



# Intacct Export to Journal

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## Summary

This plug in will allow you to create journal entries in Intacct for batches with the click of a button.

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## What's New

The following new goodness will be added to your Rock install with this plugin:

- **New Block:** Batch to Journal (added to the Batch Detail Page on install)
- **New Account Attributes:** There are a number of new Account attributes that control where transactions are posted in Intacct
- **New Page:** Intacct Projects (Finance > Administration > Intacct Projects)
- **New Defined Type:** Financial Projects stores the Defined Values that designate what Project a Transaction should be associated with
- **New Batch Attribute:** Date Exported

## Configuration

There is configuration needed in Intacct. You may need to contact the Intacct Administrator for your organization for help with these steps.

### Intacct Configuration

#### Create a new Role

In Intacct, go to Company > Roles

## Roles Information

Save Cancel More actions

Name \*

API Journal

Description

Used to make Journals via API

Name: API Journal

Description: Used to make Journals via API

After you save the Role, the next screen will allow you to assign subscriptions to the Role

Application/Module	Permissions
<input type="checkbox"/> Administration	<a href="#">Permissions</a>
<input type="checkbox"/> Company	<a href="#">Permissions</a>
<input checked="" type="checkbox"/> General Ledger	<a href="#">Permissions</a>
<input type="checkbox"/> Platform Services	<a href="#">Permissions</a>
<input type="checkbox"/> Order Entry	<a href="#">Permissions</a>
<input type="checkbox"/> Accounts Payable	<a href="#">Permissions</a>
<input type="checkbox"/> Accounts Receivable	<a href="#">Permissions</a>
<input type="checkbox"/> Inventory Control	<a href="#">Permissions</a>
<input type="checkbox"/> Time & Expenses	<a href="#">Permissions</a>
<input type="checkbox"/> Cash Management	<a href="#">Permissions</a>
<input type="checkbox"/> Purchasing	<a href="#">Permissions</a>
<input type="checkbox"/> User Defined Dimension	<a href="#">Permissions</a>

Save Cancel

Application Module: General Ledger

Click on Permissions

In the permissions window, grant All permissions for the General Ledger to the Role

General Ledger Permissions							Help?	Save	Cancel
Activities/Lists	Permission					None	Read Only	All	
Journal Entries	<input checked="" type="checkbox"/> List	<input checked="" type="checkbox"/> View	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Edit	<input checked="" type="checkbox"/> Delete	<input checked="" type="checkbox"/> Reverse			
Statistical Journal Entries	<input checked="" type="checkbox"/> List	<input checked="" type="checkbox"/> View	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Edit	<input checked="" type="checkbox"/> Delete	<input checked="" type="checkbox"/> Reverse			
Adjusting Journal Entries	<input checked="" type="checkbox"/> List	<input checked="" type="checkbox"/> View	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Edit	<input checked="" type="checkbox"/> Delete				
Statistical Adjusting Journal Entries	<input checked="" type="checkbox"/> List	<input checked="" type="checkbox"/> View	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Edit	<input checked="" type="checkbox"/> Delete				
User-Defined Journal Entries	<input checked="" type="checkbox"/> List	<input checked="" type="checkbox"/> View	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Edit	<input checked="" type="checkbox"/> Delete				
GAAP Adjusting Entries	<input checked="" type="checkbox"/> List	<input checked="" type="checkbox"/> View	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Edit	<input checked="" type="checkbox"/> Delete				
Tax Adjusting Entries	<input checked="" type="checkbox"/> List	<input checked="" type="checkbox"/> View	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Edit	<input checked="" type="checkbox"/> Delete				
Approve Journal Entries	<input checked="" type="checkbox"/> List								
Books	<input checked="" type="checkbox"/> Open	<input checked="" type="checkbox"/> Close							
User-Defined Books	<input checked="" type="checkbox"/> List	<input checked="" type="checkbox"/> View	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Edit	<input checked="" type="checkbox"/> Delete				
Accounts	<input checked="" type="checkbox"/> List	<input checked="" type="checkbox"/> View	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Edit	<input checked="" type="checkbox"/> Delete				
Account Title By Entity	<input checked="" type="checkbox"/> List	<input checked="" type="checkbox"/> View	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Edit	<input checked="" type="checkbox"/> Delete				
Statistical Accounts	<input checked="" type="checkbox"/> List	<input checked="" type="checkbox"/> View	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Edit	<input checked="" type="checkbox"/> Delete				
Account Groups	<input checked="" type="checkbox"/> List	<input checked="" type="checkbox"/> View	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Edit	<input checked="" type="checkbox"/> Delete				

Select the All radio button

Save to close the window

Then save your changes on the Role Subscriptions page

## Create a new User

Note: Creating users can cost extra in Intacct. Only create a new user if there are not any existing API or generic users that you can use.

Go to Company > Admin > Users to add a user

User information	Roles information	User entities	User departments	User territories
<div>User ID RockAPI</div> <div>Last name * <input type="text" value="API"/></div> <div>First name * <input type="text" value="Rock"/></div> <div>Email address * <input type="text" value=""/></div> <div>Contact name <input type="text" value="RockAPI"/></div> <div>User name <input type="text" value="Rock API"/></div> <div>User type <input checked="" type="radio"/> Business <input type="radio"/> Employee <input type="radio"/> Project Manager <input type="radio"/> Platform <input type="radio"/> CRM <input type="radio"/> Warehouse</div> <div>Admin privileges * <input type="radio"/> Off <input type="radio"/> Limited <input checked="" type="radio"/> Full</div> <div>Status <input type="text" value="Active"/></div> <div><input type="checkbox"/> Keep password until admin resets it</div> <div><input type="button" value="Reset password"/></div>				

User Id: RockAPI  
Last name: API  
First name: Rock  
Email address: A valid email where you can receive the password email  
Contact name: Leave this blank to create a new contact automatically  
User name: Rock API  
User Type: Business Account  
Admin Privileges: Full

## Assign User Role

Find your new or existing API user in the Users page

Users

Add

Done

All

Manage views

☐ Include inactive

[Advanced filters](#)

[Clear all filters](#)

User ID	User name	User type	Admin privileges	Entity	Permissions Report
<a href="#">Edit</a>	<a href="#">View</a>	RockAPI	Rock API	Business User	Full
					<a href="#">View Permissions &amp; Roles</a>
					<a href="#">Groups</a>
					<a href="#">Preferences</a>

Click the edit link next to your API user then go to the Role Information tab

User Information

Print to...

Save

Duplicate

Cancel

More actions

User information

Roles information

User entities

User departments

User territories

	Role Name	
1	API Journal	<div><div></div><div></div></div>
2		<div><div></div><div></div></div>
3		<div><div></div><div></div></div>

In the blank drop down, select your API Journal Role

Save your changes

## Create a new Employee

Go to Company > Setup > Employees

Add a new Employee

## Employee Information

Employee information

Contacts

Reimbursement information

Employee ID

-- New --

Primary contact name \*

RockAPI

Start date

Title

SSN#

Employee type

Full Time

Department

Location

Class

Earning type

☐ Post actual labor costs with variance

Primary contact name: RockAPI (or existing API user)

## Rock Configuration

### Batch to Journal Block

After install, the Batch to Journal block was added to your Batch Details page. The export button will only show up if the batch Transaction and Control amounts match.

## Financial Batch Detail

[Home](#) > [Batches](#) > [SampleData1538888400000](#)

 SampleData1538888400000

### Date Range


10/7/2018 12:00 AM to 10/7/2018 12:00 AM

### Transaction / Control / Variance

\$199.00 / \$199.00 / \$0.00

Edit

Export to Intacct

 Transactions

You will need to configure the Batch to Journal block settings.

## Basic Settings

## Advanced Settings

Name \*

Intacct Batch To Journal



Enable Debug

No



Journal Id

Journal Memo Lava

```
1 {{ Batch.Id }}: {{ Batch.Name }}
```

Button Text

Export to Intacct

Close Batch

Yes



Log Response

Yes



## Configuration

Sender Id

Sender Password

Company Id

User Id

User Password

Location Id

Save

Cancel

Name: Block name

Enable Debug: Turns on/off the Lava debug panel

Journal Id: The Intacct Symbol of the Journal that the Entry should be posted to (example: GJ)

Journal Memo Lava: Allows you to use Lava to control what is saved in the memo column of the export. Default: `{{ Batch.Id }}`: `{{ Batch.Name }}`

Button Text: Customize the text for the export button

Close Batch: Flag indicating if the Financial Batch should be closed in Rock when successfully posted to Intacct.

Log Response: Flag indicating if the Intacct Response should be logged to the Batch Audit Log

Sender Id: The permanent Web Services sender Id

Sender Password: The permanent Web Services sender password

Company Id: The Intacct company Id. This is the same information you use when you log into the Sage Intacct UI.

User Id: The Intacct API user Id. This is the same information you use when you log into the Sage Intacct UI.

User Password: The Intacct API password. This is the same information you use when you log into the Sage UI.

Location Id: The optional Intacct Location Id. Add a location ID to log into a multi-entity shared company. Entities are typically different locations of a single company.

## Financial Projects Defined Type

You will need to define the values for the Financial Projects defined type so the export knows what GL Project to associate accounts or transactions to in Intacct. We have added a new Intacct Projects page under Finance > Administration. This page allows you to manage Intacct Projects defined values without needing the RSR-Rock Admin security role.

On the Intacct Projects page, add a value for each of your organization's Projects. The Value must be the Intacct Journal Id. Description will be a friendly name for the Project.

Financial Projects	
Value	Description
10001	Missions
10000	General Fund
10002	Building Fund
10003	Women's Ministry
50 500 5,000 4 Defined Values	

## Account Attributes

The export will always create (at a minimum) two lines for a Journal - a debit and a credit line. The Credit and Debit Account attributes are how this is defined.

In addition to the Intacct Dimensions included, custom Dimensions can also be added.

Most organizations will mark the GL Project designation by setting a default Project on an account in Rock. If more specific Project marking is needed, the export utility also created a Financial Transaction Detail Attribute that allows for designation at the gift level.

Missions

Name

Missions

Active

☒

Is Public

☒

Description

Intacct Export

Default Project

Credit Account

Debit Account

Class

Department

Location

Save

Cancel

**Default Project:** Designates the project at the financial account level.

**Credit Account:** Account number to be used for the credit column. Required by Intacct.

**Debit Account:** Account number to be used for the debit column. Required by Intacct.

**Class:** The Intacct dimension for Class Id.



Department: The Intacct dimension for Department Id.

Location: The Intacct dimension for Location Id. Required if multi-entity enabled.

Restriction: A custom Intacct dimension included for example purposes. See the Advanced Configuration section to learn how to add custom dimensions to a Rock Account.

## Advanced Configuration

### Adding Custom Dimension Example

- Go to Admin Tools > System Settings > Entity Attributes
- In the filter options, set the Entity Type to Financial Account
- Add a new Attribute

Add Attribute Id: 0

Entity Type

Financial Account

Qualifier Field

Qualifier Value

Add Attribute

Name

Restriction

Active

☒ Yes

Description

Categories

Intacct Export

Key

GLDIMRESTRICTION

Icon CSS Class

Required

☐ Require a value

Enable History

☐ Yes

Show in Grid

☐ Yes

Field Type

Text

Password Field

☐ Yes

Max Characters

Show Character Limit Countdown

☐ Yes

Default Value

Save

Cancel

Name: Restriction

Categories: Intacct Export

Key: GLDIMRESTRICTION

Field Type: Text

### Important Information about Your Custom Dimension

- The Name is for internal (Rock) purposes only
- The Category has to be set to the Intacct Export category in order to be included in the API post
- The Key is the actual Intacct specific name of the Custom Dimension in all caps, beginning with "GLDIM". Also, you'll notice that the core KFS Dimensions use the format `rocks.kfs.Intacct.CLASSID`. The custom key can be anything you'd like, so long as there is a period before the Dimension name. For example, `org.mychurch.Intacct.GLDIMMYCUSTOMDIM` is a valid Attribute Key.
- Text attributes are recommended for the Custom Dimensions. However, the value you enter in the attribute on the Financial Account must be the System Info > ID, not the text value. (i.e. Value: MT-Event-P1234, ID: 10005. You must enter 10005 in Rock.)

### Examples:

- *Custom Dimension 1:*
  - Record Name: Restriction
  - Integration Name: restriction
  - Rock Key: GLDIMRESTRICTION
- *Custom Dimension 2:*
  - Record Name: Custom Project
  - Integration Name: custom\_project
  - Rock Key: GLDIMCUSTOM\_PROJECT
- *Custom Dimension 2 Value:*
  - Custom Project: MT - Event - P1234
  - ID: 10005
  - Rock Value: 10005

Project Info	System Info
Information	
Created By	Guest
Updated By	Guest
ID	10005