

## Intacct Export to Journal

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*Tested/Supported in Rock Version: 13.0-14.0*

*Released: 10/9/2018*

*Updated: 6/27/2023*

### Summary

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

Quick Links:

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### What's New

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

- **New Page:** Intacct Projects (Finance > Administration > Intacct Projects)
- **New Page:** Intacct Export (Finance > Functions > Intacct Export)
- **New Block:** Batch to Journal (added to the Batch Detail Page on install)
- **New Block:** Batches to Journal (added to the new Intacct Export Page on install)
- **New Account Attributes:** There are a number of new Account attributes that control where transactions are posted in Intacct
- **New Defined Type:** Financial Projects stores the Defined Values that designate what Project a Transaction should be associated with
- **New Batch Attribute:** Date Exported
- **New Financial Gateway Attributes:** There are 2 new Financial Gateway attributes to control how transaction fees are handled

### 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

| <input type="checkbox"/>            | 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  | <input type="radio"/> None | <input type="radio"/> Read Only | <input checked="" type="radio"/> 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

User ID  
RockAPI

Last name \*  
API

First name \*  
Rock

Email address \*

Contact name  
RockAPI

User name  
Rock API

User type  
☒ Business  
☐ Employee  
☐ Project Manager  
☐ Platform  
☐ CRM  
☐ Warehouse

Admin privileges \*  
☐ Off  
☐ Limited  
☒ Full

Status  
Active

☐ Keep password until admin resets it

Reset password

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  |
|---|-----------|-----------|------------------|--------|---|
| <div><div>Edit</div><div>View</div></div> | RockAPI   | Rock API  | Business User    | Full   | <div><div>View Permissions &amp; Roles</div><div>Groups</div><div>Preferences</div></div> |

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 |
| 2         |             |
| 3         |             |

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

After install, the Batch to Intacct block was added to your Batch Details page to enable exporting individual batches to Intacct. Also, a new Intacct Export page containing the Batches to Intacct block added under your Finances directory to enable exporting multiple batches at once. The export button will only show up if the batch Transaction and Control amounts match.

Batch to Journal Block

Located on 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**

When the block is in Other Receipts mode, you will have options for Deposit To, Payment Method and Bank Account next to the Export to Intacct button.

Financial Batch Detail

Home > Batches > New Batch

Deposit To \*

Payment Method \*

Bank Account \*

Export to Intacct

Bank Account

Bank Account

Undeposited Funds (1030)

Batch: #499

Open

Date Range

5/26/2021 12:00 AM to 5/27/2021 12:00 AM

Transaction Amount / Control / Variance

\$52.00 / \$52.00 / \$0.00

Account Totals

General Fund

\$52.00

Currency Totals

Cash

\$52.00

Edit

Match Transactions

Audit Log



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

**Intacct Batch to Journal** KFS > Intacct / Id: 1224

Basic Settings

Advanced Settings

Name 1

Intacct Batch To Journal

Journal Id 2

GJ

Button Text 3

Export to Intacct

Close Batch 4

Yes

Log Response 5

Yes

Journal Memo Lava 6

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

Enable Debug 7

No

Undeposited Funds Account 8

1030

**Configuration**

Sender Id 9

kensington

Sender Password 10

Kensington2018!

Company Id 11

kensington-DEV

User Id 12

Guest

User Password 13

Kensington1!

Location Id 14

Export Mode 15

OtherReceipt

GL Account Grouping 16

☐ Debit And Credit Lines ☐ Debit Lines Only ☐ Credit Lines Only ☒ Debit And Credit By Financial Account ☐ No Grouping

Save

Cancel

|    |   |
|----|---|
| 1  | <b>Name</b> Block name.   |
| 2  | <b>Journal Id</b> The Intacct Symbol of the Journal that the Entry should be posted to. (example: GJ)   |
| 3  | <b>Button Text</b> Customize the text on the export button.   |
| 4  | <b>Close Batch</b> Flag indicating if the Financial Batch should be closed in Rock when successfully posted to Intacct.   |
| 5  | <b>Log Response</b> Flag indicating if the Intacct Response should be logged to the Batch Audit Log.  |
| 6  | <b>Journal Memo Lava</b> Allows you to use Lava to control what is saved in the memo column of the export. Default: {{ Batch.Id }}: {{ Batch.Name }}  |
| 7  | <b>Enable Debug</b> Outputs the object graph to help create your Lava syntax.   |
| 8  | <b>Undeposited Funds Account</b> The GL Account Id to use when Other Receipt mode is being used with Undeposited Funds option selected.   |
| 9  | <b>Sender Id</b> The permanent Web Services sender Id.  |
| 10 | <b>Sender Password</b> The permanent Web Services sender password.  |
| 11 | <b>Company Id</b> The Intacct company Id. This is the same information you use when you log into the Sage Intacct UI.   |
| 12 | <b>User Id</b> The Intacct API user Id. This is the same information you use when you log into the Sage Intacct UI.   |
| 13 | <b>User Password</b> he Intacct API password. This is the same information you use when you log into the Sage UI.   |
| 14 | <b>Location Id</b> 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.   |
| 15 | <p><b>Export Mode</b> Determines the type of object to create in Intacct. Selecting Journal Entry will result in creating journal entries of the type set in the Journal Id setting. Selecting Other Receipts will result in creating Other Receipts in the Cash Management area of Intacct.</p> <p><b>NOTE:</b> Other Receipt mode does not support Custom Dimensions.</p> |

**GL Account Grouping** Determines if debit and/or credit lines should be grouped and summed as follows in the resulting Intacct Journal Entry or Other Receipt:

- **Debit Accounts:** Company, Region, Super Fund, Cost Center Debit Number, Debit Account, Debit Account Sub, Fund Number, Project, Transaction Fee Account, Location, and any Custom Dimensions
- **Credit Accounts:** Company, Region, Department, Super Fund, Cost Center Credit Number, Revenue Account, Revenue Account Sub, Fund Number, Project, Location, and any Custom Dimensions
- **Financial Account Grouping:** Both credit and debit lines are grouped by Rock Financial Account, Project, and Transaction Fee Account.

**NOTE:** Other Receipt mode does not support debit account grouping.

## Batches to Journal Block

The Batches to Journal block was added to a new page under your Finances heading named Intacct Export. It consists of a specialized grid of exportable batches with an export button at the bottom.

The screenshot shows the 'Intacct Export' page. At the top, there's a navigation bar with a home icon, a search bar, and a user profile. Below the navigation bar, the page title 'Intacct Export' is displayed. The main content area is titled 'Batches For Export' and contains a table with the following columns: Id, Date, Title, Total, Transactions, Status, and Note. The table lists two batches: Batch 2 (Id 411, Date 4/12/2023, Title Test Batch 2, Total \$200.00, Transactions 2, Status Open) and Batch 1 (Id 410, Date 4/8/2023, Title Test Batch 1, Total \$150.00, Transactions 2, Status Open). Below the table, there are filter options and a summary row showing '2 Batches'. At the bottom of the page, there is an 'Export to Intacct' button, which is highlighted by a red arrow.

When the block is in Other Receipts mode, you will have options for Deposit To, Payment Method and Bank Account next to the Export to Intacct button.

This screenshot shows the 'Intacct Export' page in 'Other Receipts mode'. The layout is similar to the previous screenshot, but with additional options at the bottom. Below the 'Batches For Export' table, there are two dropdown menus: 'Deposit To' (set to 'Undeposited Funds (1030)') and 'Payment Method' (set to 'Check'). To the right of these dropdowns is the 'Export to Intacct' button.

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

**Intacct Batches to Journal** KFS > Intacct / Id: 3573

Basic Settings

Advanced Settings

Custom Grid Options

Name

Intacct Batches To Journal

**Batch List Settings**

Detail Page

Financial Batch Detail

Button Text

Export to Intacct

Months Back

6

Close Batch

Yes

Log Response

Yes

Enable Debug

No

**Intacct Settings**

Journal Id

GJ

Undeposited Funds Account

1030

Journal Description Lava

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

Sender Id

kensington

Sender Password

Kensington2018!

Company Id

kensington-DEV

User Id

Guest

User Password

Kensington1!

Location Id

Export Mode

OtherReceipt

Save

Cancel

1

**Name** Block name.

2

**Detail Page** The Financial Batch Detail page.

3

**Button Text** Customize the text on the export button.

4

**Months Back** Number of months back that batches should be loaded. This is helpful to prevent database timeouts if there are years of historical batches.

5

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

6

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

7

**Enable Debug** Outputs the object graph to help create your Lava syntax.

8

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

9

**Undeposited Funds Account** The GL Account Id to use when Other Receipt mode is being used with Undeposited Funds option selected.

10

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

11

**Sender Id** The permanent Web Services sender Id.

12

**Sender Password** The permanent Web Services sender password.

13

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

14

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

15

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

16

**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.

17

**Export Mode** Determines the type of object to create in Intacct. Selecting Journal Entry will result in creating journal entries of the type set in the Journal Id setting. Selecting Other Receipts will result in creating Other Receipts in the Cash Management area of Intacct.

**NOTE:** Other Receipt mode does not support Custom Dimensions.

18

**GL Account Grouping** Determines if debit and/or credit lines should be grouped and summed as follows in the resulting Intacct Journal Entry or Other Receipt:

- **Debit Accounts:** Company, Region, Super Fund, Cost Center Debit Number, Debit Account, Debit Account Sub, Fund Number, Project, Transaction Fee Account, Location, and any Custom Dimensions
- **Credit Accounts:** Company, Region, Department, Super Fund, Cost Center Credit Number, Revenue Account, Revenue Account Sub, Fund Number, Project, Location, and any Custom Dimensions
- **Financial Account Grouping:** Both credit and debit lines are grouped by Rock Financial Account, Project, and Transaction Fee Account.

**NOTE:** Other Receipt mode does not support debit account grouping.

### 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 |                  |  |

### Financial Gateway Attributes

If your financial gateway reports transaction fees to Rock in their transaction download, you may want to configure these Financial Gateway attributes to choose how those fees are sent to Intacct.

Intacct Export

Gateway Fee Processing ⓘ

Default

Default Fee Account ⓘ

**Gateway Fee Processing** How should the Intacct Export plugin process transaction fees? DEFAULT: No special handling of transaction fees will be performed. NET DEBIT: Add credit entries for any transaction fees and use net amount (amount - transaction fees) for debit account entries. GROSS DEBIT: Debit account entries are left untouched (gross) and new debit and credit entries will be added for any transaction fees. NOTE: Both Net Debit and Gross Debit require a Fee Account attribute be set on either the financial gateway or financial account.

**Default Fee Account** Default account number for transaction fees.

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.

Intacct Export

Credit Account ⓘ 1

3010

Default Credit Project ⓘ 2

Credit Class ⓘ 3

Credit Department ⓘ 4

100

Credit Location ⓘ 5

200

Debit Account ⓘ 6

1001

Default Debit Project ⓘ 7

Debit Class ⓘ 8

100

Debit Department ⓘ 9

100

Debit Location ⓘ 10

200

Transaction Fee Account ⓘ 11



|    |  |
|----|--|
| 1  | <b>Credit Account</b> Account number to be used for the credit column. Required by Intacct.  |
| 2  | <b>Default Credit Project</b> Designates the project for the assigned Credit Account at the financial account level.                   |
| 3  | <b>Credit Class</b> The Intacct dimension for Class Id to be used for assigned Credit Account.   |
| 4  | <b>Credit Department</b> The Intacct dimension for Department Id to be used for assigned Credit Account.                               |
| 5  | <b>Credit Location</b> The Intacct dimension for Location Id to be used for assigned Credit Account. Required if multi-entity enabled. |
| 6  | <b>Debit Account</b> Account number to be used for the debit column. Required by Intacct.  |
| 7  | <b>Default Debit Project</b> Designates the project for the assigned Debit Account at the financial account level.                     |
| 8  | <b>Debit Class</b> The Intacct dimension for Class Id to be used for assigned Debit Account.   |
| 9  | <b>Debit Department</b> The Intacct dimension for Department Id to be used for assigned Debit Account.                                 |
| 10 | <b>Debit Location</b> The Intacct dimension for Location Id to be used for assigned Debit Account. Required if multi-entity enabled.   |
| 11 | <b>Transaction Fee Account</b> Expense account number for gateway transaction fees.  |

# 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

Edit Restriction Id: 10692

Entity Type

Financial Account

Qualifier Field

Qualifier Value

Name

1

Restriction

Active

Abbreviated Name

Restriction

Public

Description

Categories

2

Intacct Export

Field Type

4

Text

Key

3

RESTRICTION

Password Field

Yes

Required

Require a value

Show in Grid

Yes

Max Characters

Show on Bulk

Yes

Show Character Limit Countdown

Yes

Default Value

Advanced Settings

Save

Cancel

|   |                           |
|---|---------------------------|
| 1 | Name Restriction          |
| 2 | Categories Intacct Export |
| 3 | Key RESTRICTION           |
|   |                           |

## Important Information about Your Custom Dimension

- Custom Dimensions are currently not supported for Other Receipts.
- 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. 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.MYCUSTOMDIM` is a valid Attribute Key. The plugin will automatically prepend `GLDIM` to the front of your Dimension name to ensure compatibility with the Sage Intacct api.
- 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.)
- Debit and/or Credit specific dimensions are also supported. Simply add `_DEBIT` or `_CREDIT` to the end of the Rock key for the referenced dimension to be only applied to credit or debit grouping respectively. If no suffix is added, the dimension will be used for both debit and credit grouping. The plugin will automatically remove the suffix from your Dimension name to ensure compatibility with the Sage Intacct api.

### Examples:

- *Custom Dimension 1:*
  - Record Name: Restriction
  - Integration Name: restriction
  - Rock Key: RESTRICTION
- *Custom Dimension 2:*
  - Record Name: Custom Project
  - Integration Name: custom\_project
  - Rock Key: CUSTOM\_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       |