Data included in Intacct migration reports

Sage 200/Intacct Help Sheet

1. Overview

This help sheet is designed to provide information behind the data extracted from Sage 200 for importing into your new Intacct system.

1.1. Running the reports

These reports are designed to bring the most data out of Sage 200 and are formatted for export to Excel in the column order of the Intacct import templates. Use the Send Report to Excel button, or File, Export and select Excel as the file type.

The reports can be added to the menu if they are required to be run repeatedly during your project transition phase, please ask Support to provide you with the Sage 200 Help Sheet for adding reports to menus if you are unsure how to do this.

Alternatively, the reports can be run from within Report Designer. To do this save the reports in an area that you have access to. Within Sage 200 click on the Tools icon at the top right of Sage 200 (the icon that looks like a cog) and select Run Sage Report Designer. Click on File, and then Open and browse to the first report. When opened click on View, and then Preview to run the report.

All reports will have a default DONOTIMPORT column which must be left blank for the records to import.

1.2. Static Data

Static data are records that are not transactions.

Some data will need to be added to the import templates where the data doesn't match or exist in Sage 200.

Where there is a requirement for this the column in the spreadsheet will contain the word 'Populate'. Other data can be defaulted these columns will be pre-populated with the appropriate values, e.g., TAXSOLUTIONID

1.2.1. Customers

1.2.2. Field Descriptions

Import Column	Sage 200 Field/Area/Description
CUSTOMER_ID	Customer account number
CUST_NAME	Customer account name
CUST_TYPENAME	Populate – or if an Analysis Code is used for Customer Type in Sage 200 this can be added to the report. **NOTE:** this **must** be changed to the Intacct CustomerType if different
TAXABLE	Populate with T (True) or F (False)
TAX_ID	VAT Registration Number (excluding the country code)
TAX_GROUP	If the Country Code = GB this will default to UK suppliers, otherwise needs populating
TAXSCHEDULE	Default Tax Rate for reference only **NOTE:** this **must** be changed to the appropriate Intacct Tax Schedule
TERM_NAME	Payment Terms Narrative – number of days and from fields (Payment Tab)
CREDIT_LIMIT	Credit limit
GL_ACCTNO	Default nominal account (no CC or Dep)
DELIVERYOPTIONS	Populate with P (Print), E (Email) PE (Print and Email)
ONHOLD	On Hold flag
CURRENCY	Currency

Import Column	Sage 200 Field/Area/Description
ACTIVE	Defaults to T (True)
CONTACT_NAME	**Account** contact name
COMPANY_NAME	Supplier account name
PRINT_AS	Supplier account name
TAXABLE	Populate with T (True) or F (False)
PHONE1	**Account** contact phone number
EMAIL1	**Account** contact email address
ADDRESS1	Address Line 1
ADDRESS2	Address Line 2
Sage 200 Address 3 / CITY	Address Line 3 (unless segmented addresses are used which will be City)
Sage 200 Address 4 / STATE	Address Line 4 (unless segmented addresses are used which will be County)
ZIP	Postcode
COUNTRY	Country code name
TAXSOLUTION	Defaults to United Kingdon - VAT
Sage 200 Last Trans Date	For reference only - Date of Last Transaction (available as a column in the Customers List)
Sage 200 Balance	For reference only - Balance (used for cross referencing the Aged Debtors import)

1.2.3. Suppliers

This is a combined report to extract Supplier account data and bank details. These are separate imports in Intacct so the data will need to be split into each template. The bank details are at the end of the exported data from the Sage 200 Payment Group field.

1.2.3.1 Field Descriptions

Import Column	Sage 200 Field/Area/Description
VENDOR_ID	Supplier account number
NAME	Supplier account name
TERM_NAME	Payment Terms Narrative – number of days and from fields (Payment Tab)
VENDTYPE_NAME	Populate – or if an Analysis Code is used for Supplier Type in Sage 200 this can be added to the report **NOTE:** this **must** be changed to the Intacct Supplier Type if different
TAX_ID	VAT Registration Number (excluding the country code)
TAXSOLUTION	Defaults to United Kingdon - VAT
TAXSCHEDULE	Default Tax Rate for reference only **NOTE:** this **must** be changed to the appropriate Intacct Tax Schedule
TAX_GROUP	If the Country Code = GB this will default to UK suppliers, otherwise needs populating
CREDIT_LIMIT	Credit limit
GL_ACCTNO	Default nominal account (no CC or Dep)
BILLING_TYPE	Defaults to O for Open Item
ONHOLD	On Hold flag

Import Column	Sage 200 Field/Area/Description
CURRENCY	Currency
PAYMENTPRIORITY	Defaults to Normal
ACTIVE	Defaults to T (True)
CONTACT_NAME	Default Account contact name
COMPANY_NAME	Supplier account name
PRINT_AS	Supplier account name
TAXABLE	Populate with T (True) or F (False)
PHONE1	**Account** contact phone number
EMAIL1	**Account** contact email address
ADDRESS1	Address Line 1
ADDRESS2	Address Line 2
Sage 200 Address 3 / CITY	Address Line 3 (unless segmented addresses are used which will be City)
Sage 200 Address 4 / STATE	Address Line 4 (unless segmented addresses are used which will be County)
ZIP	Postcode
COUNTRY	Country code name
MERGE_PAYMENT_REQUESTS	Defaults to true
Sage 200 Last Trans Date	For reference only - Date of Last Transaction (available as a column in the Suppliers List)
Sage 200 Balance	For reference only - Balance (used for cross referencing the Aged Creditors import)

Import Column	Sage 200 Field/Area/Description
This part of the file is used for the Supplier Bank Details import	
Sage 200 Payment Group	Payment Group name for reference only
VENDOR_ID	Supplier account number
PAYMENT_METHOD	Defaults to ACH (this is like a Payment Group of BACS) **NOTE:** this **must** be changed to a different method if a Bank File is **not** to be generated for this supplier Valid values are Cash, Check, Charge Card, Record Transfer
BANK_FILE_ENABLE	Defaults to True **NOTE:** this **must** be changed if a Bank File is **not** to be generated for this supplier
PYMTCOUNTRYCODE	Defaults to GB
BANKACCOUNTNUMBER	Account number
ACCOUNTNAME	Account name (from the Bank tab)
SORTCODE	Sort code
PAYMENT_NOTIFICATION	Defaults to T (True)
PYMTREFERENCE	Bank payment reference

1.2.4. Inventory Items Warehouses

Due to the way Sage 200 stock data is held the warehouse quantities and supplier data need to be split into two reports.

When importing into Intacct this data can be consolidated into one file.

1.2.4.1 Field Descriptions

Import Column	Sage 200 Field/Area/Description
ITEM_ID	Stock Item Code
NAME	Stock Item Name
SODESCRIPTION or PODESCRIPTION	If Use item description option is ticked (replaces the Name on orders and invoices in Sage 200)
ITEM TYPE	If the Stock Item Code is not blank this will default to Inventory. Non-inventory items can be imported but these do not originate from Sage 200.
GLGROUP	Product Group **NOTE:** this **must** be changed to match the Intacct Item GL Groups if different.
UOM_GROUP	Stock Unit (Base Unit) **NOTE:** this **must** be changed to match the Intacct UOM Group – valid values are **only** Count, Length, Time, Volume, Weight
ITEM_COST	Average Buying Price
COST_METHOD	Costing Method **NOTE:** this **must** be changed to match the Intacct Cost Methods – valid values are **only** Standard, Average, LIFO, FIFO

Import Column	Sage 200 Field/Area/Description
STANDARD_COST	Standard Cost (only used if Product Group set to standard costing method)
TAXCODE	Default Tax Rate on stock item
W_LINE_NO	Sequentially populated if multiple warehouses imported – **must** start with 1
W_WAREHOUSE_ID	Warehouse Name
W_CYCLE	Number of days between stock takes (only available on stock item in Sage 200, not warehouse – Analysis tab)
W_REORDER_METHOD	Requires a value to be manually entered. Valid values are Economic Qty, Max Stock Level or Reorder point
REORDER	Warehouse Reorder level
W_MIN_STOCK	Warehouse Minimum stock level
W_MIN_STOCK	Warehouse Maximum stock level
W_BEGBAL_QTY	Warehouse Quantity In Stock (Quantity including unconfirmed on Stock Valuation)
W_BEGBAL_PRICE	Quantity in stock x ABP (Value including unconfirmed on Stock Valuation)

1.2.5. Inventory Items Suppliers

Most of the information exported from Sage 200 originates from the Stock Item Suppliers screen against each stock item.

Import Column	Sage 200 Field/Area/Description
ITEM_ID	For cross referencing purposes only
V_LINE_NO	Sequentially populated if multiple suppliers imported – **must** start with 1
V_VENDOR_ID	Purchase Ledger Supplier Account Number
Sage 200 Account Name	For reference purposes only
V_STOCK_NO	Supplier Stock Code
V_LEAD_TIME	Lead time (only **days** used in Intacct)
V_ECONOMIC_ORDER_QTY	Usual order quantity
V_MIN_ORDER_QTY	Minimum order quantity
V_PREFERRED_VENDOR	Preferred = Yes - Purchase Ledger Supplier Account Number

1.3. Transaction Reports

1.3.1. Aged Debtors and Creditors

These reports are based on the standard Aged Debtors and Creditor reports so you would run them in the same way, as of today's date.

Base date for ageing:	Is	22/09/2023
Retrospective:	Is	
Ageing method:	Is	Transaction Date

Due to the volume of data being exported the columns are formatted to a narrow width. When opening in Excel auto expand all the columns.

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4		Raven	Raven	ATL00	Atlas	#####	#####	####	27.52	Inv 2-	GBP	GBP	#####	#####
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8				ATL00	Atlas	#####	#####	####	480.00	-Ref: -	GBP	GBP	#####	#####
9				ATL00	Atlas	#####	#####	####	18.83	-Ref: -	GBP	GBP	#####	#####
10				BGT00	BGT D	#####	#####	####	175.59	-Ref: -	GBP	GBP	#####	#####

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6	1	Stock-	Popula	Popula	Popula	#####	Submi	ATL001	United	1	0	No VA		
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8	1	e-Ref: -	Popula	Popula	Popula	480.00	Submi	ATL001	United	1	0	No VA		
9	1	e-Ref: -	Popula	Popula	Popula	18.83	Submi	ATL001	United	1	0	No VA		
10	1	e-Ref: -	Popula	Popula	Popula	175.59	Submi	BGT001	United	1	0	No VA		

1.3.1.1 Field Descriptions

Some data will need to be added to the import template where the data doesn't match or exist in Sage 200. Where there is a requirement for this the column in the spreadsheet will contain the word 'Populate'. Other static data can be defaulted. These columns will be pre-populated with the appropriate values, e.g., TAXSOLUTIONID

Import Column	Sage 200 Field/Area/Description
BILL_NO or INVOICE_NO	Transaction Reference
PO_NO	Second Reference
VENDOR_ID or CUSTOMER_ID	Supplier or Customer Account Number
POSTING_DATE	Transaction Date
CREATED_DATE	Posting Date (as seen on the Day Book report)
DUE_DATE	Due Date
TOTAL_DUE	Gross amount outstanding
DESCRIPTION	This is generated from standard text Opening Balance (from Sage 200)-Invoice-Ref: + the BILL_NO (Transaction Reference)
BASECURR	Accounting System Manager, Settings, Currencies & Exchange Rates, Settings tab and then translates it to GBP or USD or prompt to populate
CURRENCY	Currency of the Transaction
EXCH_RATE_DATE	Transaction Date
EXCHANGE_RATE	Original or revalued Exchange Rate
LINE_NO	Defaults to 1
MEMO	Same as DESCRIPTION
LOCATION_ID	Requires a value to be manually entered

Import Column	Sage 200 Field/Area/Description
DEPT_ID	Requires a value to be manually entered
AMOUNT	Gross amount outstanding
ACCT_NO	A valid GL account to be specified. Note these transactions will not post. No impact on NL (GL) so a suspense account is fine.
ACTION	Defaults to Submit
TAXSOLUTIONID	Defaults to United Kingdom - VAT
TAX_LINE_NO	Defaults to 1
TAX_AMOUNT	Defaults to 0 (no VAT is posted on opening balance transactions)
TAX_DETAILID	For AP the Tax Detail **No VAT Input** should be used. For AR the Tax Detail **No VAT Output** should be used. These are both exempt rates that will not show on the VAT Return.
ARINVOICEITEM_CUSTOMERID	Customer Account Number (this is a dimension value passed to the GL so that reports can be run by customer)
APBILLITEM_VENDORID	Supplier Account Number (this is a dimension value passed to the GL so that reports can be run by supplier)
Sage200 Query flag	Transactions imported into Intacct will not be placed on hold, this will provide an indication of the transactions that were on query in Sage 200 so the transaction can be edited in Intacct.

1.3.2. Live and On Hold Sales and Purchase Orders

Some data will need to be added to the import template where the data doesn't match or exist in Sage 200. Where there is a requirement for this the column in the spreadsheet will contain the word 'Populate'.

The list below is not comprehensive and designed to export only the most common data from Sage 200. Some additional columns will need to be populated where required

NOTE: Order Header is the initial screen shown when viewing or amending an order in Sage 200.

1.3.2.1 Field Descriptions

Import Column	Sage 200 Field/Area/Description
TRANSACTIONTYPE	Defaults to the value from Sage 200 e.g., Sales Order. **NOTE:** this **must** be changed to the Intacct Transaction Definition Name.
DATE	Order/Return Date
GLPOSTINGDATE	Order/Return Date (can be changed)
DOCUMENTNO	Defaults to the original Sage 200 Order/Return No. **NOTE:** this **must** be changed to meet the Intacct Document Sequencing for the Transaction Definition if different.
CUSTOMER_ID or VENDOR_ID	Sales or Purchase Ledger Account No.
Sage 200 Customer Name or Sage 200 Supplier Name	For reference purposes only to cross check the order is for the correct account
Sage 200 Short Name	As above

Import Column	Sage 200 Field/Area/Description
DATEDUE	For SOP – Promised Delivery Date For POP – Requested Delivery Date Both from the Order Header **NOT** the Order Lines
CURRENCY	Order currency
EXCHRATEDATE	Order/Return Date
EXCHRATE	Order/Return Exchange Rate (as seen on the Order Header)
STATE	Requires a value to be manually entered. Valid values are Draft, Pending and Closed
CUSTOMERPONO	Customer Order No. (as seen on the Order Header).
LINE	Print Sequence field (can be seen when printing layouts/reports)
ITEMID	Stock Item Code
ITEMDESC	Stock Item Description (on the order line)
WAREHOUSEID	Warehouse Code (on the order line). **NOTE:** this **must** be changed to match the Intacct Warehouse ID(s) if different.
QUANTITY	For POP – On Order Quantity For SOP – Line Quantity
Despatched in Sage 200 or Sage 200 Receipt Qty	For POP – for reference purposes only For SOP – used to calculate the quantity outstanding

Import Column	Sage 200 Field/Area/Description
Invoiced in Sage 200 or Sage 200 Invoice Qty	For POP – for reference purposes only For SOP – used to calculate the quantity outstanding
UNIT	Buying or Selling Unit Description e.g., Each
PRICE	Buying or Selling Unit Price
VENDORDOCNO	Supplier Reference No. (as seen on the Order Header).
Sage 200 NL	For reference only - Nominal Account code from Order line
Sage 200 CC	For reference only - Nominal Cost Centre code from Order line
Sage 200 Dpt	For reference only - Nominal Department code from Order line