MAJOR ACCOUNTS PROFESSIONAL SERVICES

ADP Workforce Now/Sage Intacct Integration℠

Client General Information

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Introduction

Congratulations on your purchase of the ADP Workforce Now/Sage Intacct Integration! The purpose of this guide is to help you understand the integration offering and necessary requirements.

The ADP Workforce Now/Sage Intacct Integration is a multi-part offering consisting of:

1. **General Ledger Data** – push of payroll journal entries from ADP Workforce Now ® General Ledger Interface to Sage Intacct General Ledger (following a payroll cycle). Includes financial journal entry and optional statistical journal entry.
2. **Employee Data** – push of employee changes entered in ADP Workforce Now ® to Sage Intacct Contact and Employee Record.
3. **Expense Reimbursements** – a 360 integration with expense reports inbound from Sage Intacct Time & Expenses application to ADP Workforce Now ® and the recording of the reimbursement (via G/L) outbound from ADP Workforce Now ® to Sage Intacct Time & Expenses Reimbursements.
4. **Inbound Time** – pull of timesheet data from Sage Intacct Time & Expenses into ADP Workforce Now ® Essential Time.
5. **Outbound Time** – push of timesheet data from ADP Workforce Now ® Essential Time to Sage Intacct Time & Expenses Timesheets.
6. **Dimensions Time Sync** – pull of dimension values from Sage Intacct to ADP Workforce Now ® Essential Time labor charge fields.

Benefits

- Real Time Integration enhancing the client experience.
- Help eliminate inefficiencies.
- Enhance staff productivity.
- Improve the quality of reporting and analytics with less error from manual entry.

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Prerequisites

To use our ADP Workforce Now/Sage Intacct Integration, you must be live on the following product platforms-

- ADP Workforce Now ® (current version) for US based Major Accounts Services clients (Totalsource space only supports GL and Employee Data. Reach out Totalsource for more information.)
- Sage Intacct Accrual Basis Accounting method
- Sage Intacct Web Services Developer License
    - For more information, please check with your Sage Intacct Account Manager.

General Ledger Data -

- Client is live on ADP General Ledger Interface with ADP's standard Integration GL Template for the financial and statistical journal entries.

*__Please Note__: Existing clients will require a GL re-write to the standard Integration GL Template. GL re-writes are handled by ADP Project Services and fees may apply.

Employee Data –

- Client is live on ADP Workforce Now ® (current version).

Expense Reimbursements –

- Client is live on General Ledger Data
- Client is live on Employee Data
- Client is live on Sage Intacct Time & Expense Application - Expenses

Inbound Time –

- Client is live on Employee Data
- Client is live on Sage Intacct Time & Expense Application – Timesheets
- Client is live on ADP Workforce Now ® Essential Time

Outbound Time –

- Client is live on Employee Data
- Client is live on Sage Intacct Time & Expense Application – Timesheets
- Client is live on ADP Workforce Now ® Essential Time

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Dimensions Time Sync –

- Client is live on ADP Workforce Now ® Essential Time

General Ledger Data Integration (financial or statistical journal entry)

Standard Dimensions included are-

- Employee ID - available only when selected ADP Workforce Now ID matches Sage Intacct Employee ID
  - ADP Workforce Now Associate ID or Position ID.
- Department ID
- Location ID (Clients who use Location ID in Sage Intacct can map that from all or part of the location code, home department or cost number in ADP Workforce Now OR a single ADP Co Code to 1 Location ID in Sage Intacct)
- Class ID
- Project ID
- Vendor ID
- Customer ID
- Item ID
- Warehouse ID
- Contracts ID
- Task ID (must use Projects Module in Sage Intacct)
- CostType (must use CRE module in Sage Intacct)

* Sage Intacct Standard Dimension terminology is not recommended to be re-labelled as it impacts troubleshooting.
* Note: Task ID can be re-labelled to Cost Code when CRE module is used.

User-Defined Dimension(s) up to 20. Client must provide Dimension name.
VERY IMPORTANT – Do not change UDDs once they have been setup.

Please Note: Standard Dimensions not listed above must be setup as a User-Defined Dimension.

- Recommended and best practice is to utilize ADP Workforce Now Cost Number field in payroll where labor distribution is required to appropriately distribute data for dimensions in Journal Entry.

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- Journal Entries can be loaded at either the top level or entity level. Entity level updates will benefit those clients who restrict user access permissions by entity.
- Billable field allows client to mark certain pay types as billable (true/false) in the journal entry. Journal ID for billable must be enabled in Sage Intacct. Customer ID, Project ID and Item ID dimensions are required for any journal lines where billable = 'true'. Sage Intacct expects these dimensions.
- Sage Intacct Journal Entry memo is mapped from GLI Pay Item Description field and pushed to each journal entry line item.
- Source Entity ID is required if inter-company accounts are used; 'Due To'/'Due From' across entities in a single journal entry for the journal entry to balance in Sage Intacct. If Source Entity ID is used, the Journal Entry must be loaded at the top level and the Integration User ID must not have any user or entity restrictions. Applicable to financial journal entry only.
- Client approvals for posting Sage Intacct journal entries is required. Approvals are done by Employees therefore, the User ID setup for Web Services must be linked to an Employee and Contact record.
- Journal Entries greater than 5000 lines of data can be accommodated with the GL data integration.
- Statistical journal entry for hours pushes non-financial data – hours – from ADP Workforce Now GLI to Sage Intacct General Ledger. This journal entry does not have to balance in Sage Intacct.
- Note: Statistical journal entry is a knockout if time integration (inbound or outbound) is selected.

Employee Data Integration

- Integration listens for new hires and changes in ADP Workforce Now and pushes them over to Sage Intacct Employee and Contact Record
- The following are a list of event notifications that listen for events in ADP Workforce Now:
  - Hire Event
  - Rehire Event
  - Terminate Event
  - Deceased Event
  - legalAddress Add/Change/Remove
  - personalAddress Add/Change
  - birthName Change

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- legalName Change
- businessCommunication.email Add/Change/Remove
- businessCommunication.fax Add/Change/Remove
- businessCommunication.landline Add/Change
- businessCommunication.mobile Add/Change/Remove
- personalCommunication.email Add/Change/Remove
- personalCommunication.fax Add/Change/Remove
- personalCommunication.landline Add/Change/Remove
- personalCommunication.mobile Add/Change/Remove
- worker.reportsTo Add/Change
- baseRemuneration Add/Change
- worker.workAssignment.homeOrganizationalUnits Add/Change
- worker.workAssignment.homeWorkLocation Add/Change
- worker.customField.string Change

- Data points updated to the Sage Intacct Employee/Contact Record based on Event Notifications include:
  - Employee ID (ADP Workforce Now options include: 1. Associate ID 2. Primary Position>Position ID)
  - Title
  - Location ID (Clients who use Location ID in Sage Intacct can map that from all or part of the location code, home department or cost number in ADP Workforce Now OR a single ADP Co Code to 1 Location ID in Sage Intacct)
  - Department ID (Default is None; choices include Home Department and Home Cost Number)
  - Reports to Manager ('Reports To' manager will be sent as either 'Associate ID' or 'Position ID' depending on Employee ID mapping selection)
  - Regular Pay Rate Amount for hourly employees OR Annual Amount for salaried employees
  - Earning Type
  - Start Date
  - End Date
  - Termination Type
  - Primary Contact Name ('last name', 'first name' – {Employee ID}
  - Suggested Contact Name ('last name', 'first name' – {Employee ID}
  - Print As ('last name', 'first name')
  - Prefix
  - First Name
  - Last Name
  - Initial

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- Phone1
- Mobile Phone
- Fax
- Email1 (select ADP Workforce Now Personal Email Address or Work Email Address)
- Email2 (select ADP Workforce Now Personal Email Address or Work Email Address)
- Address1
- Address2
- City
- State
- Zip
- Country Code
- Status (ADP Workforce Now Status Active = Active in Sage Intacct and ADP Workforce Now Status Terminated/Deceased= Inactive in Sage Intacct)

- Email Address Mapping allows client to specify which ADP Workforce Now email fields are pushed to which Sage Intacct email fields.
- ADP Workforce Now Practitioner role who adds new hires must be assigned to a practitioner profile that has all sensitive data masking turned OFF.
- 'All Employee' Data workflow pushes all employees from ADP Workforce Now to Sage Intacct at the implementation stage. This requires all existing employees within Sage Intacct to be deleted. This step would be necessary when existing employee ID's in Sage Intacct do not match the Employee ID selected for the Employee Data integration.
- Employees can be loaded at either the top level or entity level. Entity level updates will benefit those clients who restrict user access permissions by entity.
- Option to exclude ADP Company Codes from Employee Data integration.
- Option to exclude employees from Employee Data integration. If response is 'No' to select All Employees, only employees with a value of 'Yes' in the ADP Employment Custom field called 'SageIntacct Employee' will be selected. *Client must setup Employment Custom field and populate for all applicable employees.
- Option to populate Earning Type field via Employment Custom field called 'Sage Intacct Earning Type' setup by client.

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Expense Reimbursement Integration

- Integration of employee expense reports from Sage Intacct Time & Expense application into ADP Workforce Now and the recording of expense payments out of ADP Workforce Now into Sage Intacct Time & Expense Reimbursements.
- Project Prerequisites:
  - Client is live on Sage Intacct Integration that includes both the General Ledger and Employee data components.
  - Client is live on Sage Intacct Time & Expense application - Expenses
- WFN Associate ID or Primary Position ID are the allowed Employee ID options.
- Expense Reports are created in Sage Intacct Time & Expense application (Sage Intacct is System of Record) to itemize expenditures for reimbursement. The WFN practitioner executes the 'Expense Reimbursement Pull' workflow and the expenses are pulled into a paydata batch.
- General Ledger is executed, payments are captured by 'Mark Expense Reimbursement as Paid' workflow which runs nightly, and reimbursement transaction is sent back to Sage Intacct to mark expenses as paid.

Inbound Time Integration

- The Inbound Time Integration is a client-initiated integration that pulls hours from Sage Intacct's Time & Expense module into ADP's Workforce Now ® Essential Time.
- Project Prerequisites:
  - Client is live on Sage Intacct Time & Expense module using Timesheet
  - Client is live on ADP Workforce Now ® Essential Time
- The key linker between the ADP Workforce Now/Sage Intacct systems is the employee identifier. ADP's Workforce Now (WFN) Associate ID or ***Primary*** Position ID are the allowed Employee ID options. The ADP Workforce Now/Sage Intacct Employee Data Integration is a dependency for this integration.
- The Timesheet Pull fetches Sage Intacct time entries (using starting/ending date ranges) including date and standard/user defined dimension values and brings them into ADP's WFN Essential Time timecard including date and Labor Charge Field (LCF) values for subsequent submission to payroll.

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- Note: Once the time entries are placed onto the ADP timecard, all Essential Time behaviors are in effect.
- Sage Intacct is the System of Record (SOR) for dimensions. New dimension values added in Sage Intacct will be added to ADP WFN Essential Time when the timesheet entries are pulled.
- The following Sage Intacct standard dimensions are supported under this integration:
    - Department
    - Location
    - Project
    - Task
    - Customer
    - Item
    - Class
- The Inbound Time Integration assumes that Sage Intacct is the System of Record for time. If a customer selects the Inbound Time Integration, the Outbound Time Integration would no longer be an option.

Outbound Time Integration

- The Outbound Time Integration is a client-initiated integration that pushes timecards from ADP's Workforce Now Essential Time into Sage Intacct's Time & Expense timesheets.
- Project Prerequisites:
    - Client is live on Sage Intacct Time & Expense module using Timesheet
    - Client is live on ADP Workforce Now using Essential Time
- The key linker between the ADP Workforce Now/Sage Intacct systems is the employee identifier. ADP's Workforce Now (WFN) Associate ID or ***Primary*** Position ID are the allowed Employee ID options. The ADP/Sage Intacct Employee Data Integration is a dependency for this integration.
- The Timesheet Push pushes ADP WFN Essential Time timecards (using starting/ending date ranges) including date and Labor Charge Fields into Sage Intacct's Time & Expense timesheet including date and standard/user defined dimensions.
- Note: Once the time entries are placed onto the Sage Intacct's timesheet, all Sage Intacct Time behaviors are in effect.

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- The Outbound Time Integration assumes that ADP WFN Essential Time is the System of Record for time. If a customer selects the Outbound Time Integration, Inbound Time Integration would no longer be an option.

Dimensions Time Sync

- Sage Intacct is the System of Record (SOR) for dimensions. Standard/user defined dimension values will be synchronized to ADP's WFN Essential Time Labor Charge Fields when this integration is executed. This integration is part of the Outbound Time Integration.
- This integration is auto-run nightly and can also be client-initiated on demand.
- The following characters are supported with the integration:
  - – (dash)
  - . (period)
  - : (colon)
  - ' (apostrophe)
  - (space)
  - _ (underscore)
- The following Sage Intacct standard dimensions are supported under this integration:
  - Department
  - Location
  - Project
  - Task
  - Customer
  - Item
  - Class

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