bill Details area will display the SFA fields in Sage Intacct in the following order:
 - Create Asset
 - Asset Description (Recommended)
 - Date placed-in-service, if not Bill date
 - Template to apply (optional)
 - Asset Created
- The Vendor Invoice Details area will display the SFA fields in Sage Intacct in the following order:
 - Create Asset
 - Asset Description (Recommended)
 - Date placed-in-service (optional)
 - Template to apply (optional)
 - Asset Created
- The General Ledger Asset Cost, Accumulated, and Expense Accounts will have the following field created for the Sage Intacct Posting Link:
 - SFA Category
 - The SFA Category will include a drop list to select and identify the 3 Fixed Asset accounts.

Tip: If templates are added, renamed, or deleted from Sage Fixed Assets, the template list can be refreshed by uploading the respective customization package again or editing the list. The custom fields created with the Customization Package are view only. See [How to edit a view only Custom Field in Sage Intacct](#).

Note: The template list in the customization package is the same for both the AP/GL and the Purchasing packages. It is not necessary to create duplicate templates, one for each package.

How to edit a view only Custom Field in Sage Intacct

If you have any changes to templates (new, deleted, renamed), follow these steps to allow editing a view only custom field.

Step 1: From Sage Intacct, navigate to Platform Services > Custom Fields.

Step 2: On the field you would like to edit, hold the control key + left click “view”. This will open a new tab in your browser (popping out the window from the frame to expose the URL).

Step 3: In the URL find “&eSecReq=” and delete it.

Step 4: In the URL find “&.do=view” and change it to “&.do=edit”.

Step 5: Press enter.

Step 6: Step through the wizard to update your field.

Step 7: Save.

Asset creation fields in Sage Intacct Bill Details

For information on creating a bill in Sage Intacct, follow the Sage Intacct online help topic link below:

https://www.intacct.com/ia/docs/en_US/help_action/Accounts_Payable/Bills/bills.htm?cshid=Accounts_Payable/Bills/bills.htm

Step 1: When creating a Bill, on the entry line select any field and the Show Details button will display.

Step 2: Select the Show Details button and another screen for data entry will display.

Step 3: Look for the Sage Fixed Assets section and fill in the data for creating an asset. Check the Create Asset checkbox for asset creation.

Create Asset (required)

Check the box to send this bill to Sage Fixed Assets for asset creation.

Asset Description (Recommended)

The Asset Description field is specifically designed for and the recommended choice for entering an asset description for Sage Fixed Assets. If the Asset Description field is blank, then the entry in the Sage Intacct Memo field is used as the asset description.

Tip: Avoid using the Memo field for asset descriptions due to the following reasons:

- 1) The Memo field serves multiple purposes across Sage Intacct, extending beyond fixed asset creation.
- 2) Memo is one of the fields that can be mapped on the Create Assets tab of the Sage Intacct Setup dialog. If the Memo field is used for the Asset Description and is also mapped to a field (e.g. Memo or another field) in Sage Fixed Assets, both the Description field and the mapped field would display the same content.

Date placed-in-service, if not Bill date (optional)

The placed-in-service date should be on or after the Acquisition date, which is being pulled from the Bill date. If the placed-in-service date has been entered, the Bill Date will still default into the Acquisition Date field behind the scenes.

Template to apply (optional)

The template names in the pick list will need to match exactly to the template names in the Sage Fixed Assets company. Setup your templates in Sage Fixed Assets before creating the customization package on the Customizations tab of the Sage Intacct Setup.

Asset Created (system field)

Once the asset has been created in Sage Fixed Assets, the system will automatically check this checkbox.

Asset creation fields in Sage Intacct Vendor Invoice Details

Important: Assets can only be created from a Vendor Invoice in the Purchasing module. A Vendor Invoice can originate from the conversion of a Purchase Order, or it can be the initial document without creating a Purchase Order first. Alternatively, your company may establish a unique purchasing system, where the administrator has designated a unique document name in place of Vendor Invoice in the company setup.

For information on creating a Vendor Invoice in Sage Intacct, follow the Sage Intacct online help topic link below:

https://www.intacct.com/ia/docs/en_US/help_action/Purchasing/Using_Purchasing/Transactions/purchasing-transactions.htm?cshid=Purchasing/Using_Purchasing/Transactions/purchasing-transactions.htm

Step 1: When creating a Vendor Invoice, on the entry line select any field and the Show Details button will display.

Step 2: Select the Show Details button and another screen for data entry will display.

Step 3: Look for the Sage Fixed Assets section and fill in the data for creating an asset. Check the Create Asset checkbox for asset creation.

Create Asset (required)

Check the box to send this bill to Sage Fixed Assets for asset creation.

Asset Description (Recommended)

The Asset Description field is specifically designed and the recommended choice for entering an asset description for Sage Fixed Assets. If the Asset Description field is blank, then the entry in the Sage Intacct Memo field is used as the asset description.

Tip: Avoid using the Memo field for asset descriptions due to the following reasons:

- 1) The Memo field serves multiple purposes across Sage Intacct, extending beyond fixed asset creation.
- 2) Memo is one of the fields that can be mapped on the Create Assets tab of the Sage Intacct Setup dialog. If the Memo field is used for the Asset Description and is also mapped to a field (e.g. Memo or another field) in Sage Fixed Assets, both the Description field and the mapped field would display the same content.

Date placed-in-service, (optional)

The placed-in-service date should be on or after the Acquisition date which is being pulled from the Vendor Invoice date. If the placed-in-service date has been entered, the Vendor Invoice Date will still default into the Acquisition Date field behind the scenes.

Template to apply (optional)

The template names in the pick list will need to match exactly to the template names in the Sage Fixed Assets company. Setup your templates in Sage Fixed Assets before creating the customization package on the Customizations tab of the Sage Intacct Setup.

Asset Created (system field)

Once the asset has been created in Sage Fixed Assets, the system will automatically check this checkbox.

Note: The system will check the Asset Created checkbox once the asset has been created in Sage Fixed Assets.

Steps to complete in Sage Fixed Assets

Subscription licenses only

Sage Intacct Setup

- 1:** Select the Sage Intacct Posting link as a Favorite either on the Preferences dialog or by selecting Yes to the message that displays when you access the link.
- 2:** Go to the Edit Company dialog.
 1. Select Intacct Setup. (Single User, Network, and Lite)

Sage Fixed Assets - Depreciation

Edit Company - CafeNoir - USA

Enter new information or change the existing information about the company.

Name: CafeNoir - USA Identification Number (EIN): 54-1234567

Setup Information

Business Start Date: 04/1960 Round Tax Reports and Worksheets to whole dollars?

Starting System Number: 1 Include Sec. 168 Allowance and Sec. 179 in expense

Transfer By: Location Show closed books in Asset Detail

Book Defaults	Short Years	Book Overrides	Contact Information	Notes	Unused Books: 0	Add Book...	
	Tax (Tax)	Internal (Internal)	State (State)	AMT (AMT)	ACE (ACE)	Budget 1 (Book 06)	Budget 2 (Book 07)
Open Book	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Book Title	Tax	Internal	State	AMT	ACE	Budget 1	Budget 2
Fiscal Year End	December	December	December	December	December	December	December
Emulate Book	N/A	None	Tax	N/A	None	None	None
Default Method	N/A	SF	N/A	N/A	NO	SL	SL
Enable Begin Fields	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Delete Book	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Database: <DEFAULT>

> Will changing company settings require me to recalculate depreciation? **Intacct Setup...** Copy Setup... OK Cancel

-OR-

Select the arrow on the right of the Edit Calendars and select Intacct Setup. (Premier Only)

Sage Fixed Assets - Premier Depreciation

Edit Company - CafeNoir - USA

Enter new information or change the existing information about the company.

Name: CafeNoir - USA Identification Number (EIN): 54-1234567

Setup Information

Business Start Date: 04/01/1960 Round Tax Reports and Worksheets to whole dollars?

Starting System Number: 1 Include Sec. 168 Allowance and Sec. 179 in expense

Transfer By: Location Show closed books in Asset Detail

Book Defaults	Short Years	Book Overrides	Contact Information	Notes	Unused Books: 0	Add Book...	
	Tax (Tax)	Internal (Internal)	State (State)	AMT (AMT)	ACE (ACE)	Budget 1 (Book 06)	Budget 2 (Book 07)
Open Book	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Book Title	Tax	Internal	State	AMT	ACE	Budget 1	Budget 2
Fiscal Year End	December	December	December	December	December	December	December
Emulate Book	N/A	None	Tax	N/A	None	None	None
Default Method	N/A	SF	N/A	N/A	NO	SL	SL
Enable Begin Fields	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Calendar Used	Tax	ACE	Internal	State	AMT	Book 6	Book 7
Delete Book	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Database: FAS

> Will changing company settings require me to recalculate depreciation? **Edit Calendars...** Copy Setup... OK Cancel

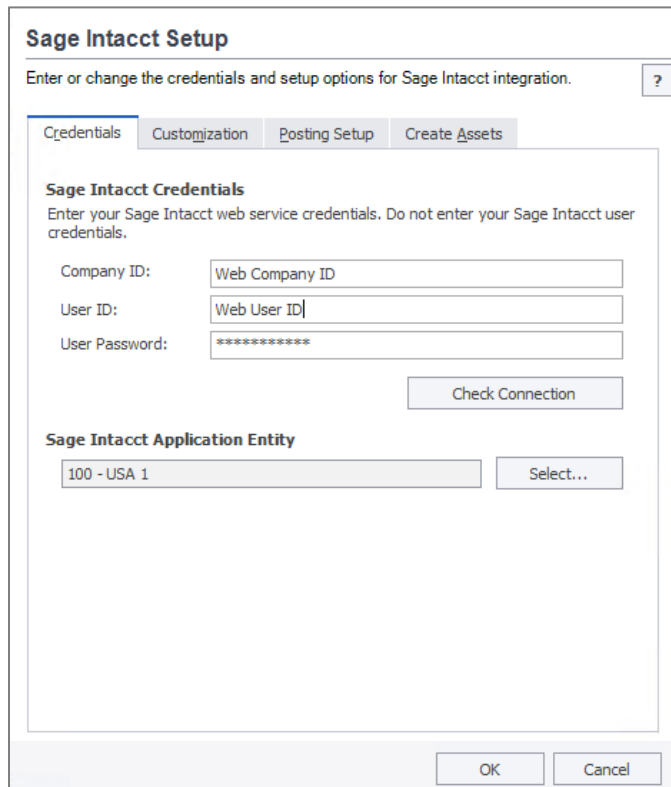
Emergency Exit Lighting	11/11/2001	110	6600	1540
Emergency Exit Signs	11/11/2001	110	6600	1540
HP LaserJet 1150 (Office)	11/12/2001	105	6600	1540

Tip: The Sage Intacct Setup dialog can be set up to post journal entries into Sage Intacct by completing the Credentials, Customization, and Posting Setup tabs. To create assets from the Sage Intacct Accounts Payable (AP) and Purchasing (PO) modules, complete the Credentials, Customization, and Create Assets tab. To post journal entries and create assets, enter any required or desired information on all four tabs.

3: The Sage Intacct Setup dialog will display the Credentials tab.

1. Enter your Sage Intacct Web Services credentials. **Do not enter your Sage Intacct user credentials.** After entering your Web Services credentials, select Check Connection. A **Sage Intacct Is connected** message displays if the credentials entered are correct.

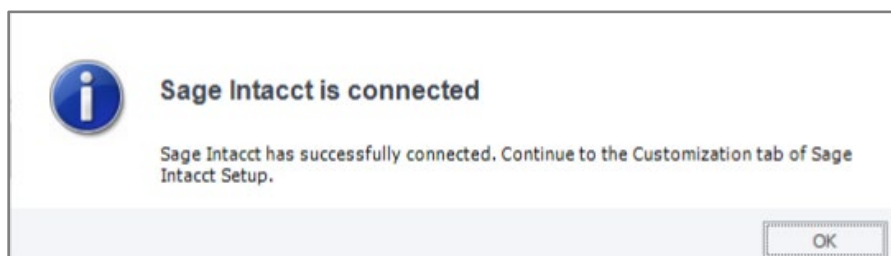
For more information on how to setup your Sage Intacct web service credentials, see [Setup Sage Intacct Web Services User ID and Sender ID](#).



The screenshot shows the 'Sage Intacct Setup' dialog box with the 'Credentials' tab selected. The dialog has a title bar and a subtitle: 'Enter or change the credentials and setup options for Sage Intacct integration.' Below the subtitle are four tabs: 'Credentials', 'Customization', 'Posting Setup', and 'Create Assets'. The 'Credentials' tab is active and contains the following fields and buttons:

- Sage Intacct Credentials**
Enter your Sage Intacct web service credentials. Do not enter your Sage Intacct user credentials.
- Company ID:
- User ID:
- User Password:
-
- Sage Intacct Application Entity**

At the bottom of the dialog are 'OK' and 'Cancel' buttons.



Tip: Except for dimension mapping and customization package, data requested on the Sage Intacct Setup is required but changes can be saved without entering all information.

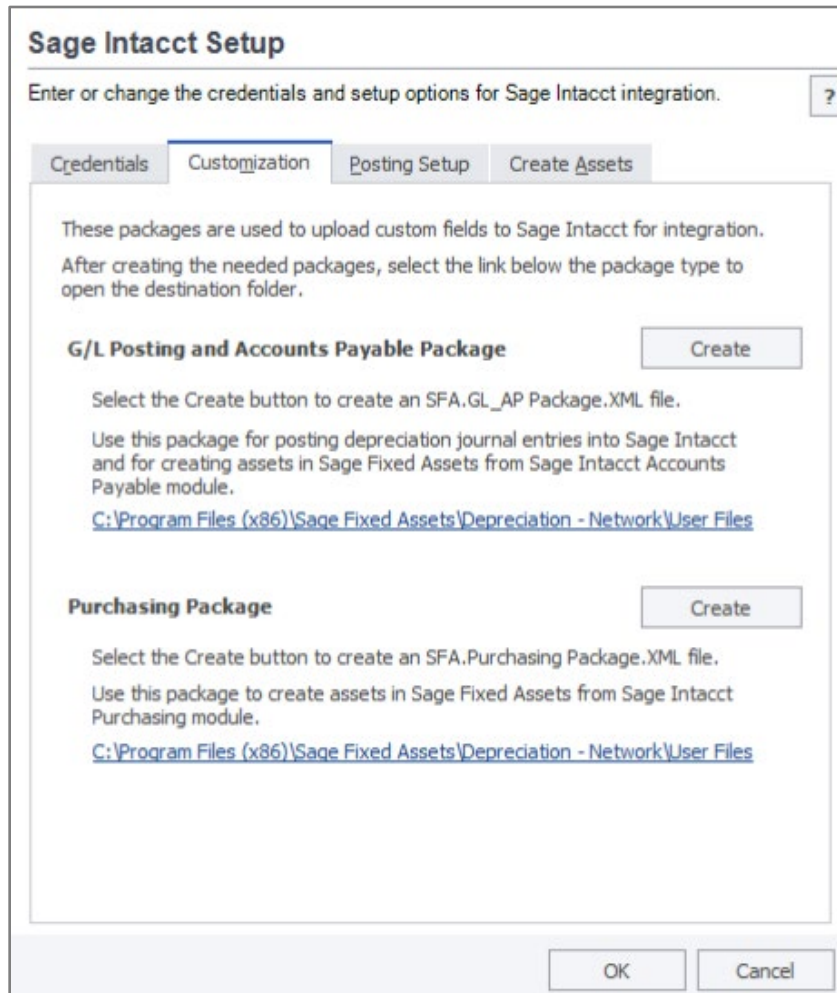
2. Choose Select and choose the Sage Intacct Application Entity for posting or creating the assets.

Sage Intacct AP/PO Link - Create Customization Packages

Tip: Set up the Sage Fixed Assets templates before creating the Customization Package. The templates of the company where the customization packages are created will be the available template names for all entities within a Sage Intacct company. To use templates for other companies, setup templates with the same names in all companies that will integrate with Sage Intacct.

Note: Dimension and asset fields imported from Sage Intacct take precedence over existing fields in templates. For example, if the Asset Description field is used in Sage Intacct, it becomes the asset Description in Sage Fixed Assets. However, if the Asset Description and Memo fields are blank in Sage Intacct, then the Description field entry in the template becomes the asset Description in Sage Fixed Assets.

3. Go to the Customization tab to create the Customization Package files for uploading custom fields to Sage Intacct.



4. Create one or both customization packages.

Sage Intacct GL/AP Customization Package creation

Across from G/L Posting and Accounts Payable Package select Create. This creates the SFA.GL_AP Package.XML used for uploading custom fields to Sage Intacct to post journal entries and to create assets from the AP module. See [Steps to Import the Customization Package into Sage Intacct](#).

Sage Intacct PO Customization Package creation

Across from Purchasing Package select Create. This creates the SFA.Purchasing Package.XML used for uploading custom fields to Sage Intacct and to create assets from the Purchasing (PO) module. See [Steps to Import the Customization Package into Sage Intacct](#).

5. Select OK on the Sage Intacct Setup and select OK on the Edit Company dialog to save the data entered or selected.

Sage Intacct Posting Link Setup

4: Select the Posting Setup tab and follow the steps below:

1. Enter a Journal Symbol which is the journal in Sage Intacct where the depreciation journal entries will be posted or sent.
2. **Optional:** From the Dimension mapping drop down list under the Sage Fixed Assets fields rows on the right, select the Sage Fixed Assets field to be mapped to the Sage Intacct field on the left.
3. Select a Transaction State for journal entries. If Draft is selected, the journal entry will be sent to the selected Sage Intacct entity as a draft. If Posted is selected, the journal entry will be posted to the selected Sage Intacct entity.
4. Select OK on the Sage Intacct Setup and select OK on the Edit Company dialog to save the data entered or selected.

The screenshot shows the 'Sage Intacct Setup' dialog box with the 'Posting Setup' tab selected. The dialog has a title bar 'Sage Intacct Setup' and a subtitle 'Enter or change the credentials and setup options for Sage Intacct integration.' Below the subtitle are four tabs: 'Credentials', 'Customization', 'Posting Setup', and 'Create Assets'. The 'Posting Setup' tab is active. It contains a 'Journal Symbol' section with a text box labeled 'Post entry to journal:' containing the value 'FAJ'. Below that is a 'Dimension mapping' section with a table. The table has two columns: 'Sage Intacct fields' and 'Sage Fixed Assets fields'. The rows are: Class, Customer, Department, Employee, Item, Location, Project, and Vendor. The 'Location' row has a dropdown menu in the 'Sage Fixed Assets fields' column showing 'Location'. Below the table is a 'Transaction State' section with two radio buttons: 'Draft' (unselected) and 'Posted' (selected). At the bottom right are 'OK' and 'Cancel' buttons.

Sage Intacct fields	Sage Fixed Assets fields
Class	
Customer	
Department	Department
Employee	
Item	
Location	Location
Project	
Vendor	

Sage Intacct AP/PO Link Setup

5: The Create Assets tab allows you to create assets from the Sage Intacct AP module and/or the Sage Intacct PO module. Both checkboxes can be selected during setup to create assets. Follow the steps below:

- Select the Activate Accounts Payable Import checkbox to create assets from the Sage Intacct Accounts Payable module.
- Select the Activate Purchasing Import checkbox to create assets from the Sage Intacct Purchasing module.
- Select the Sage Fixed Assets fields to map to Bill/Vendor Invoice Number and Vendor. These are the only two required fields. The rest of the Dimension fields are optional.

Note: If a Sage Fixed Assets field displays with a name “custom xxx”, go to the top menu in Sage Fixed Assets, then go to Customize > Customize Fields to edit the field name.

Sage Intacct Setup
Enter or change the credentials and setup options for Sage Intacct integration.

Credentials Customization Posting Setup **Create Assets**

Activate Accounts Payables Import Activate Purchasing Import

Field mapping

Sage Intacct fields	Sage Fixed Assets fields
Bill/Vendor Invoice Number	Invoice
Vendor	Vendor
Account Number	G/L Asset Acct
Memo	
Reference number	
Class	
Customer	
Department	Department
Employee	
Item	
Location	Location
Project	
Bill/Invoice date	Invoice Date
GL posting date	
Purchase Order Number	

> Items in bold are required fields

OK Cancel

- Six commonly used fields are mapped by default on the Create Assets tab to simplify entry. The defaults for a field can be changed or removed. The Bill/Vendor Invoice Number and Vendor fields defaults can be changed, but not removed. The table below shows the default field mapping.

Sage Intacct fields	Sage Fixed Assets fields
Bill/Vendor Invoice Number	Invoice
Vendor	Vendor
Account Number	G/L Asset Acct
Department	Department
Location	Location
Bill/Invoice date	Invoice Date

Note: The Sage Intacct Bill and Vendor Invoice Amount fields automatically map to the Sage Fixed Assets Acquisition Value field for all assets created.

- Select OK on the Sage Intacct Setup and select OK on the Edit Company dialog to save the data entered or selected.

Note: The Dimension fields on the Create Assets and Posting Setup tab are independent of each other. If there is a mapping conflict, the Posting Setup tab will take precedence.

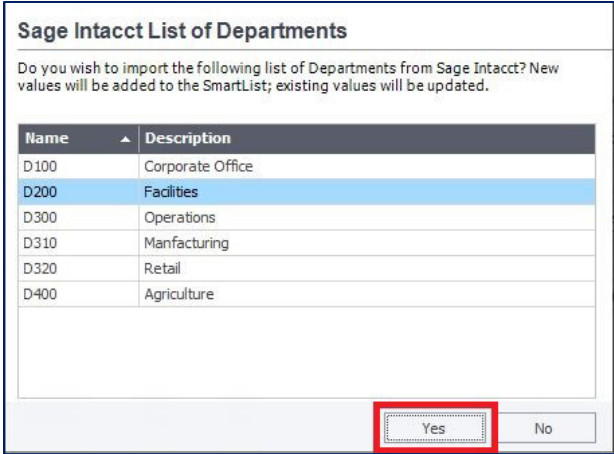
Importing SmartList Values from Sage Intacct for both links

Once the Intacct Setup dialog has been completed and saved, an Import button will display on the SmartList Manager for Sage Fixed Assets fields that have been mapped to a Dimension or Bill/Vendor Invoice field in Sage Intacct.

Note: The three GL Account fields will be automatically mapped for the Sage Intacct Posting Link. The Import button will not display on the field selected for Bill number, Bill Memo (Description), or Bill reference number for the Sage Intacct AP Link. Bill number is mapped automatically. Bill Memo and Bill reference number are unique fields.

Import Sage Intacct field values into Sage Fixed Assets

- 1:** From the SmartList Manager of a Dimension or Bill/Vendor Invoice field, select Import.
- 2:** The Sage Intacct List of field values will display. Select Yes to import the values into the SmartList.



Sage Intacct List of Departments

Do you wish to import the following list of Departments from Sage Intacct? New values will be added to the SmartList; existing values will be updated.

Name	Description
D100	Corporate Office
D200	Facilities
D300	Operations
D310	Manufacturing
D320	Retail
D400	Agriculture

Yes No

The Sage Intacct values are now available for field selection when creating or editing assets.

Sage Intacct Posting Link

Posting or Sending Journal Entries

Before posting or sending your depreciation journal entries, follow the [steps to complete in Sage Fixed Assets](#).

1: From within your Sage Fixed Assets company, select Sage Intacct Posting from the Links menu.

The Sage Intacct Journal Entry Link will display.

Sage Intacct Journal Entry Link

Send a depreciation journal entry to Sage Intacct. [User Guide](#)

Step 1: Choose the options to generate the journal entry

Group: All Complete Assets
For depreciation calculated through: 05/31/2020
Book: Internal
Reference number: []

Step 2: Enter the name and location for a preview report

C:\Program Files (x86)\Sage Fixed Assets\Premier Depreciation\User Files\SFA2Intacct.Htm [Browse]

Step 3: Preview and post the journal entry

First preview the journal entry to validate, then post. [Preview] [Post]

[Close]

2: Select the Group, Book, and enter a journal entry reference number. The date depreciation has been calculated through will default in the field based on the book selected.

3: If desired, change the location of the preview report by selecting the Browse button.

4: Select the Preview button to view the report. Verify the report and close.

Note: If Posted was selected in your [Intacct Setup – Posting Tab](#) the Post button will appear on the Sage Intacct Journal Entry Link window. If Draft was selected in your Intacct Setup – Posting Tab, the Send button will appear on the Sage Intacct Journal Entry Link window.

5: Select the Post or Send button to post or send the journal entry directly to Sage Intacct. A **Success!** message will appear.

After Selecting Post or Send, access Sage Intacct to view the general ledger journal entry.

Viewing the data in Sage Intacct

Once a general ledger journal entry has been successfully sent or posted, you can verify the entries by selecting View Transactions for the appropriate Journal right from the Journals screen.

The information for the journal entry that just posted or sent will display. Select View to see the Sage Fixed Assets

detailed information on the journal entry. 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 on Show Details.

The dimensions information will display.

The screenshot shows the Sage Fixed Assets Journal interface. At the top, there is a navigation bar with the Sage logo, 'CafeNoir', and a dropdown menu set to 'CafeNoir USA'. Below this is a 'General Ledger' dropdown menu. The main title is 'Sage Fixed Assets Journal - Journal Entries'. The interface displays a table of journal entries with columns for Doc, Account, Department, Location, and Txn cu. Two entries are visible: one for '6600--Depreciation' in the 'D400--Agriculture' department at '106--Organic Farm', and another for '6600--Denreciation' in the 'D100--Corporate Office' department at '105--Bakery'. Below the table, there are sections for 'EXCHANGE RATE' and 'DIMENSIONS'. The 'EXCHANGE RATE' section shows an exchange rate date of '04/30/2020' and an exchange rate of '1'. The 'DIMENSIONS' section lists various attributes such as Project, Customer, Vendor, Employee, and Item, each with a corresponding value.

Doc	Account	Department	Location	Txn cu
1	-- 6600--Depreciation	D400--Agriculture	106--Organic Farm	USD
2	-- 6600--Denreciation	D100--Corporate Office	105--Bakery	USD

Section	Field	Value
EXCHANGE RATE	Exchange rate date	04/30/2020
	Exchange rate	1
	Exchange rate type	Intacct Daily Rate
DIMENSIONS	Project	T-1--Template T&M Standard Hourly
	Class	300--Task 300
	Customer	10008--Quantum Networks
	Line of Business	--
	Vendor	20002--CodeIT
	Partner Type	--
	Employee	009--Donofrio, Brian
Partner	--	
Item	310--Business Consulting	

Note: The Sage Intacct Posting Link has two states of journal entries. The Draft state sends journal entries in a pending state to be reviewed before posting. The Posted state posts journal entries directly in the indicated journal.

Sage Intacct AP/PO Link

Creating Assets in Sage Fixed Assets

Once all the bills and/or vendor invoices to be converted to assets have been posted with the Create Asset checkbox checked, open Sage Fixed Assets and from the Links menu select Asset Addition Links/Sage Intacct AP/PO.

On the Sage Intacct AP/PO dialog the Bills display in the Accounts Payable section and the Vendor Invoices display under the Purchasing header:

Sage Intacct AP/PO

Follow the steps below to import data from Sage Intacct and create assets. Select Open Company to open the selected company. [User Guide](#)

Step 1: Select a Sage Fixed Assets Company

Database: Sage Intacct Companies | Company: Skyline Software & More | Entity: 100 - USA 1 | [Get Sage Intacct Data](#)

Step 2: Select items to create assets

<input type="checkbox"/>	Bill/Vendor Invoice number	Vendor	Service Date	Amount	Description	Template	Memo	Acq Date	Account number
Accounts Payables (Count=3)									
<input type="checkbox"/>	AP44-1121	20004	12/25/2023	\$56,799.00	Carbon Scrubber moni...	Equipment	Carbon Scrubber monitor	12/11/2023	12430
<input checked="" type="checkbox"/>	AP-44-1312	20007	12/24/2023	\$6,000.00	Laptop II	Laptop	Laptop II	12/11/2023	12430
<input type="checkbox"/>	AP-44-1312	20007	12/24/2023	\$27,000.00	Powerwall	Equipment	Powerwall	12/11/2023	12430
Purchasing (Count=4)									
<input checked="" type="checkbox"/>	VI0148	20007	12/25/2023	\$10,000.00	CAD machine software	Software	Ship to regional office	12/11/2023	16300
<input type="checkbox"/>	VI0149	20010	12/24/2023	\$99,000.00	Carbon Capture Equip...	Equipment	PIS before 12/31/23	12/11/2023	12430
<input checked="" type="checkbox"/>	VI0178	20007	12/25/2023	\$2,700.00	System Server	Server	1 of 3 units	12/14/2023	12430
<input type="checkbox"/>	VI0179	20008	12/25/2023	\$47,500.00	Honda CRV	Automobile	Sales Department	12/20/2023	15500
Σ Selected Totals		Item(s)=3	Sum = \$18,700.00						

Step 3: Validate the data | [Validate](#)

Step 4: Create the assets | [Create Assets](#) | Importing assets: 3 of 3 | [Stop](#)

[Open Company](#) | [Print List](#) | [Close](#)

Step 1: Select a Sage Fixed Assets Company

Only companies that are connected to Sage Intacct and that have been activated to import bills and/or vendor invoices will display.

Get Sage Intacct Data

Select this button to display the bills and vendor invoices from Sage Intacct. If a different company is selected, the grid will be blanked out and the Get Sage Intacct Data button will need to be selected again.

Step 2: Select items to create assets.

Select one, some, or all items in the list to be created as assets from the Accounts Payable and/or Purchasing sections. Sum totals display for the number of items and the total dollar amount of the items selected.

Step 3: Validate the data.*Validate*

Select this button to validate the data for the selected items. Once all items have been validated, an Import Exceptions Report will display and will indicate whether an item is valid and whether the data generated a warning or error. Assets with errors will not be created.

The validation can be stopped at any time by selecting the Stop button.

Step 4: Create the assets*Create Assets*

Once all the selected items have been validated, select this button to create the assets. Once the assets have been created, an Import Execution Report will display with the system numbers for the assets created.

Stop

The asset creation can be stopped at any time by selecting this button. If stopped, the assets that have been created so far in the process will remain created and any remaining items will not be created.

Open Company

Select this button to open the Company and view the newly created assets.

Print List

Select this button to print out a list of selected assets.

Close

Select this button to Close the dialog.

Viewing the source document in Sage Intacct

Once an asset has been successfully created in Sage Fixed Assets, you can view the related AP Bill and/or Purchasing Vendor Invoice by selecting the “Open source document in Sage Intacct” link in the Asset Detail.

Asset 651: SF-25 Small-Batch Coffee Roaster
Status: Active

System Number: 651 Go < > Group: ActiveAssets

Main Transactions Notes Images History Apply Template: Select Template Name

System Number: 651 **Open source document in Sage Intacct**

> Items in bold are required fields

General Information	
Asset ID	100651
Location	110
Department	300
Class	ME
Purchase Order	
Vendor	20017
Serial No	
Owner	1044
Warranty Date	06/30/2023
State	VA
PT Category	Computers & Periph
Entity	100
Description	SF-25 Small-Batch Coffee Roaster
G/L Asset Acct	15500
G/L Accum Acct	15510
G/L Expense Acct	60630
Invoice	AD63022-735
Invoice Date	06/30/2022
Quantity	1
Replacement Va...	
RV Override?	No
Model #	
Manufacturer	
Bill Reference	374773-HC

Book Information Open Books: 7

Acquisition Date: 06/30/2022 Acquired by: Purchase Exchange or Conversion

	Tax	Internal	State-GA	ADS	State-CA	N Carolina	Texas
Property Type	P	P	P	P	P	P	P
Acq Date	06/30/2022	06/30/2022	06/30/2022	06/30/2022	06/30/2022	06/30/2022	06/30/2022

Tip: If you are not taken to the source document after selecting “Open source document in Sage Intacct”, log in to Sage Intacct again. This should refresh the connection between Sage Fixed Assets and Sage Intacct allowing you to see the source document.