

Intacct Sync 2.0 Setup

Part 1 of 10: In Intacct, set up the role of a sync user

To set up a sync user:

1. Log in to your Intacct company account.
2. On the Home page, click the Company tab > Users.
3. On the Users page, click Add.
4. On the User Information page, enter these exact values:

The screenshot shows the 'User Information' form in Intacct. The form fields and their values are: User ID (bill.com), Last name (bill.com), First name (bill.com), Email address (empty), Contact name (dropdown), and User name (bill.com bill.com). The 'User type descriptions' section has 'Business' selected. 'Admin privileges' are set to 'Full'. 'Status' is 'Active'. There are three checkboxes: 'Keep my password until I reset it', 'Disable password requirements', and 'Web services only', all of which are unchecked. Red annotations include: 'Enter "bill.com" so Intacct won't charge you for this user' pointing to the User ID field; 'Enter your Bill.com account Administrator's email (to handle questions)' pointing to the Email address field; 'Choose Full' pointing to the 'Full' radio button; and 'I - required' at the bottom left.

5. Click Save.
 - a. Note: Temporary password will be sent to the above email. Login with temporary password to create/confirm new password.
6. On the Users page, for your billcom user, click Subscriptions.
7. Assign permissions for Company:
 - a. On the Company: User Application Subscriptions for Billcom page, select Company, then click Permissions.
 - b. On the Company Permissions For Billcom page, at Permission for Activities/Lists, choose All.

The screenshot shows the 'Company Permissions For Billcom' page. At the top right are 'Help?', 'Save', and 'Cancel' buttons. Below is a table with columns for 'Activities/Lists' and 'Permission'. The 'Permission' column has radio buttons for 'None', 'Read Only', and 'All'. The 'All' radio button is selected. The table lists several activities with their permissions:

Activities/Lists	Permission
Company Setup Checklist	Run
Clear Company Data	Run
Departments	List, View, Add, Edit, Delete
Department Groups	List, View, Add, Edit, Delete

- c. Click Save.
8. Assign permissions for Cash Management:

- a. On the Company: User Application Subscriptions For Billcom page, select Cash Management, then click Permissions.
 - b. On the Cash Management Permissions For Billcom page, at Permission for Activities/Lists, choose All.
 - c. At Permission for Reports (lower on the page), choose All.
 - d. Click Save.
9. Assign permissions for General Ledger:
- a. On the Company: User Application Subscriptions For Billcom page, select General Ledger, then click Permissions.
 - b. On the General Ledger Permissions For Billcom page, at Permission for Activities/Lists, choose All.
 - c. At Permission for Reports (lower on the page), choose All.
 - d. Click Save.
10. Assign permissions for Accounts Payable:
- a. On the Company: User Application Subscriptions For Billcom page, select Accounts Payable, then click Permissions.
 - b. On the Accounts Payable Permissions For Billcom page, at Permission for Activities/Lists, choose All.
 - c. At Permission for Reports (lower on the page), choose All.
 - d. Click Save.
11. Assign permissions for Customization Services:
- a. On the Company: User Application Subscriptions For Billcom page, select Customization Services, then click Permissions.
 - b. On the Customization Services Permissions For Billcom page, at Permission for Activities/Lists, choose All.
 - c. Click Save.
12. Assign permissions for Accounts Receivable:
- a. On the Company: User Application Subscriptions For Billcom page, select Accounts Receivable, then click Permissions.
 - b. On the Account Receivable Permissions For Billcom page, at Permission for Activities/Lists, choose All.
 - c. At Permission for Reports (lower on the page), choose All.
 - d. Click Save.
13. Assign permissions for Projects:
- a. On the Company: User Application Subscriptions For Billcom page, select Projects, then click Permissions.
 - b. On the Projects Permissions For Billcom page, at Permission for Activities/Lists, choose All.
 - c. At Permission for Reports (lower on the page), choose All.
 - d. Click Save.
14. Assign permissions for Time & Expenses:
- a. On the Company: User Application Subscriptions For Billcom page, select Time & Expenses, then click Permissions.
 - b. On the Time & Expenses Permissions For Billcom page, at Permission for Activities/Lists, choose All.
 - c. At Permission for Reports (lower on the page), choose All.
 - d. Click Save.
15. Assign permissions for Inventory Control:
- a. On the Company: User Application Subscriptions For Billcom page, select Inventory Control, then click Permissions.
 - b. On the Inventory Control Permissions For Billcom page, at Permission for Activities/Lists, choose All.
 - c. At Permission for Reports (lower on the page), choose All.
 - d. Click Save.
16. Assign permissions for Order Entry:
- a. On the Company: User Application Subscriptions For Billcom page, select Order Entry, then click Permissions.

- b. On the Order Entry Permissions For Billcom page, at Permission for Activities/Lists, choose All.
 - c. At Permission for Reports (lower on the page), choose All.
 - d. Click Save.
17. Assign permissions for Purchasing:
- a. On the Company: User Application Subscriptions For Billcom page, select Purchasing, then click Permissions.
 - b. On the Purchasing Permissions For Billcom page, at Permission for Activities/Lists, choose All.
 - c. At Permission for Reports (lower on the page), choose All.
 - d. Click Save.
18. On the Company: User Application Subscriptions For Billcom page, click Save.
19. On the Users page, click Done.

Part 2 of 10: In Intacct, subscribe to Web Services

We use Intacct's Web Services to sync your Bill.com account with your Intacct company account.

1. On the Home page, click Company > Subscriptions.
2. On the Subscriptions page, at Web Services, click Subscribe.

	Name	Company	
Clear	<input type="text"/>	<input type="text"/>	Go
	Company	Intacct	
Configure	General Ledger	Intacct	
Configure	Accounts Payable	Intacct	Cancel
Configure	Accounts Receivable	Intacct	Cancel
Configure	Time & Expenses	Intacct	Cancel
	Consolidation	Intacct	Subscribe
Configure	Inventory	Intacct	Cancel
Configure	Purchasing	Intacct	Cancel
Configure	Order Entry	Intacct	Cancel
	Management Console	Intacct	Subscribe
Configure	Cash Management	Intacct	
	Customization Services	Intacct	Cancel
	Avalara Tax	Avalara	Subscribe
Configure	Projects	Intacct	Cancel
	Intacct-Clarizen Integration	Clarizen	Subscribe
	Intacct-OpenAir Integration	OpenAir.com	Subscribe
	Intacct-QuickArrow Integration	QuickArrow	Subscribe
Configure	Intacct-Salesforce Integration	Salesforce.com	Cancel
	Multi Entity Console	Intacct	Subscribe
	Payment Services	Intacct	Subscribe
	Web Services	Intacct	Subscribe
	Wells Fargo Payment Manager	Wells Fargo	Subscribe

3. Click OK.

To avoid paying additional fees, create an Intacct user for syncing named "billcom" (reference steps 1-5 in section "Part 1 of 10"). We're an Intacct Ready Partner, so Intacct waives the fees for using Intacct Web Services (XML Gateway) and for creating a "billcom" user. For more details, contact Intacct Customer Support.

4. On the Subscriptions page, click Done.

Part 3 of 10: In Intacct, set up the bank account you use for payments in Bill.com

When you use Bill.com to pay vendors, we make a single Automated Clearinghouse (ACH) debit per day to your bank account. This single debit might be for more than one bill payment that day.

To make it easier to reconcile your bank account with a single debit, we provide a Bill.com Money Out Clearing account: all your individual bill payments made via Bill.com will be posted to this clearing account. We also create a journal entry in Intacct to record the debit.

To set up the bank account:

1. On the Home page, Cash Management > click Checking Accounts (note: may need to click open setup to view "Checking Accounts")
2. On the Checking Accounts page, click Add.
3. On the Checking Account Information page, under Financial institution, enter:
 - Account ID: Bill.com Clearing
 - Bank name: Bill.com
4. Farther down the Checking Account Information page, scroll to Accounting information.
5. At GL account, click the down arrow.



6. Click add from pull down list.

On the General Ledger Accounts page, enter:

- Account Number: an unused number, such as 1071
- Title: Bill.com Money Out Clearing (note: A default account of the same name/title is in Bill.com. To ensure there are no duplicates, double check to ensure the exact title is used.)
- Account Type: Balance Sheet Account
- Period End Closing Type: Non-Closing Account
- Dimension settings: leave all dimensions unselected

General Ledger Accounts [Save] [Save & New] [Cancel]

Account Number: 1071

Title: Bill.com Money Out Clearing

Category: [Dropdown]

Account Type: Balance Sheet Account

Normal Balance: Debit

Period End Closing Type: Non-Closing Account

Close Into Account: [Dropdown]

Status: Active

Dimension settings

For each dimension you select, the system validates all transactions, including past transactions, and payment processing.

Department

Location

Project

8. Click Save.
9. On the Checking Account Information page, click Save.

Part 4 of 10: In Intacct, add the Bill.com customization package

The customization package keeps details of your Intacct company account in sync with details of your Bill.com account:

- In Intacct, view bill or invoice images you've entered in Bill.com
- In Bill.com, track Intacct updates for:
 - Deleted departments, locations, vendors, accounts, classes, customers, items, projects, employees, bills, and invoices

If you're setting up a multi-entity at the entity level, add the Bill.com customization package through Intacct's Customer Services at the root/parent level. Otherwise, add the package at the entity level.

To add the customization package to Intacct:

1. Go to: https://771f473801c0b18ffef3-7d086b3f1e6695f88d9e14526d5f6849.ssl.cf1.rackcdn.com/billcom_package.xml
2. From your browser, choose File menu > Save As.
3. Save billcom_package.xml to your Desktop (the page source text, not the Web Archive).
4. In your Intacct company account, click Home.
5. On the Home page, Customization Services > click Customization Packages.
6. On the Customization Packages page, click Add.
7. On the Import Customization Package page, choose the billcom_package.xml you saved to your Desktop.
8. On the Import Customization Package page, click Import.

The Customization Package page shows the Name and Description of the billcom_package.xml:

Customization Packages					Packages Library	Add	Done
Name	Description	Author	Intacct ID	Signed	(1 - 2 of 2)		
Clear <input type="text"/> Go	<input type="text"/> Go	<input type="text"/> Go	<input type="text"/> Go	<input type="text"/> Go			
View	BILLCOM_SYNC_LOGDELETES_ADDLINK Create Smart Events to log department, location, vendor and account deletes and all class, customer, item and project activity in Intacct. This package is required to allow Bill.com Sync also delete these records in Bill.com. In addition, it will add custom fields and a link in the Bill Details page to view the bill image in Bill.com.	Bill.com			Delete		

Now when you're looking at a bill in Intacct, see the actual bill image by clicking View Transaction Details in Bill.com (you'll sign in to your Bill.com account to see the image):

Bill		Print	Edit	Done
Header	Additional Information			
Date	04/04/2014	Place Bill On Hold	false	
Vendor	1234--harpreet	Bill Amount	11.00	
Bill Number	11	Amount Paid	0.00	
Reference Number		Amount Due	11.00	
Description	bill descrip	Date Fully Paid		
Term		Supporting Documents		
Due Date	04/04/2014	View Transaction Details in Bill.com		
Recommended Payment Date				
Payment Priority				

Part 5 of 10: In Intacct, turn off account labels

1. In your Intacct company account, click Home.
2. On the Home page, click Company > Subscriptions.
3. On the Subscriptions page, at Accounts Payable, click Configure.
4. On the AP Preferences page, ensure "Enable Account Label" is unselected.
5. Click Save.
6. On the Subscriptions page, at Cash Management, click Configure.
7. On the Cash Management Preferences page, ensure "Account Labels" is unselected.
8. Click Save.

Part 6 of 10: Use the same vendor ID numbering in both Intacct and Bill.com

Intacct gives you the choice of manually or automatically numbering vendor IDs. After you choose how to number vendor IDs in Intacct, make the same choice in Bill.com.

To choose how you number vendor IDs in Intacct:

1. In your Intacct company account, click Home.
2. On the Home page, click Company > Subscriptions.
3. On the Subscriptions page, at Accounts Payable, click Configure.
4. On the AP Preferences page, scroll down to Document Sequencing.
5. For Vendor Sequence ID:
 - To manually number: clear Vendor Sequence ID (leave it blank).
 - To automatically number: choose a format from the drop-down list.
6. Click Save.


To match your Intacct vendor ID numbering in Bill.com:

1. Sign in to your Bill.com account.
2. In the upper right, hover over . Then click Settings > Overview.
3. On the Overview page, under Accounting, click Preferences.
4. On the Accounting Preferences page, click Edit.
5. For Vendor Sequence Id, choose what you set in Intacct: manually or auto-numbering.
6. Click Save.

Part 7 of 10: Sync with Intacct for the first time

You must be an Administrator or an Accountant of the Bill.com account.

To sync the first time:

1. In the upper right of your Bill.com account, hover over . Then click Settings > Overview.
2. On the Overview page, under Sync, click Setup (or click the Intacct App on the App Center page).
3. Enter your Intacct Company Id, Username, and Password.

Is your Intacct company one entity of an "M-Console"? To sync with the correct company, provide the entity id previously set up within your Intacct M-Console account. To see all entities, log in to your Intacct company account, mouse over the Company tab, then click Entities. The sync user must have administrator rights in Intacct and should be named "billcom" (for Intacct to waive their user fee).

4. Click Save.
5. On the Sync Login Confirmation page, click Sync Now.

This first sync brings your Intacct chart of accounts into Bill.com.

Part 8 of 10: Select which Intacct accounts to use for your Bill.com transactions


1. In your Bill.com account, click the Home tab.
2. In the To Do List, click Set up accounting preferences.
3. On the Sync Preferences page, click Edit, then:
 - Sync Automatically - To sync once each day without any action on your part, select it. Otherwise, you must sign in to your Bill.com account to sync.
 - Unallocated Expenses Account - choose the account you use for expenses that haven't yet been categorized (such as bills waiting for an approver to enter the account allocation). Note: AP transactions will not sync unless an account is selected.
 - Unallocated Income Account – choose the account you use for income that haven't yet been categorized. Note: AR transactions will not sync unless an account is selected.
 - Bill.com Money Out Clearing Account - choose the new "Bill.com Money Out Clearing" account you created earlier in Intacct. Do not use the pre-filled account from this page.
 - Bill.com Money In Clearing Account – choose the account to post payment received. This field is pre-filled with "Bill.com Money In Clearing Account".
 - Default Bank Account in Intacct - choose the account you use to make payments.
 - Funds Transfer Location / Entity (for multi-entity / M-console shared companies) – choose location where to post funds transfer journal entries.
 - Funds Transfer Department / Entity (for multi-entity / M-console shared companies) – choose department where to post funds transfer journal entries.
 - Funds Transfer Journal Symbol (for multi-entity / M-console shared companies) – choose journal symbol where to post funds transfer journal entries. The most commonly used symbol is "CD".
 - Transaction Currency – choose the txn currency to use when syncing your Bill.com transactions to Intacct (required if you have a multi-currency Intacct company account with more than one base currency).
 - Base Currency – choose the base currency to use when syncing your Bill.com transactions to Intacct (required if you have a multi-currency Intacct company account with more than one base currency).
 - GL Account for Bank Account ****XXXX– choose the GL account that maps to the specific bank account (****XXXX)
 - Master In case of conflict – select either Bill.com or Accounting System as master. In case of conflict the master records will be kept.
4. Click Save.

To manually sync again in the future, click Status, then Sync Now.

Part 9 of 10: Choose 1099 categories for accounts tracking 1099 vendor payments

Pay any 1099 vendors? If you're reporting 1099 categories to the IRS, tell us which accounts you're using to track 1099 vendor payments.

Set up your 1099 accounts

1. In the upper right of your Bill.com account, hover over . Then click Settings > Overview.
2. On the Overview page, under Accounting, click Chart of Accounts to display your Chart of Accounts synced from Intacct.
3. For each 1099 category you report to IRS, set up the account you use to track 1099 vendor payments:
 - a. Click the Name of the account.
 - b. Click Edit.
 - c. Choose the 1099 Category.
 - d. Click Save.
 - e. Repeat for each account you use to track 1099 vendor payments.


For all 1099 vendors, the bill payments related to the accounts set as 1099 will be synced to Intacct as 1099 form equals TRUE (so that you can generate the 1099 reports in Intacct).

Part 10 of 10: Tell us which Intacct Dimensions you use

We work with these Intacct Dimensions:

- Projects, which we map to Jobs
- Vendors
- Customers
- Classes
- Employees
- Items
- Departments
- Locations

To tell us which Intacct Dimensions:

1. In the upper right of your Bill.com account, hover over . Then click Settings > Overview.
2. On the Overview page, under Accounting, click Preferences.
3. On the Preferences page, click Edit.
4. For Use Departments, choose Yes if used
5. For Use Locations, chose Yes if used
6. For Use Intacct Dimensions in Payables, choose the Dimensions you use.
7. Click Save.

M-Console Setup:

Use an Intacct M-Console and need sync with lower (individual) entities?

- Add Entity Id on the "Intacct Login Info" credential page.

Intacct Login Info

[Status](#) | [Setup](#) | [Login Info](#) | [Preferences](#) | [Logs](#)



Enter your Intacct login information.

Company Id
Username
Password
Entity Id 