



Sage Estimating (desktop) v26.1

Sage Intacct Construction Integration Guide

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Chapter 1: About the Sage Intacct Construction Integration Guide

If you use Sage Intacct Construction, you can transfer quantities and amounts from Sage Estimating estimates directly into Intacct Construction project estimates. This guide covers the interface that enables the transfer between Sage Estimating and Sage Intacct Construction.

If you use Sage Construction Management, you can transfer estimate information directly into your job costing application. This enables you to access budget and transaction data without reentering the information. This guide covers the interface between Sage Estimating and Sage Construction Management Job Cost, which enables the information transfer.

Read the Supporting Documentation Before You Begin

This *Sage Intacct Construction Integration Guide* provides instructions for integrating with and exporting estimate entries to Sage Intacct Construction. Be sure to read it, as well as the following supporting documentation, before you configure the integration between Sage Estimating and Sage Intacct Construction:

- The *Installation and Administration Guide* includes an overview of this release, installation instructions, system requirements, and contact information.
- The *Release Notes* provide details about new features, database changes, known issues, and fixes.
- The *Getting Started Guide* provides an operational overview of the Sage Estimating software.
- The *SQL Server Guide* gives you an overview of the significant differences between the new SQL Server databases and the Pervasive databases used in previous Sage Estimating releases.

Conventions Used in this Guide

This guide uses the following conventions:

- Information you type into the software is shown in bold font. For example: Type **Miscellaneous** in the box.
- The names of screens, windows, fields, and other features displayed by the software are shown in **bold font**.
- Names of keys are also shown in bold font. For example: **Enter** or **Tab**. A plus sign (+) between two key names indicates you should press the keys simultaneously.

- The names of buttons you can click are shown in bold font and enclosed in brackets. For example: **[OK]** or **[Post]**.
- Variable names or names that are specific to your installation may appear in italics and brackets. For example: *[Drive]\[Server]*.

Menu Paths

In this document, menu paths show you the steps required to start a task. Menu paths appear in bold font with square brackets around buttons. For example:

"If the program does not automatically start, click **[Start] > Run.**"

Need help?

Use Sage Estimating Help or a variety of self-help resources to get answers to your questions.

The Help System

Sage Estimating Help provides more efficient access to information than most manuals. With a click of the mouse or a keystroke, you can easily get Help for a command, a field, a window, or a procedure.

Sage Estimating displays Help in your default browser. If you have an Internet connection, it displays the most current Help for your version of Sage Estimating from the Sage Estimating Help website. If you have no connection (you are working offline), it displays Help that was current when the software was released and installed on your computer when you install Sage Estimating.

Important! Because the Microsoft Edge browser does not display locally installed help properly, we recommend that you select a different default when working offline.

To get Help on a window option

To display Help for an option in a window, do one of the following:

- Click **What's This?** on the toolbar or on the title bar, and then click the option.
- Select **What's This?** from the **Help** menu, and then click the option.
- Select the option, and then press F1.

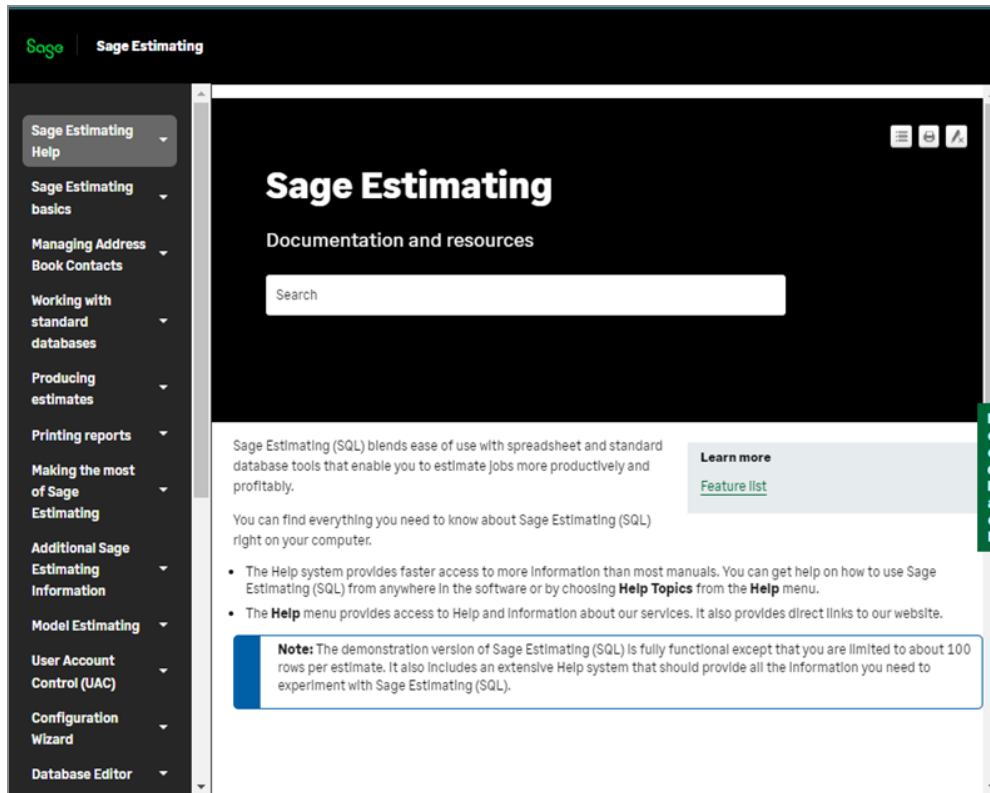
To get Help for the whole window

For information about the window, such as the window's purpose and what tasks you can perform in it, click **[Help]** at the bottom of the window.

To use Help to learn how to do tasks

1. Click **[Help]** on the toolbar or select the **Home** tab > **Help** group > **Help**.

The Help Window



2. Use the navigation pane to begin looking for a topic.
 - Help subjects are organized under headings. Select the heading for the type of task you want to perform to view a list of topics.

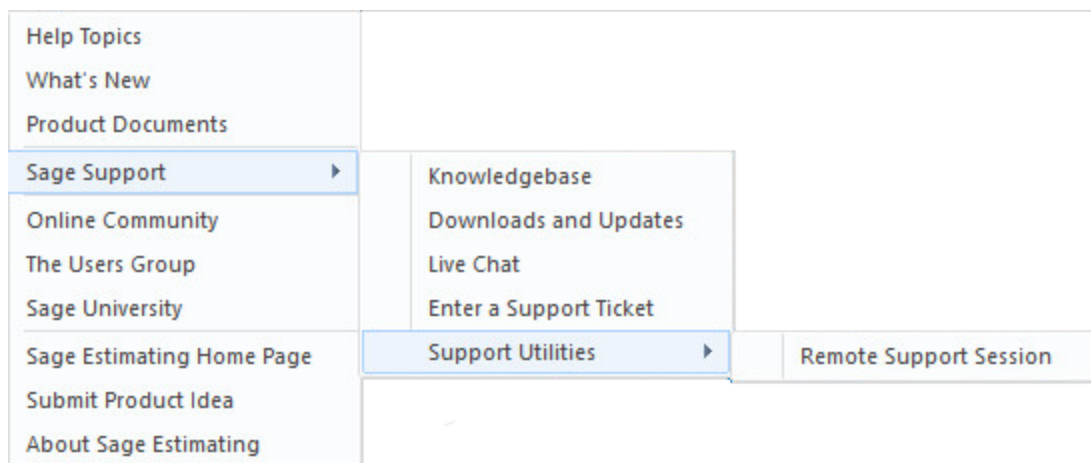
When you see the topic you want, double-click it to display it.

 - Select the **Glossary** heading to view an alphabetical list of definitions of terms used throughout the Sage Estimating software.
3. Use the **Search** box to find articles that match the keywords you enter.

Additional self-help resources

The Help menu available from on the ribbon also provides convenient links to a variety of self-help resources.

The Help menu in Ribbon view



How to Get Additional Help

Get help by:	Recommendation*	To access:
Reading product documentation	View documents and reference material from the Estimating Product Documents website.	Visit the Sage Estimating Product Documents page.
Searching the Knowledgebase	Search the Sage Knowledgebase, which provides 24/7 access to support articles as well as the latest software downloads and updates.	Visit the Knowledgebase at Sage Knowledgebase .
Asking the community	Join industry peers, certified partners, and Sage pros online 24/7 at the Sage Community Hub—the best place to ask questions and share product experiences, tips, and tricks.	Visit the Sage Estimating General Discussion forum.
Checking the latest product alerts	Keep up with the latest product information with Sage Estimating Announcements at the Sage Community Hub forum.	See Sage Estimating Announcements .
Submitting a web ticket	Submit your issue directly to our support team using Online Case submission.	Visit the Sage Customer Portal .
Exploring training options	Learn how to harness the full power of your software through videos and classes at Sage University.	Visit Sage University . You can also get access to Sage University from the Estimating File menu by selecting Help > Sage University .
* Customer Service hours vary by product line. Access to some resources require an active Sage Business Care support plan.		

Submitting Enhancement Requests

We want to hear your suggestions for improving the software. To send us your comments, click the File menu button  and then select **Help > Submit Product Idea**.

Chapter 2: Sage Intacct Construction Integration

If you use Sage Intacct Construction, you can transfer estimate information directly into that program, where you can work with the estimate without having to reenter or import the information. After exporting an estimate, the estimate information is available immediately in the following Sage Intacct Construction screens:

- Project Estimates
- Estimate entries (for a particular project)

The flow of information between Sage Estimating and Sage Intacct Construction is governed by Job Cost Information settings you select for the estimate or the standard database and by settings you select during an export. This guide describes the interface that enables the information transfer.

A note on terminology

There are a few differences in terminology between Sage Estimating and Sage Intacct Construction.

Terminology differences between Estimating and Construction

Estimating term	Construction term
Job	Project
Job Cost Phase or Cost Code	Task
Category	Cost Type
Estimates	Project Estimates

Tip: In Sage Intacct Construction, you can change some of these terms to terms used in Estimating. See [Customize terminology](#) in the Sage Intacct Help Center for information about changing terms in Intacct to terms you prefer.

Chapter 3: Setting up integration with Sage Intacct Construction

Before you can export estimates from Sage Estimating to a company in Sage Intacct Construction, you'll need to perform some tasks in each program to make sure that the programs can communicate. To help ensure the smooth transfer of data between Sage Estimating and Sage Intacct Construction, follow the guidelines in this chapter.

Prepare Sage Intacct Construction to receive estimates

For your company in Sage Intacct Construction:

1. Add **SageEST** as a Sender ID for Estimating. This ID allows Estimating to communicate with Construction.
 - a. In Sage Intacct Construction, click **Company** > **Setup** tab > **Company**.
 - b. On the **Security** tab of the Company Information page, in the **Web Services Authorizations** section, add **SageEST** as a Sender ID, with a description of **Sage Estimating Integration**.
2. If your Sage Intacct Construction company assigns roles to users, select **Company** > **Admin** tab > **Roles**, and then add a role (say, Estimator) with the following subscriptions and permissions:

Estimator subscriptions and permissions

Subscription	Activity/List/Report	Permissions
Administration	Application Subscriptions	View
Company	Departments	View
Company	Location	View
Company	Document Numbering (optional)	View
Accounts Receivable	Customers (optional)	View
Projects	Estimate Types	View
Projects	Standard Cost Types	View
Projects	Standard Tasks	View
Projects	Cost Types	List, View, Add, Edit, and Delete

Subscription	Activity/List/Report	Permissions
Projects	Tasks	List, View, Add, Edit, and Delete
Projects	Projects	List, View, Add, Edit, and Delete
Projects	Project Estimates	List, View, Add, Edit, and Delete

For more information, see [Role-based vs. user-based permissions](#) in the Sage Intacct Help Center.

3. Set up estimators who will be exporting estimates to Sage Intacct Construction as Web Services users.
 - a. In Sage Intacct Construction, at the top level, go to **Company > Admin tab > Users, roles & groups**, click **Web Services users**, and then click **Edit**.
 - b. Enter information for the user, including:
 - For the **User type**, select **Business**.
 - For **Admin privileges**, select **Limited**.
 - Depending on whether your Sage Intacct Construction company assigns roles or individual permissions, either assign the Estimator role you created in step 2 or assign each user the same permissions assigned to the role in step 2.
4. Make sure a task exists for each cost code you plan to send from Sage Estimating.

Note: Cost codes in Estimating are called tasks in Sage Intacct Construction. When you integrate Estimating with Sage Intacct Construction, these tasks appear in the Job Cost Phase column in the estimate.

To see a list of tasks that are set up for the company in Sage Intacct Construction, from the Construction **Projects** menu, select **Setup > Standard Task Catalog**.

If the estimate you want to export has a cost code with no corresponding task in Sage Intacct Construction, add the task to the list.

Tip: If you want to print a list of the standard tasks for reference when you work in Estimating, click the **[Export]** button.

5. Make sure cost type exists for each item category you plan to send from Sage Estimating.

Note: Categories in Estimating are called cost types in Sage Intacct Construction.

To see a list of standard cost types that are set up in Sage Intacct Construction, from the **Reports** menu, select **Setup > Standard Categories**.

If an estimate item has a category that has no corresponding cost type in Sage Intacct Construction, select **Setup > Standard Cost Types** to set up the cost type.

Tip: To print a list of the standard cost types for reference when you work in Estimating, click the **[Export]** button, and then save the report in your preferred format.

Prepare Sage Estimating to send estimates

Before sending estimates to Sage Intacct Construction, you need to perform certain tasks in Sage Estimating to ensure that Estimating cost codes and categories are properly matched with Sage Intacct Construction tasks and cost types.

Overview of Estimating preparation

These are the general steps you'll follow to prepare Estimating databases for integration with Sage Intacct Construction. Detailed steps are provided in later sections.

1. Turn on the Sage Intacct Construction interface for the standard database.
See [Turning on the Sage Intacct Construction interface](#) in the next section for more details.
2. Make sure that job cost phase for each Estimating phase is assigned to the desired Sage Intacct Construction tasks.
3. Make sure that each standard database item category is assigned to the desired Sage Intacct Construction task and Sage Intacct Construction cost type.

Tip: When integrating the standard database with Sage Intacct Construction, select the **Add cost types to items** option so that you won't have to enter the cost types manually.

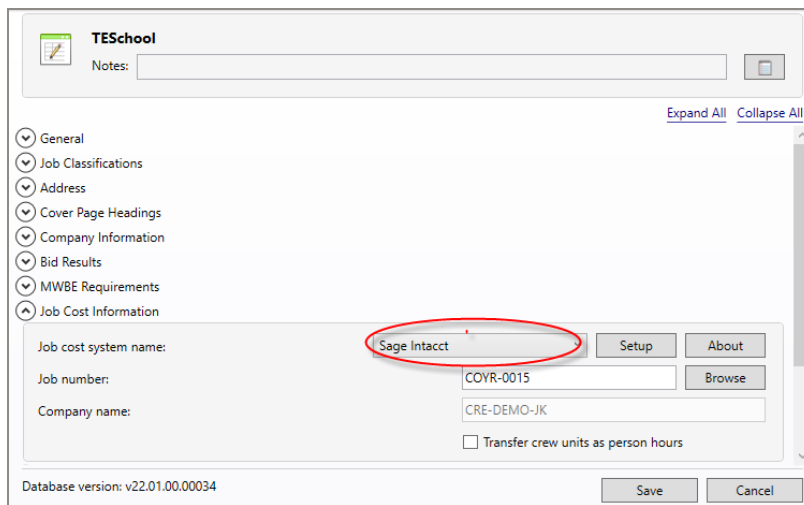
4. Make sure that you select the type of quantity (Qty. to Job Cost) for each database item you plan to send to Sage Intacct Construction. You can select Order Quantity, Takeoff Quantity, or None. Typically, you would select Order Quantity.
5. Make sure that database addons are assigned to the correct Sage Intacct Construction task and cost type.

Tip: You can save time and effort by using Database Editor to match job cost phases and database items to the corresponding Sage Intacct Construction tasks and cost types, and to choose the quantity to job cost.

Turning on the Sage Intacct Construction interface for a standard database

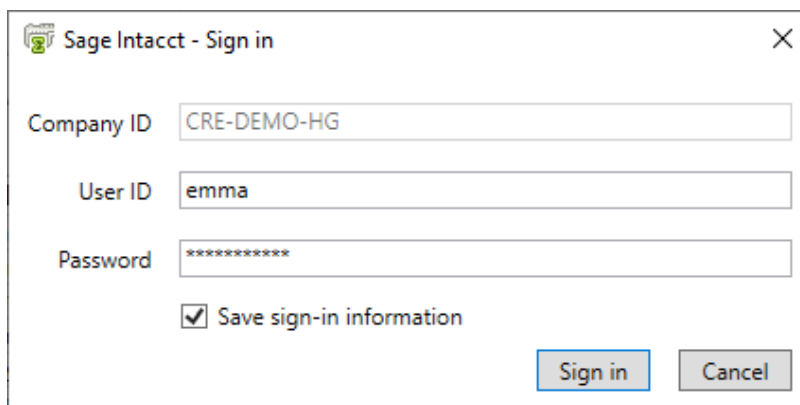
Set up standard databases individually to interface with Sage Intacct Construction by turning on the interface in the Estimating Management Console:

1. Open the Estimating Management Console.
2. In the Estimating Management Console, click the **Standard Databases** tab.
3. From the list in the **Standard Database Catalog** pane, select the standard database you want to integrate with Sage Intacct Construction.
4. In the **Job Cost Information** section of the detail pane, select **Sage Intacct** as the job cost interface .



The screenshot shows the 'TESchool' window with a 'Notes' field and 'Expand All'/'Collapse All' links. A list of categories is on the left, with 'Job Cost Information' expanded. In the 'Job Cost Information' section, the 'Job cost system name:' dropdown is set to 'Sage Intacct' and is circled in red. Other fields include 'Job number:' (COVR-0015) and 'Company name:' (CRE-DEMO-JK). There are 'Setup', 'About', and 'Browse' buttons. At the bottom, it says 'Database version: v22.01.00.00034' and has 'Save' and 'Cancel' buttons.

5. Click [Setup] to open the **Sage Intacct Construction Sign in** window.



The screenshot shows the 'Sage Intacct - Sign in' window. It has fields for 'Company ID' (CRE-DEMO-HG), 'User ID' (emma), and 'Password' (masked with asterisks). There is a checkbox for 'Save sign-in information' which is checked. At the bottom are 'Sign in' and 'Cancel' buttons.

6. In the **Sign in** window:

- a. Enter the ID for the Sage Intacct Construction company you are integrating with Estimating.
- b. Enter the user ID and password you use to sign in to the Sage Intacct Construction company.
- c. Click [**Sign in**].

The **Job Cost Integrator** window opens.

7. In the **Sage Intacct Construction Integrator** window:

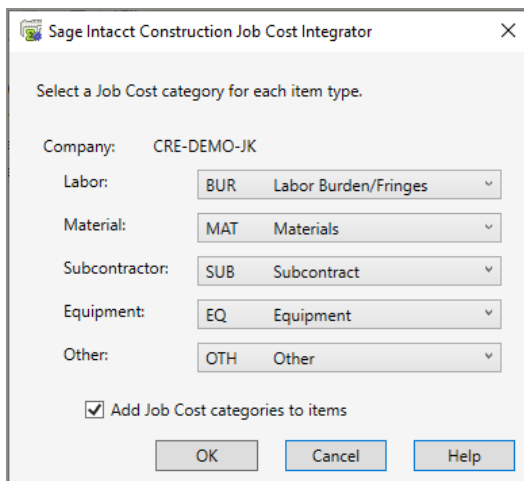
- a. Select a default Intacct cost type for the Estimating **Labor**, **Material**, **Subcontractor**, **Equipment**, and **Other** category boxes. (Recall that categories in Estimating are cost types in Sage Intacct Construction.)

Sage Estimating uses the default cost types to prefill the associated **JC . . . Cat** boxes for each new item you create.

Example: If you select a cost type of **LAB** for the **Labor** box, each time you add labor pricing to an item, the item's **Labor JC Cat** box automatically displays **LAB**.

- b. To add Sage Intacct Construction cost type information automatically to existing items in your standard database, select the **Add Sage Intacct Construction categories to items** checkbox. You only need to do this once for each standard database you integrate.

Tip: This step can save you time when you match items to Sage Intacct Construction cost types in your standard database.



- c. Click [**OK**] to return to the Estimating Management Console.

8. Verify that the Sage Intacct Construction company you selected in step 7 appears in the **Company name** box of the **Job Cost Information** section in the Estimating Management Console.
9. Click **[Save]**.

Verify standard database phase settings

Both Sage Estimating and Sage Intacct Construction use the concept of phases. However, in Sage Intacct Construction, phases are called *tasks*.

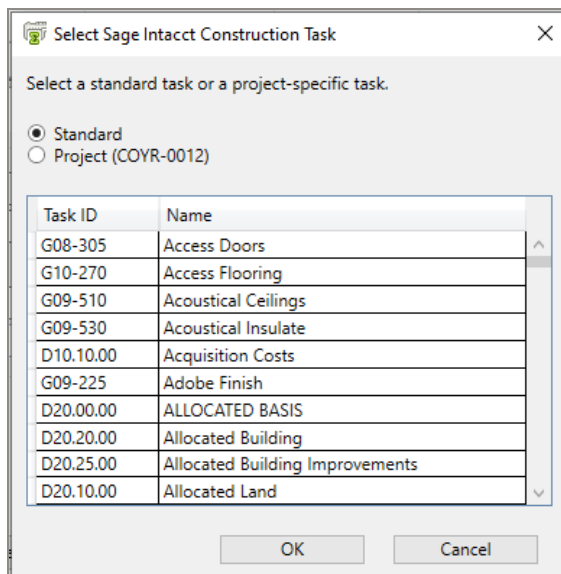
It is likely that the phase structure used in Sage Estimating is not the same as the task structure used in Sage Intacct Construction. You use the **Database Phase** window in Sage Estimating to tell the application how to align the two structures. Basically, you create a map for the Export Job Cost wizard to use when you transfer data from a phase in Sage Estimating to a task in Sage Intacct Construction.

To verify standard database phase settings:

1. In the Estimating application, open the **Database Phase** window.
 - On the ribbon, from the **Elements** group on the **Data** tab, click **Phases**, and then click **[Database]**.
 - From the spreadsheet, right-click a phase row header, click **Edit Phase** on the shortcut menu, and then click **[Database]**.

Important! Make sure the **Database** option is selected.

2. Beside the **Job cost phase** box, click the list button  to open the **Select Sage Intacct Construction Task** window.



3. To assign the Sage Intacct Construction task to the Estimating phase, double-click the task.

You are returned to the **Database Phase** window.

Notes:

- You can use the same Sage Intacct Construction task for many different Estimating phases.
- If you enter a phase takeoff total for an estimate, that amount is sent to Sage Intacct Construction as production units, denominated in the task's production units. For example, if you enter “5 weeks” as the phase total in the estimate, but the production unit of measure for the task is months, the estimate entry in Sage Intacct Construction will be 5 months of production units.

4. When you are finished, click [**Close**].

Verify standard database item settings

The **Database Item** window is where you define the Sage Intacct Construction task and Sage Intacct Construction cost type to use with a standard database item, and specify which quantity to send to Sage Intacct Construction.

To verify standard database item settings:

1. Open the **Database Item** window:
 - On the ribbon, from the **Elements** group on the **Data** tab, click **Items**.
2. In the **Database Item** window, click the **Job Cost** tab.

The information you enter on this tab creates a map for the software to use when you transfer information from Sage Estimating to Sage Intacct Construction.

For each item in the standard database, you need to select the Sage Intacct Construction task and cost type for each category's Job Cost Phase and Job Cost Category, as shown in this screen:

Database Item

Phase: 1300.010 Personnel: Supervision

Item: 10

Description: Superintendent

Takeoff unit: wk Formula: Crew:

Waste factor: %

Job Cost

Category	Job Cost Phase	Job Cost Category	Qty to Job Cost
Labor	1-041	LAB	None
Equipment	1-041	EQ	None

Intacct Construction task ID

Intacct Construction cost type ID

When Sage Estimating sends the estimate item to Sage Intacct Construction, the item entry includes the task and cost type you select on this tab.

Note: You can use the same **Sage Intacct Construction task** and **cost type** for any number of estimate items.

- Click in the **Job Cost Phase** field, and then click the list button.

The **Database Job Cost Phase List** window opens.

- Locate and double-click the Sage Intacct Construction task for which you want to send the item information when you export estimates to Sage Intacct Construction.

When you double-click an item, the **Select Sage Intacct Construction Task** window closes and you are returned to the **Database Item** window. The Sage Intacct Construction task you selected appears in the **Job Cost Phase** box.

Note: You can also manually enter a phase. Be sure to follow the format set up in Sage Intacct Construction. If the phase does not exist in Sage Intacct Construction, you can create it during the import.

- Click in the **Job Cost Category** box and then select from the list the cost type to use with the item entry when you export estimates to Sage Intacct Construction.

Select Sage Intacct Construction Cost Type

Select a standard cost type.

Cost Type ID	Name
BUR	Labor Burden/Fringes
CATA	Category A
CATB	Category B
CATC	Category C
CATD	Category D
DEV	Development Cost Types
DEVB	Development Building
DEVF	Development Financing
DEVL	Development Land
DEVP	Development Parking
DEVS	Development Soft Costs
EQ	Equipment
EQO	Equipment Owned
EQR	Equipment Rented / Leased
LAB	Labor
MAT	Materials
OT	Overtime Labor
OTH	Other
REG	Regular Labor
SUB	Subcontract

OK Cancel

Note: You can also enter a cost type manually .

Be sure to click in the **Job Cost Category** box, not the standard database item **Category** box. The database item **Category** box is used for pricing and does not have any impact on the Sage Intacct Construction interface.

Database Item

Phase: 1300.010 Personnel: Supervision

Item: 10

Description: Superintendent

Takeoff unit: wk Formula:

Waste factor: % Crew:

Category	Job Cost Phase	Job Cost Category	Qty to Job Cost
Labor	1-041	LAB	None
Equipment	1-041	EQ	None

Intacct Construction task ID

Intacct Construction cost type ID

Close Help

6. Select the item quantity to send to the selected Sage Intacct Construction category by selecting the item quantity from the **Qty to Job Cost** list.

Your cost accounting needs should dictate which option you choose.

- **Takeoff qty** sends to Sage Intacct Construction the takeoff item quantity for the category.
- **Order qty** sends to Sage Intacct Construction the order item quantity for the category.
- **None** sends to Sage Intacct Construction the total dollar amount for the job cost phase and job cost category. It does not send quantities, so the unit price field in Sage Intacct Construction will be blank.

7. Click [OK] and [Close] when you are done.

Note: You can also make changes to the Sage Intacct Construction phase and category from the estimating spreadsheet itself.

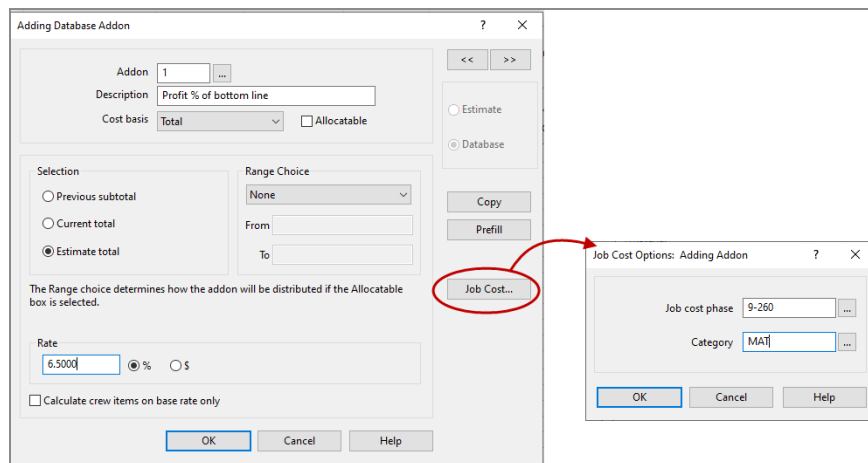
Verify standard database addon settings

To view the database addon settings:

1. Open the **Database Addons** window:
 - On the ribbon, from the **Adjustments** group on the **Data** tab, click **Addons**.
 - From the **Totals** window, click  or select **Edit Addon** from the shortcut menu.
2. In the **Database Addon** window, select the **Allocatable** checkbox to make an addon cost eligible for allocation when the estimate information is sent to Sage Intacct Construction .

Note: To actually allocate the addon, select the **Allocate addons** checkbox in step 2 of the **Sage Intacct Construction Export** wizard (in the Sage Estimating software).

3. To send the addon costs to a specific Sage Intacct Construction task and cost code, click **[Job Cost]** and then in the **Job Cost Options: Adding Addons** window:
 - For the **Job cost phase**, select the Sage Intacct Construction task.
 - For the **Category**, select the Sage Intacct Construction cost code.



Chapter 4: Exporting Data to Sage Intacct Construction

You use the **Export to Sage Intacct Construction** wizard to send the following estimate data to a Sage Intacct Construction project:

- Each phase that has a phase quantity in the spreadsheet.
- Each item category that has an amount. The item setup determines whether the transaction includes the takeoff quantity or order quantity.
- Each addon that is not allocated. The cost of allocated addons is from the items used to calculate those addons.

Note: Sage Intacct Construction identifies each estimate with a unique Estimate ID. Each time you export an estimate to Sage Intacct Construction, you create a new estimate, even if you export the same estimate for the same project and item categories.

Important! The steps in this chapter assume that your estimate is associated with a standard database that has been properly integrated with Sage Intacct Construction, as described in the previous chapter.

Integrating an estimate with Sage Intacct Construction

To export an estimate to Sage Intacct Construction, you need to identify the Sage Intacct Construction company and the project to which to export the estimate. You can do this in either of the following ways:

- Sign into the company and specify the project using the Export wizard. If the project doesn't exist in Sage Intacct Construction, you can create it "on the fly" during the export.
- Sign into the company and select an existing project using the **Estimate Information** window before you export. If you choose this method:
 1. In the Estimate Information window, fill in the **Job Cost Information** section of the window, as you would when integrating a standard database.

Note: If you based the estimate on a standard database that is already integrated with Sage Intacct Construction, you can skip this step.

- a. Select **Sage Intacct** as the Job Cost System Name.
 - b. Click **[Setup]** and then make sure that the Estimating item categories are properly mapped to Sage Intacct Construction cost types.
 - c. Click **[Close]**.
2. Beside the **Job number** box, click the **[Browse]** button, and then select an existing project from list in the Select Project window.

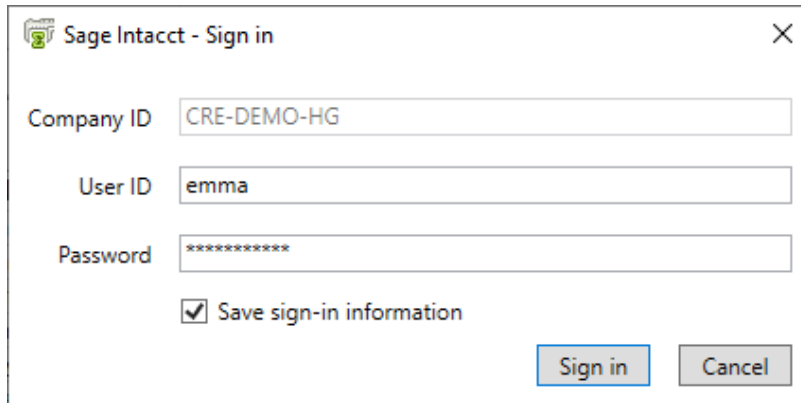
Note: You can also simply type the project ID in the Job Number box. If the project doesn't exist in Sage Intacct Construction, it will be created when you export the estimate.

Exporting an estimate

To export an estimate to a project in Sage Intacct Construction:

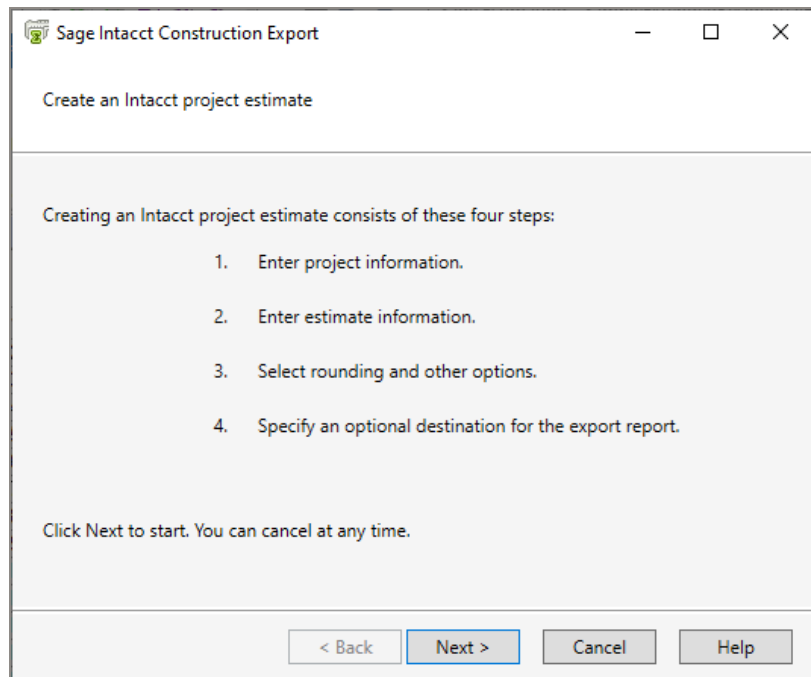
1. On the **Advanced** tab, click **Export to Intacct**.

If you are not already signed in to a Sage Intacct Construction company, the **Sage Intacct - Sign in** window appears.

The image shows a 'Sage Intacct - Sign in' dialog box. It has a title bar with a close button (X). Inside, there are three text input fields: 'Company ID' with the value 'CRE-DEMO-HG', 'User ID' with the value 'emma', and 'Password' with masked characters '*****'. Below these fields is a checkbox labeled 'Save sign-in information' which is checked. At the bottom right are two buttons: 'Sign in' and 'Cancel'.

2. If this window appears, enter the Sage Intacct Construction Company ID and your credentials, and then click **[Sign in]**. Estimating launches the Sage Intacct Construction export wizard.

The Sage Intacct Construction export wizard introduction page



The screenshot shows a window titled "Sage Intacct Construction Export" with standard window controls. Below the title bar, it says "Create an Intacct project estimate". The main content area explains that creating an estimate consists of four steps: 1. Enter project information, 2. Enter estimate information, 3. Select rounding and other options, and 4. Specify an optional destination for the export report. It then instructs the user to "Click Next to start. You can cancel at any time." At the bottom, there are four buttons: "< Back", "Next >" (highlighted with a blue border), "Cancel", and "Help".

Sage Intacct Construction Export

Create an Intacct project estimate

Creating an Intacct project estimate consists of these four steps:

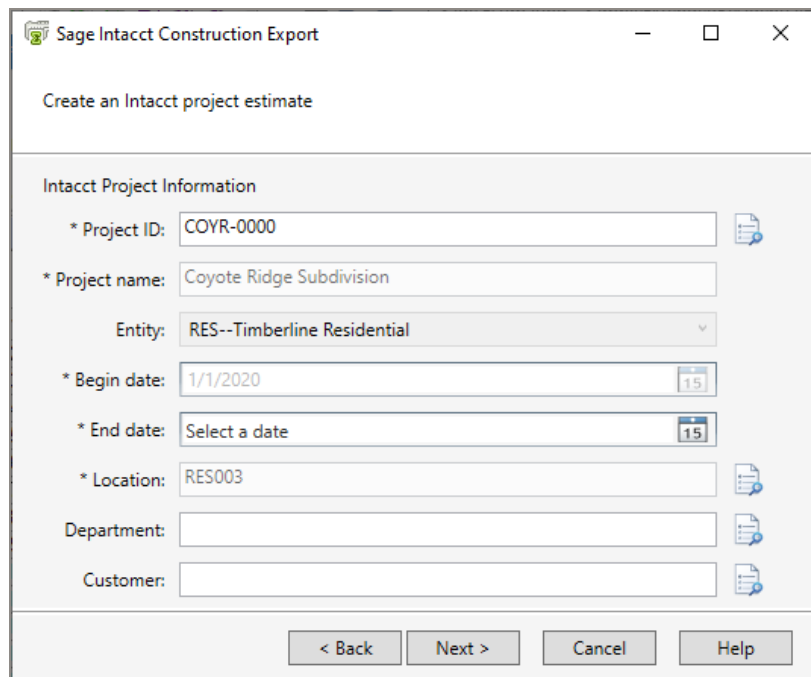
1. Enter project information.
2. Enter estimate information.
3. Select rounding and other options.
4. Specify an optional destination for the export report.

Click Next to start. You can cancel at any time.

< Back Next > Cancel Help

3. Click **[Next]**.

Sage Intacct Construction Export Wizard Step 1



The screenshot shows the "Step 1" of the wizard, titled "Sage Intacct Construction Export". It contains a form for "Intacct Project Information". The fields are: "* Project ID:" with value "COYR-0000", "* Project name:" with value "Coyote Ridge Subdivision", "Entity:" with a dropdown menu showing "RES--Timberline Residential", "* Begin date:" with a date picker showing "1/1/2020", "* End date:" with a date picker showing "Select a date", "* Location:" with value "RES003", "Department:" (empty), and "Customer:" (empty). Each field has a small document icon to its right. At the bottom, there are four buttons: "< Back", "Next >" (highlighted with a blue border), "Cancel", and "Help".

Sage Intacct Construction Export

Create an Intacct project estimate

Intacct Project Information

* Project ID: COYR-0000

* Project name: Coyote Ridge Subdivision

Entity: RES--Timberline Residential

* Begin date: 1/1/2020

* End date: Select a date

* Location: RES003

Department:

Customer:

< Back Next > Cancel Help

Note: Asterisks indicate fields that require entries.

4. In step 1 of the **Export to Intacct** wizard:

- a. From the **Entity** list, select the entity you are working with in Sage Intacct Construction.
- b. In the **Project ID** box, specify the Sage Intacct Construction project to which you're exporting the estimate.

The wizard displays the default project (the job linked to the estimate in the **Estimate Information** window). You can select another project that is associated with the company in Sage Intacct Construction.

You can create a new project by specifying a Project ID that doesn't yet exist in Sage Intacct Construction.

Note: If auto-numbering is turned on in Sage Intacct Construction, accept the –New– entry in this field.

The wizard displays the Project name, Begin date, Location, Department, and Customer for an existing project, if they are specified in Sage Intacct Construction.

- c. If attributes are not defined for the project or if you're creating a new project, enter the values in the following fields:
 - **Project name.** Enter a descriptive name for the project, or you can enter the project ID as the project name.
 - **Begin date.** Enter the date on which the project is scheduled to begin. Use the MM/DD/YYYY format for the date.
 - **End date.** Enter the date on which the project is scheduled to end. Use the MM/DD/YYYY format for the date.
 - **Location.** Select the location where the work on this project will take place. Labor costs accrue on the project location (if one exists), not on the employee location.
 - **Department.** Select the department associated with this project, or you can leave the department blank to use the employee department in reports.
 - **Customer.** Select the customer for whom the project is being completed.

5. Click **[Next]**.

Sage Intacct Construction Export Wizard Step 2

Sage Intacct Construction Export

Create an Intacct project estimate

Intacct Project Estimate Information

Estimate ID: -- New --

Description:

Estimate date: 7/18/2022

Estimate type: <none>

< Back Next > Cancel Help

6. In step 2 of the **Export to Intacct** wizard, fill in estimate information as follows:

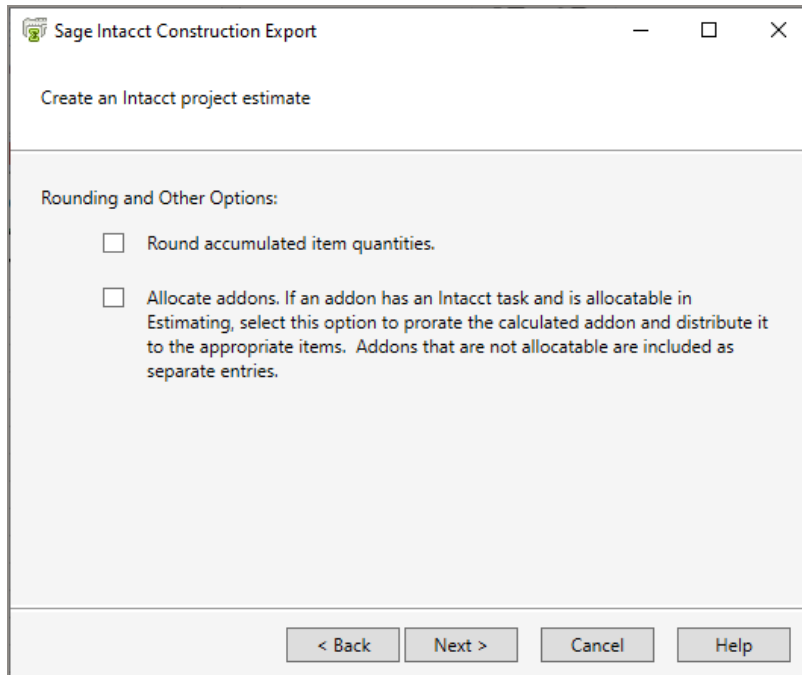
- a. **Estimate ID.** Enter a code to identify the estimate.

If the project is set up to use an automatic estimate ID sequence, accept the entry in this field.

- b. **Description.** Enter a description for the estimate. You can use the estimate ID as the description.
- c. **Estimate date.** Today's date is used as the default estimate date. This is the date that is used for all the estimate entries.
- d. **Estimate type.** If you use estimate types in Sage Intacct Construction, select an estimate type. (For more information about estimate types and how they are used, refer to the Sage Intacct Help Center.)

7. Click **[Next]**.

Sage Intacct Construction Export Wizard Step 3



The screenshot shows a Windows-style dialog box titled "Sage Intacct Construction Export". The window has standard minimize, maximize, and close buttons in the top right corner. Below the title bar, the text "Create an Intacct project estimate" is displayed. The main area of the dialog is titled "Rounding and Other Options:" and contains two unchecked checkboxes. The first checkbox is labeled "Round accumulated item quantities." The second checkbox is labeled "Allocate addons. If an addon has an Intacct task and is allocatable in Estimating, select this option to prorate the calculated addon and distribute it to the appropriate items. Addons that are not allocatable are included as separate entries." At the bottom of the dialog, there are four buttons: "< Back", "Next >", "Cancel", and "Help".

Sage Intacct Construction Export

Create an Intacct project estimate

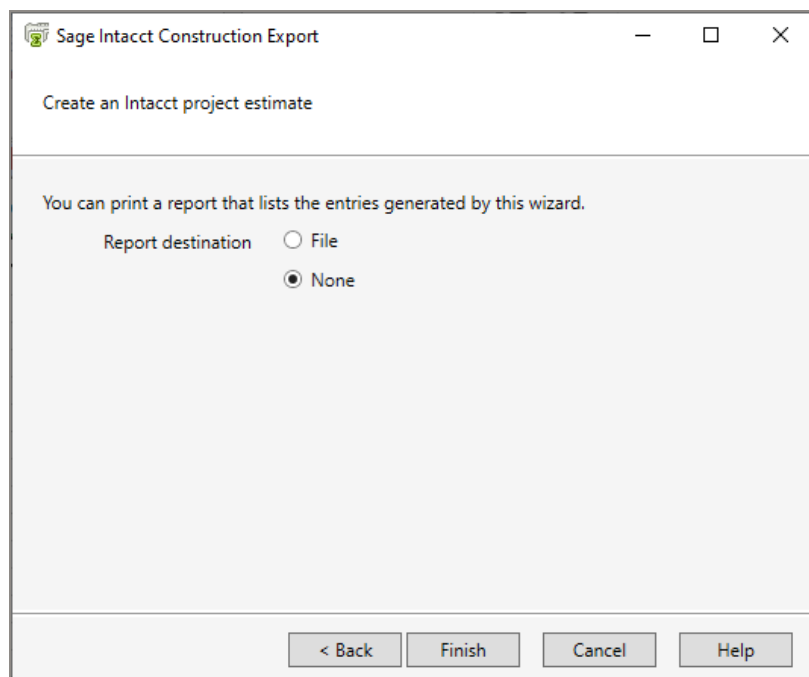
Rounding and Other Options:

- ☐ Round accumulated item quantities.
- ☐ Allocate addons. If an addon has an Intacct task and is allocatable in Estimating, select this option to prorate the calculated addon and distribute it to the appropriate items. Addons that are not allocatable are included as separate entries.

< Back Next > Cancel Help

8. Select rounding and allocation options, as desired.
9. Click **[Next]**.

Sage Intacct Construction Export Wizard Step 4



The screenshot shows a Windows-style dialog box titled "Sage Intacct Construction Export". The main heading inside is "Create an Intacct project estimate". Below this, a message states: "You can print a report that lists the entries generated by this wizard." Underneath the message is a label "Report destination" followed by two radio button options: "File" and "None". The "None" option is currently selected. At the bottom of the dialog box, there are four buttons: "< Back", "Finish", "Cancel", and "Help".

10. Select whether to print a report of the estimate entries you're sending to Sage Intacct Construction.
11. Click **[Finish]**.
12. If you selected the option to print a report of the entries, specify the location and the file name for the report, and then click **[Save]**.
 - Before exporting your estimate data, the wizard checks to ensure that all the cost codes used in the estimate are mapped to an existing task in the designated Sage Intacct Construction project. If there are any unmatched codes, the wizard prompts you to replace codes with correct ones.

Replace Task

Specify a standard or project-specific task.

Replace task

Type the correct task

Description

☐ Replace all instances of this task with the new value.

- The wizard also checks to ensure that the categories used in the estimate are mapped to valid cost types in the project. If there are any unmatched types, the wizard prompts you to replace the cost types with correct ones.

Replace Cost Type

Specify a standard or project-specific cost type.

Replace cost type

Type the correct cost type

Name

☐ Replace all instances of this cost type with the new value.

Note: If you click **[Cancel]** at this point, the export process stops and no estimate data is sent to Sage Intacct Construction. When Estimating displays a list of the errors, click **[Copy]** to save the error report to the clipboard so you can use it to fix the errors later.

13. If you are prompted to replace incorrect or missing tasks, for each code presented:
 - a. If you know the correct code for each task, either type it in the box provided and then add the task description, or click **[Select a task]** and then select the correct Sage Intacct Construction task from the displayed list.

- b. Select **Replace all instances of this task with the new value** if you want to match all instances of the task automatically. (Selecting this option can save you time and effort.)
 - c. Click **[OK]**.
- 14. If you are prompted to replace incorrect or missing cost types, for each cost type presented:
 - a. If you know the correct cost type, either type it in the box provided and then add the task description, or click **[Select a cost type]** and then select the correct Sage Intacct Construction task from the displayed list.
 - b. Select **Replace all instances of this cost type with the new value** if you want to match all instances of the task automatically.
 - c. Click **[OK]**.

Sage Estimating sends the exported estimate information directly to the project in Sage Intacct Construction.

After exporting to Sage Intacct Construction

- If you canceled the export because you encountered errors, use the error report to fix the errors in the estimate, and then try to export the estimate again.
- If you chose to create a report of the successfully exported entries, you can print it to verify the entries.
- Check the project estimate in Sage Intacct Construction. (In Sage Intacct Construction, click **Applications > Projects > Project Estimates.**)

Estimate entries sent to Sage Intacct Construction project tasks

The Export to Intacct wizard creates entries for each job cost phase (project-related task) and category (cost type) in the estimate spreadsheet. It creates additional addon entries if you decide not to allocate addons during the export.

Estimating sends the following data that appear in estimate line entries in Sage Intacct Construction:

- **Task and Task Name.** This is the Sage Intacct Construction task that you mapped to the job cost phase in Estimating.
- **Cost type and Cost type Name.** This is the Sage Intacct Construction cost type that you mapped to the item category in Estimating.
- **Quantity.** This is the quantity you specified for the Quantity to Job Cost for the database item in Estimating.

Note: Although you can specify Takeoff Quantity, Order Quantity, or None for the Quantity to Job Cost, typically, you would specify Order Quantity.

- **External UOM.** For category transactions, this is the unit of measure associated with the Quantity to Job Cost in Estimating. Depending on the item category, this could be the takeoff quantity or the order quantity.
- **Amount.** This is the unit rate times the quantity.
- **Memo.** Memos provide additional descriptive information for estimate lines from Estimating, as follows:
 - For entries that come from items, the memo consists of the phase code, item code, and item description.
 - For entries that come from phases, the memo consists of phase code, phase description, and phase UOM.
 - For addon entries, the memo is the description for the addon.

Note: Account budgets are updated based on the general ledger account assigned to the cost type in Sage Intacct Construction. Other information that you might see for project estimates in Construction depend on the settings in that application.

Sample estimate entries sent to a Sage Intacct Construction project

Task (Job Cost Phase)	Task name (Job Cost Phase)	Cost type (Category)	Cost type name (Category)	Quantity (Qty to Job Cost)	External UOM	Amount	Memo
G01-041	Project Coordina-tion	--	--	26	--	--	1300.00 Super-intendent
G01-041	Project Coordina-tion	EQ	Equipment	520	ph	546	1300.010 10 Super-intendent
G01-041	Project Coordina-tion	LAB	Labor	520	ph	20,800	1300.010 10 Super-intendent
G01-330	Survey and Layout Data	LAB	Labor	200	ph	4,000	1720.030 10 Layout (Own Forces)
G01-330	Survey and Layout Data	OTH	Other	1	ea	600	1720.030 10 Layout (Own Forces)
G01-	Temp Utilities	MAT	Materials	3	mo	270	1510.010 80

Task (Job Cost Phase)	Task name (Job Cost Phase)	Cost type (Category)	Cost type name (Category)	Quantity (Qty to Job Cost)	External UOM	Amount	Memo
510							Temp Toilet
G01-510	Temp Utilities	OTH	Other	3	mo	360	1510.010 60 Temp Water
G01-510	Temp Utilities	OTH	Other	3	mo	180	1510.010 40 Temp Phone
G01-510	Temp Utilities	OTH	Other	3	mo	360	1510.010 10 Temp Electricity
G01-510	Temp Utilities	OTH	Other	3	mo	360	1510.010 20 Temp Heat
G01-520	Temp Construction	LAB	Labor	3	ph	60	1520.030 10 Job Sign
G01-520	Temp Construction	LAB	Labor	60	ph	1,200	1540.010 10 Tools & Equipment
G01-520	Temp Construc-tion	MAT	Materials	1	ea	60	1520.030 10 Job Sign
G01-520	Temp Construc-tion	MAT	Materials	4	mo	9,600	1540.010 10 Tools & Equipment
G01-710	Final Cleaning	LAB	Labor	40	ph	800	1740.010 70 Clean Glass
G01-710	Final Cleaning	LAB	Labor	50	ph	1,000	1740.010 60 Final Cleanup
G01-710	Final Cleaning	LAB	Labor	130	ph	2,600	1740.010 10 Current Cleanup
G01-710	Final Cleaning	MAT	Materials	1	ea	240	1740.010 60 Final Cleanup
G01-710	Final Cleaning	MAT	Materials	13	wk	780	1740.010 10 Current Cleanup
G02-520	Cement Paving	EQ	Equipment	5	ph	600	2740.030 10 Asphalt Paving Lab./Equip Only

Task (Job Cost Phase)	Task name (Job Cost Phase)	Cost type (Category)	Cost type name (Category)	Quantity (Qty to Job Cost)	External UOM	Amount	Memo
G02-520	Cement Paving	LAB	Labor	8.333	ph	167	2740.030 10 Asphalt Paving Lab./Equip Only
G02-520	Cement Paving	LAB	Labor	1.389	ph	28	2740.030 50 Crusher Run Base
G02-520	Cement Paving	MAT	Materials	15.068	ton	362	2740.030 30 E Asphalt Material
G02-520	Cement Paving	MAT	Materials	29.2	cy	203	2740.030 50 Crusher Run Base
R4-01-740	Fees	LAB	Labor	0	--	50,000	Profit
G01-041	Project Coordina-tion	--	--	26	--	--	1101.00 Superintendent

Notes:

- The first entry in the list is from a phase total in the estimate. The takeoff quantity is represented in Sage Intacct Construction as production units, and no cost type is assigned.
- The last entry in the list is an unallocated Estimating addon, Profit, which is mapped to the Sage Intacct Construction Fees task.