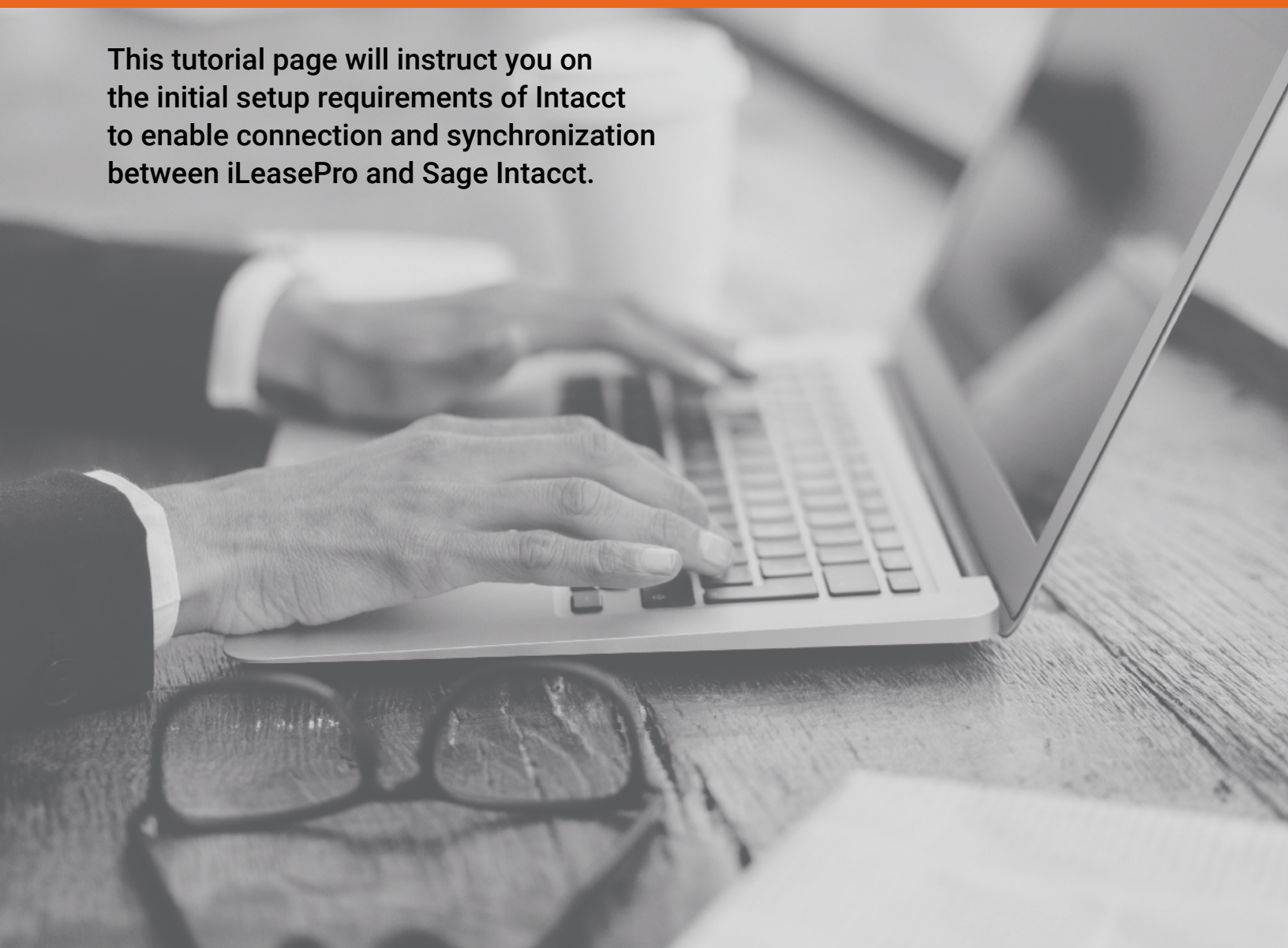




# iLeasePro and Sage Intacct Integration Setup & Instructions

Setup and Connecting iLeasePro to Sage Intacct

This tutorial page will instruct you on the initial setup requirements of Intacct to enable connection and synchronization between iLeasePro and Sage Intacct.



# Table of Contents

## **SAGE INTACCT AND ILEASEPRO ASSUMPTIONS**

### **BEFORE YOU BEGIN**

#### **ON SAGE INTACCT**

##### **1. SETUP OF THE WEB SERVICES USER**

*[Web Services User with User-based Permissions Type](#)*

*[Web Services User with Role-based Permissions Type](#)*

##### **2. SETUP OF THE WEB SERVICES SENDERID**

##### **3. SETUP OF THE ILEASEPRO JOURNAL**

##### **4. SETUP OF THE ASC 842 GENERAL LEDGER ACCOUNTS**

##### **5. SETUP OF THE ILEASEPRO JOURNAL**

#### **ON ILEASEPRO**

##### **1. SETTING UP THE CONNECTION WITH SAGE INTACCT**

##### **2. UPDATING A LEASE AND CREATING JOURNAL ENTRIES**

*[Setting the Lessor](#)*

*[Linking the Sage Intacct Dimensions to each lease](#)*

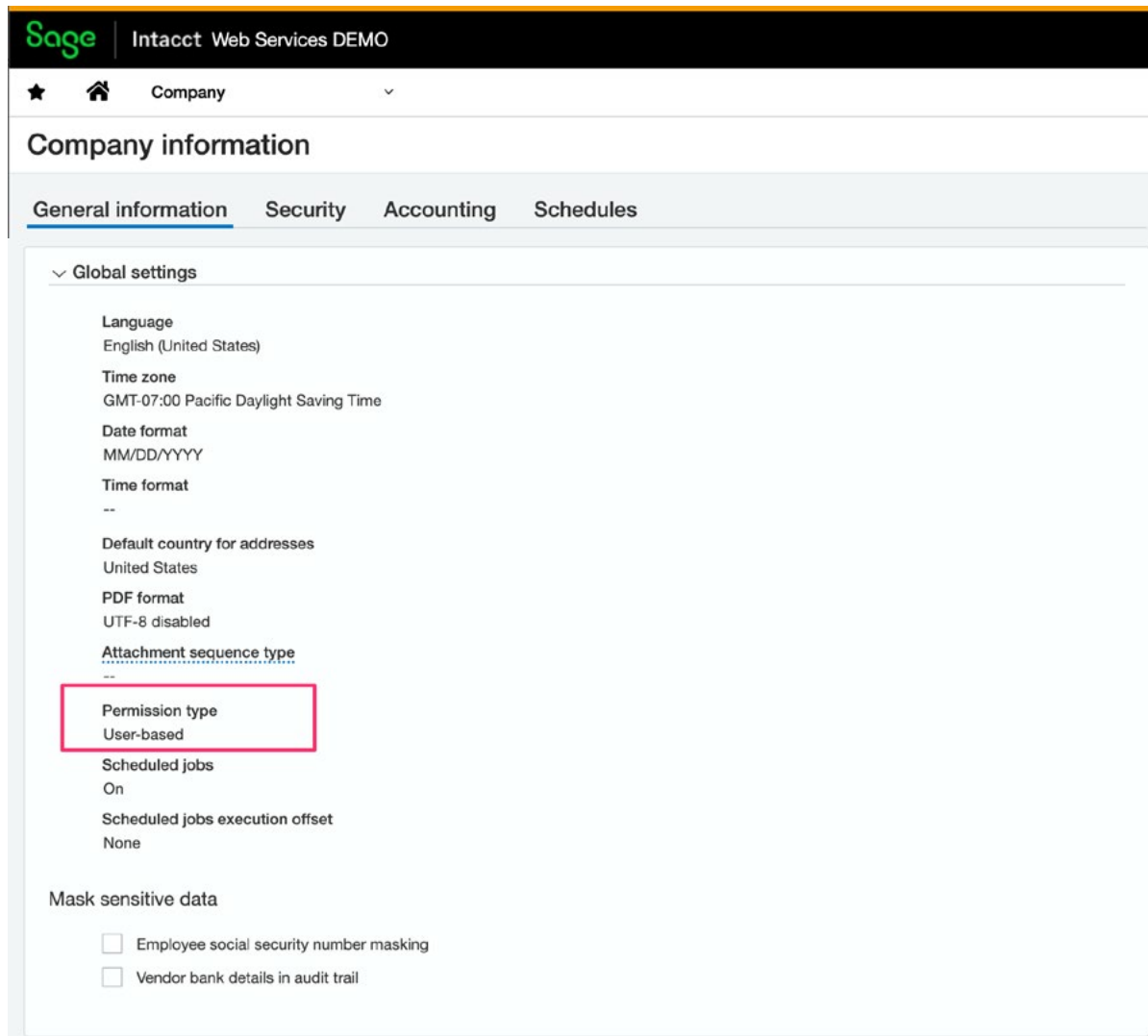
*[Creating Journal Entries](#)*

# Sage Intacct and iLeasePro Assumptions

Dimensions downloaded and uploaded with journal entries will be the Sage Intacct Standard Dimensions only. UDDs are not currently available within iLeasePro.

## Before You begin

1. The setup of the permissions is dependent on the type of user that you have been set up as. Determine your Permissions Type. Select Company > General Information and scroll down to Global Settings as shown below.
2. Record whether you are set up as a **User-based** or **Role-based** Permissions Type



3. Please follow this guide from top to bottom (ie 1 to 7 in order)

# On Sage Intacct

## 1. Setup of the Web Services User

A separate Web Services User must be created for the integration between Sage Intacct and iLeasePro. You can also refer to Sage Intacct Help:

[https://www.intacct.com/ia/docs/en\\_US/help\\_action/Administration/Users/web-services-only-users.htm?tocpath=Administration%7CUsers%7C\\_\\_\\_10](https://www.intacct.com/ia/docs/en_US/help_action/Administration/Users/web-services-only-users.htm?tocpath=Administration%7CUsers%7C___10)

Setting of Permissions for the Web Service User will be different based on whether you have been set up as User-based or Role-based Permission Type

Refer to the Sage Intacct Documentation on the difference between Role-based and User based Permission Types;

[https://www.intacct.com/ia/docs/en\\_US/help\\_action/Administration/Permissions/role-based-vs-user-based-permissions.htm](https://www.intacct.com/ia/docs/en_US/help_action/Administration/Permissions/role-based-vs-user-based-permissions.htm)

## Role-based vs. user-based permissions

Sage Intacct supports both user-based and role-based permission management. In most cases, role-based permissions offer a more flexible, scalable approach.


### Comparison

In most cases, role-based permissions are recommended.

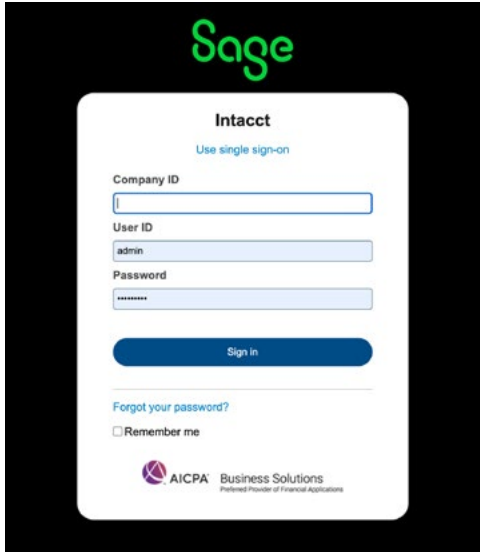
Role-based	User-based
<ul style="list-style-type: none"><li>• Assign permissions to roles</li><li>• Assign roles to users</li><li>• Reuse roles for similar users</li><li>• Can stack roles: combine multiple roles for a user</li></ul>	<ul style="list-style-type: none"><li>• Assign permissions to each user</li><li>• Individual management of permissions can be slow and error-prone</li></ul>
<ul style="list-style-type: none"><li>• Adjust permissions via the role - affects all users within that role</li></ul>	<ul style="list-style-type: none"><li>• Adjust permissions for each user</li></ul>
<ul style="list-style-type: none"><li>• Role assignment is copied when a user is duplicated</li></ul>	<ul style="list-style-type: none"><li>• User permissions are not copied when a user is duplicated</li></ul>

## Web Services User with User-based Permissions Type

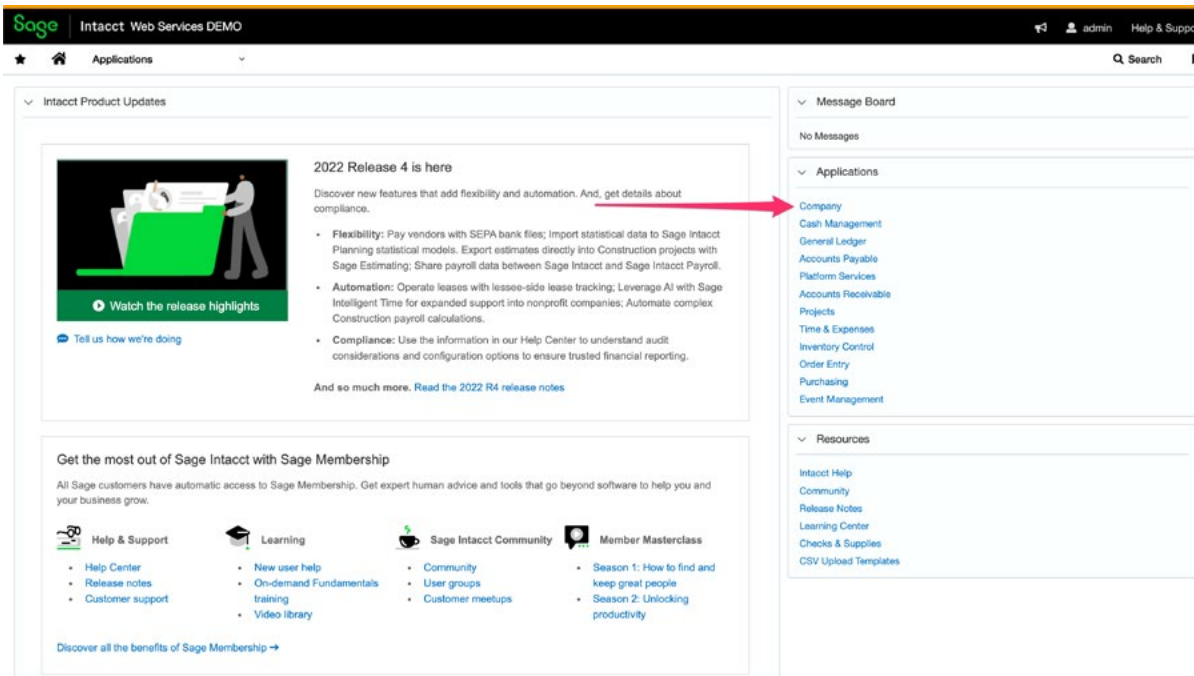
Please follow the following instructions to 1) add the Web Services User and  
2) Set the permissions for this Web Services User with User-based Permissions Type

 **IMPORTANT:** *If your permissions type is Role-based please skip to the next section*

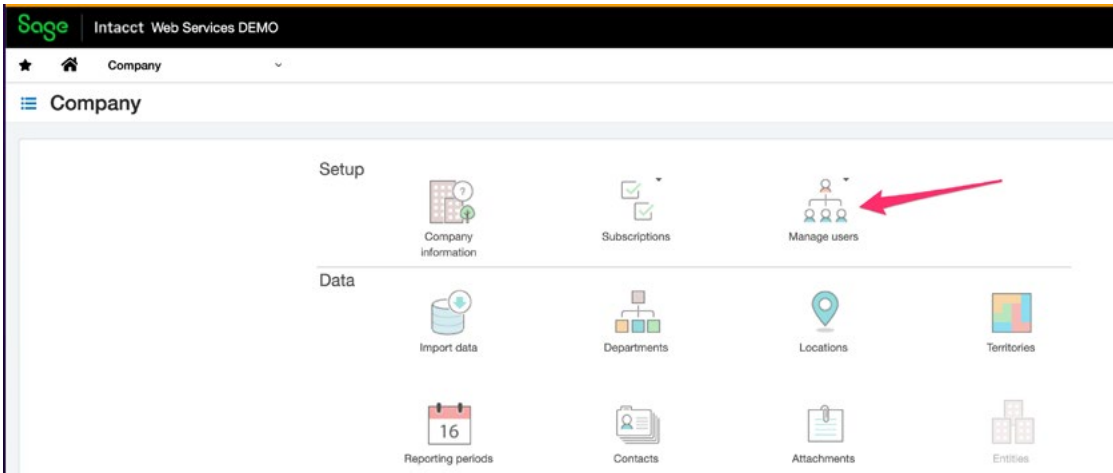
1. Sign into Intacct with your authorized credentials



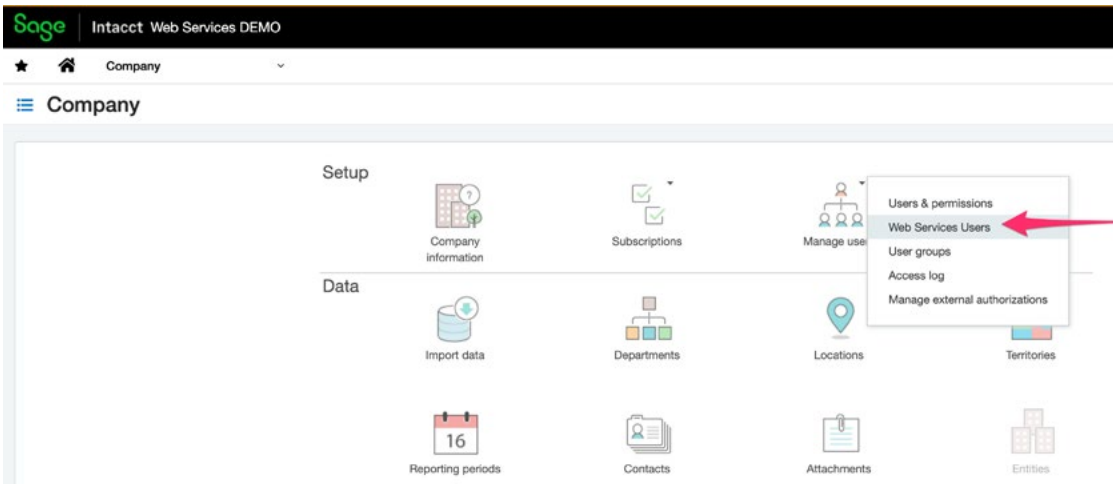
2. Click on the Company link under Applications



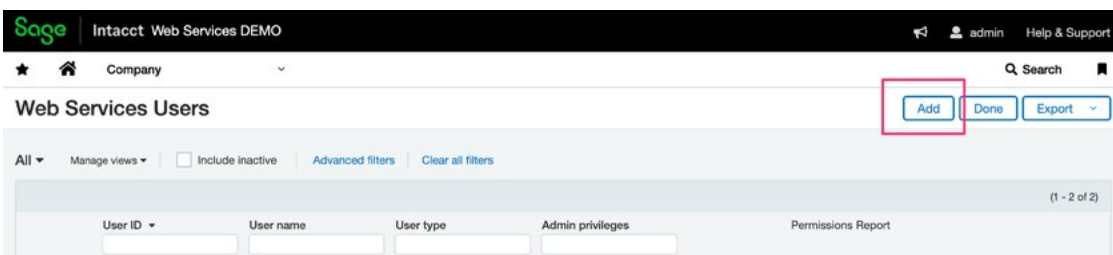
3. Click on the Manage Users icon



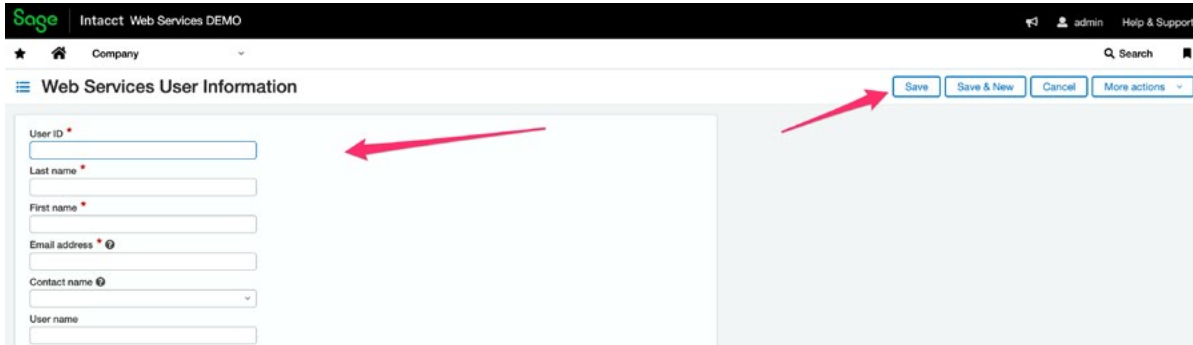
4. Select Web Services User from the dropdown menu as shown below



5. Click on the Add button to add the user information




6. Enter in the key user information and click on Save

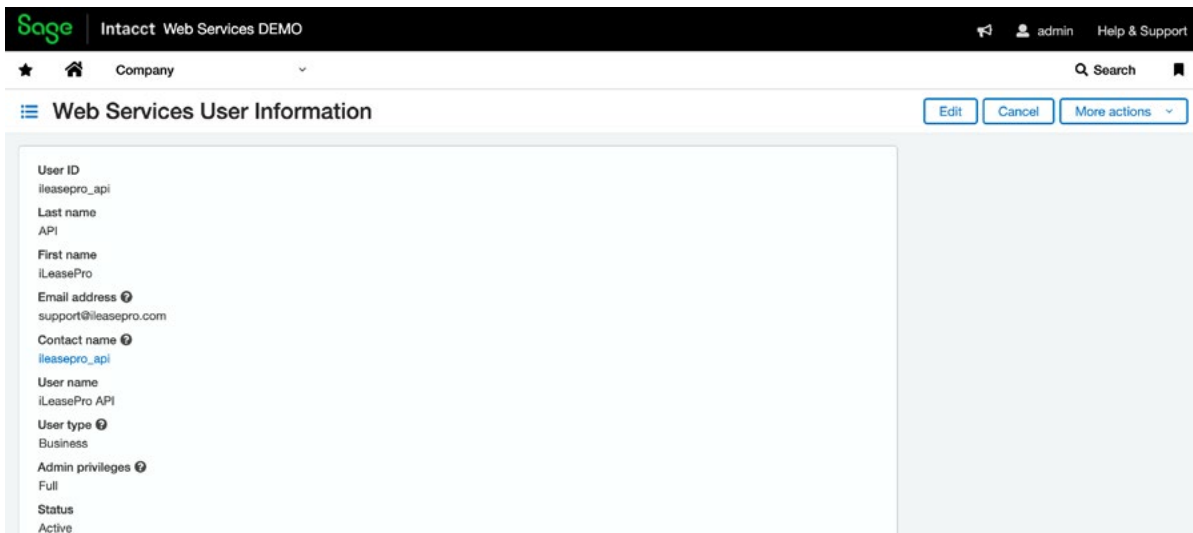


**RECOMMENDED DATA ENTRY**

FIELD NAME	VALUE TO ENTER
User ID	ileasepro_api
Last Name	APIZ
First Name	iLeasePro
Email address	[your email address]
Contact name	enter "ileasepro_api" and add this as a new contact
User Name	iLeasePro API
User Type	Business
Admin Privileges	Full
Status	Active

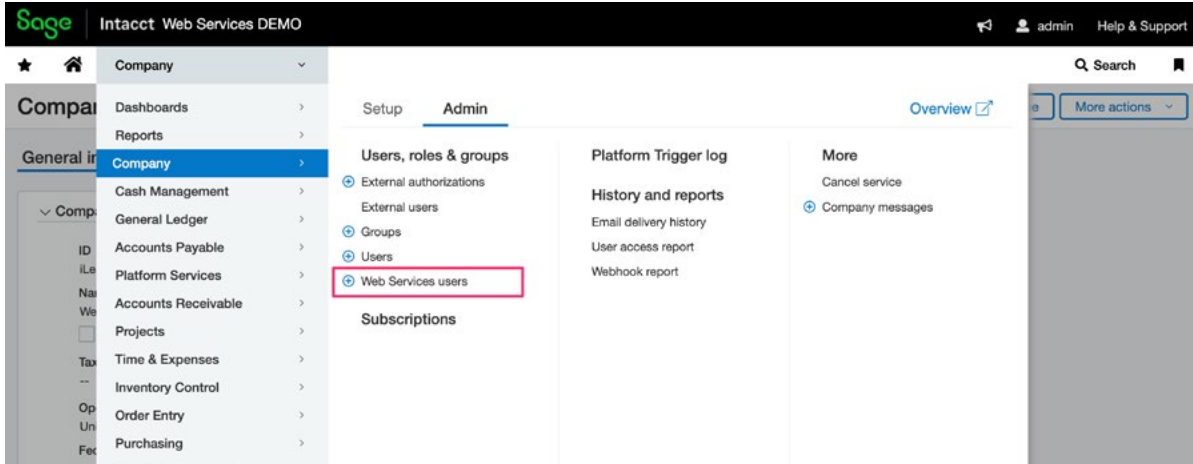
 **IMPORTANT:** Store the Web Services user password that you set. This will be used in iLeasePro.

The completed Web Services User should look like this.

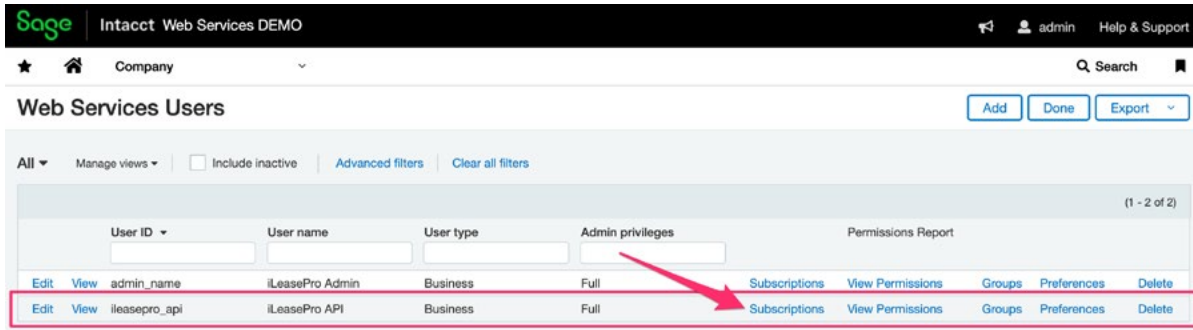


### Setting Web Service User Permissions for the User-based Permissions Type

7. Click on the “Company” link and then “Web Services users” link



8. Click on the “Subscriptions” link for the Web Services Admin User you setup for iLeasePro

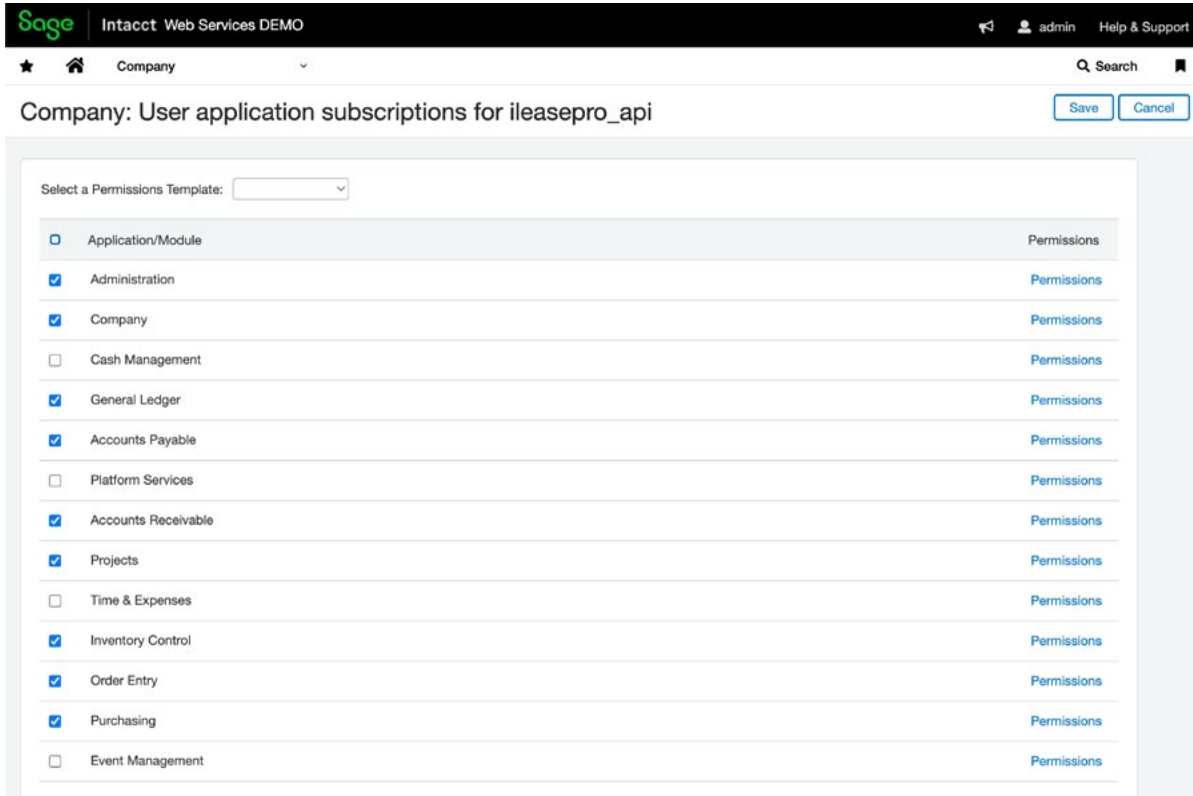


You must set the following permissions for the Web Services User to enable uploading and downloading of data between iLeasePro and Sage Intacct;

- Administration
- Company
- General Ledger
- Accounts Payable
- Accounts Receivable
- Projects
- Inventory Control
- Order Entry
- Purchasing



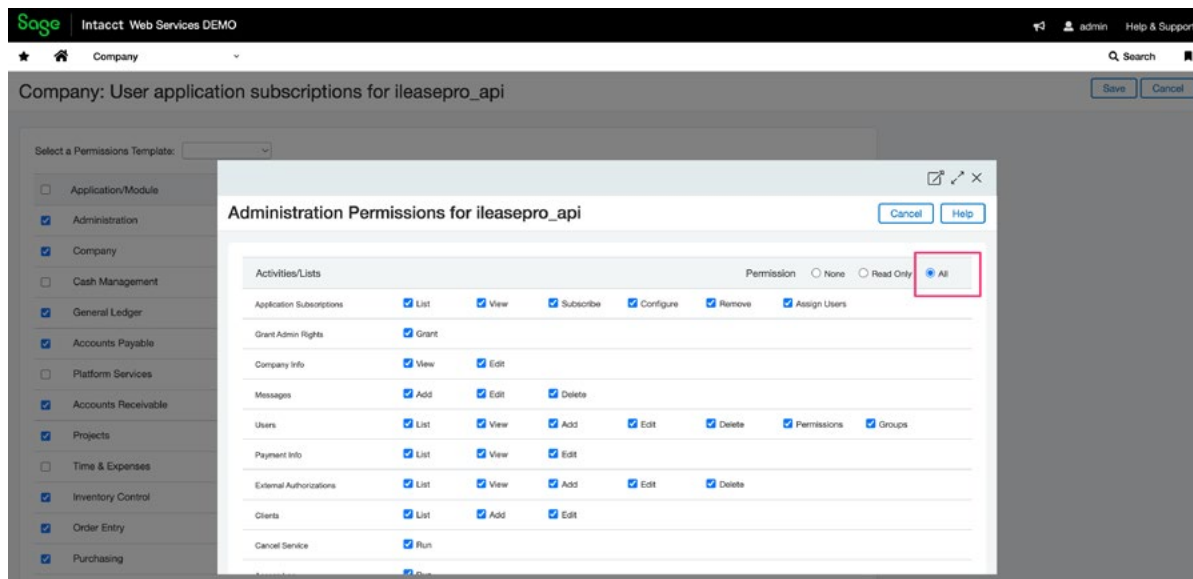
9. Set Permissions for each of the selected User application subscriptions as shown below;



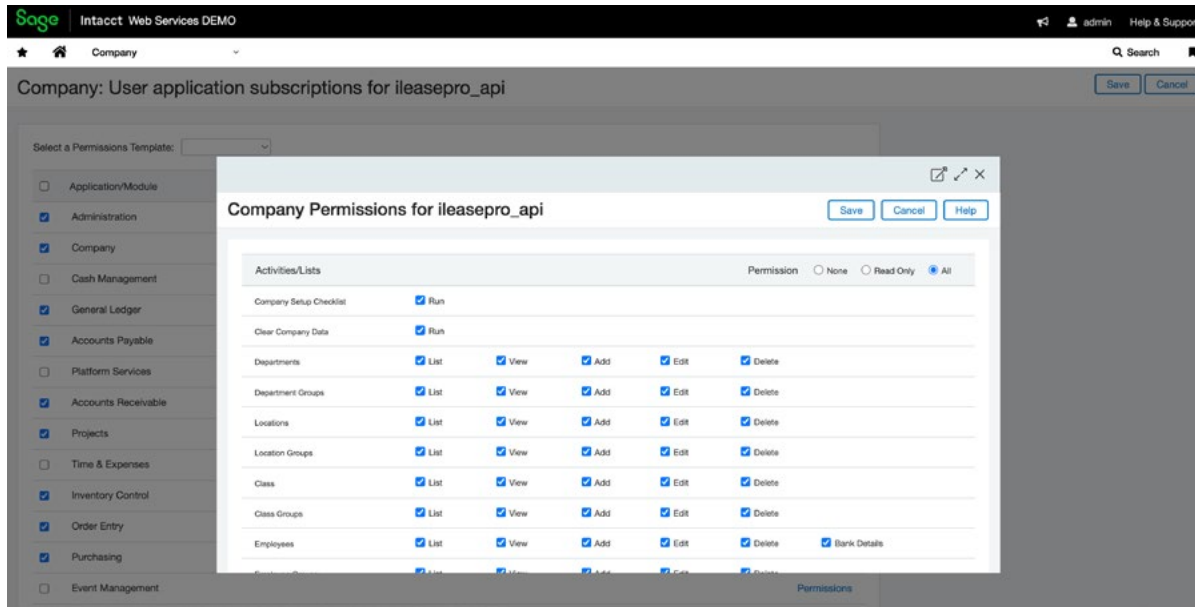
*It is easiest to give the Web Services Admin User read/write/view access to all the activities.*

### Administration

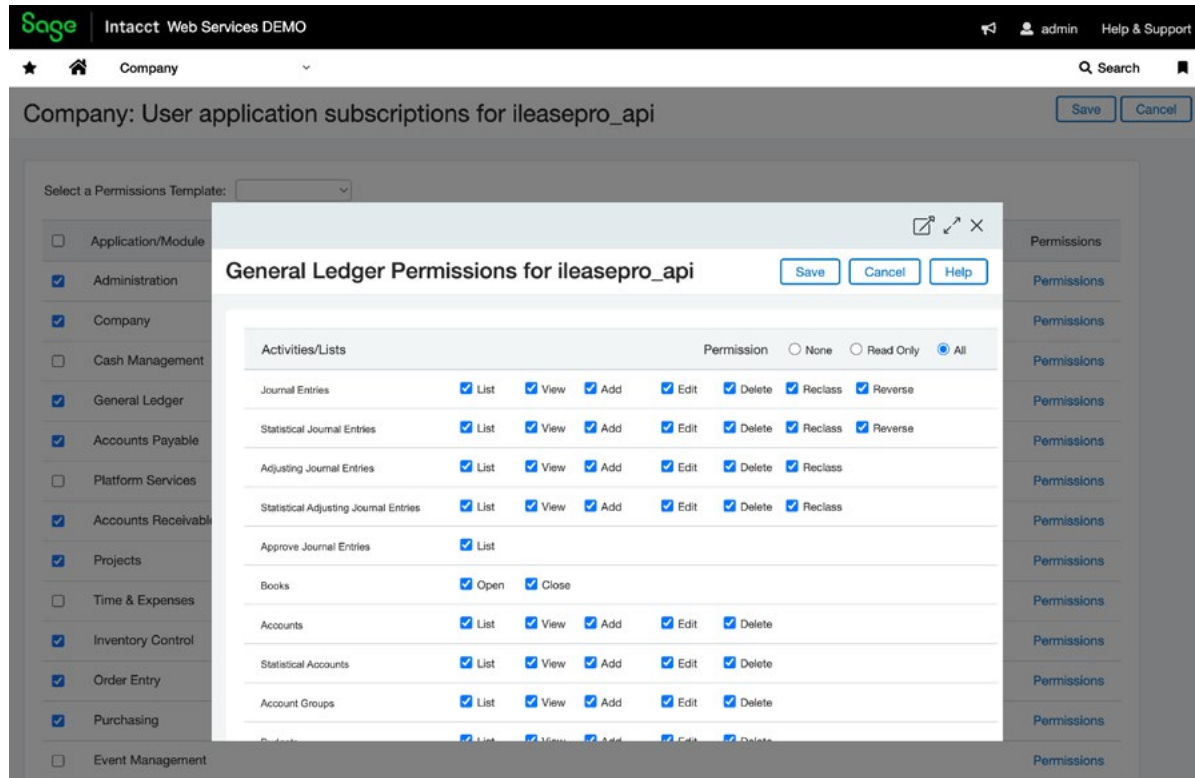
10. Set Permissions for each Activity under Administration as shown below. You can select All to check all lists at one time.



11. Set Permissions for each activity in the Company as shown below.



12. Once the Administration and Company permissions are selected, you will need to do the same for the General Ledger, Accounts Payable, Accounts Receivable, Projects, Inventory Control, Order Entry and Purchasing. Each shown below;



Company: User application subscriptions for ileasepro\_api Save Cancel

Select a Permissions Template:

**Accounts Payable Permissions for ileasepro\_api** Save Cancel Help

Activities/Lists	Permission	None	Read Only	All
Summaries	<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"/> Open <input checked="" type="checkbox"/> Close			
Pay Bills	<input checked="" type="checkbox"/> Run			
Approve Payments	<input checked="" type="checkbox"/> List <input checked="" type="checkbox"/> Level1 <input checked="" type="checkbox"/> Level2 <input checked="" type="checkbox"/> Level3 <input checked="" type="checkbox"/> Level4 <input checked="" type="checkbox"/> Level5 <input checked="" type="checkbox"/> Level6			
Approve Bills	<input checked="" type="checkbox"/> List			
AP Bills Approval Levels	<input checked="" type="checkbox"/> Level1 <input checked="" type="checkbox"/> Level2 <input checked="" type="checkbox"/> Level3 <input checked="" type="checkbox"/> Level4 <input checked="" type="checkbox"/> Level5 <input checked="" type="checkbox"/> Level6			
Manual Payment	<input checked="" type="checkbox"/> List <input checked="" type="checkbox"/> View <input checked="" type="checkbox"/> Add <input checked="" type="checkbox"/> Print <input checked="" type="checkbox"/> Void			
Print Checks	<input checked="" type="checkbox"/> Run			
Print Payment Copies	<input checked="" type="checkbox"/> Run			
Add To Check Run	<input checked="" type="checkbox"/> Run			

Company: User application subscriptions for ileasepro\_api Save Cancel

Select a Permissions Template:

**Accounts Receivable Permissions for ileasepro\_api** Save Cancel Help

Activities/Lists	Permission	None	Read Only	All
Summaries	<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"/> Open <input checked="" type="checkbox"/> Close			
Manage Payments	<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			
Receive Advances	<input checked="" type="checkbox"/> List <input checked="" type="checkbox"/> View <input checked="" type="checkbox"/> Add <input checked="" type="checkbox"/> Edit <input checked="" type="checkbox"/> Reverse			
Apply Penalties	<input checked="" type="checkbox"/> Run			
Adjust Account	<input checked="" type="checkbox"/> Run			
PrintE-mail Invoices	<input checked="" type="checkbox"/> Run			
PrintE-mail Statements	<input checked="" type="checkbox"/> Run			
Customers	<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			
Customer 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			

Company: User application subscriptions for ileasepro\_api Save Cancel

Select a Permissions Template:

**Projects Permissions for ileasepro\_api** Save Cancel Help

Activities/Lists	Permission	None	Read Only	All
Customers	<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			
Customer 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			
Customer Types	<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			
Projects	<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			
Project 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			
Project Resources	<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			
Project Types	<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			
Project Status	<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			
Tasks	<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			

Company: User application subscriptions for ileasepro\_api Save Cancel

Select a Permissions Template:

- Application/Module
- Administration
- Company
- Cash Management
- General Ledger
- Accounts Payable
- Platform Services
- Accounts Receivable
- Projects
- Time & Expenses
- Inventory Control
- Order Entry
- Purchasing
- Event Management

**Inventory Control Permissions for ileasepro\_api** Save Cancel Help

Activities/Lists	Permission <input type="radio"/> None <input type="radio"/> Read Only <input checked="" type="radio"/> All				
Inventory Transaction Definitions	<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
Vendors	<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
Vendor 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
Warehouses	<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
Warehouse 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
Product Lines	<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
Items	<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
Item 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
Item GL 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

Company: User application subscriptions for ileasepro\_api Save Cancel

Select a Permissions Template:

- Application/Module
- Administration
- Company
- Cash Management
- General Ledger
- Accounts Payable
- Platform Services
- Accounts Receivable
- Projects
- Time & Expenses
- Inventory Control
- Order Entry
- Purchasing
- Event Management

**Order Entry Permissions for ileasepro\_api** Save Cancel Help

Activities/Lists	Permission <input type="radio"/> None <input type="radio"/> Read Only <input checked="" type="radio"/> All				
Order Entry Transaction Definitions	<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
Customers	<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
Customer 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
Customer GL 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
Items	<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
Item 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
Units Of Measure	<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
Serial Mask	<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
Lot Category	<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

Company: User application subscriptions for ileasepro\_api Save Cancel

Select a Permissions Template:


- Application/Module
- Administration
- Company
- Cash Management
- General Ledger
- Accounts Payable
- Platform Services
- Accounts Receivable
- Projects
- Time & Expenses
- Inventory Control
- Order Entry
- Purchasing
- Event Management

**Purchasing Permissions for ileasepro\_api** Save Cancel Help

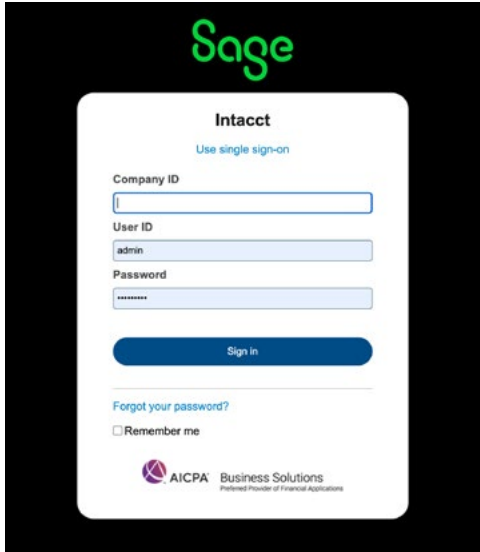
Activities/Lists	Permission <input type="radio"/> None <input type="radio"/> Read Only <input checked="" type="radio"/> All					
PO Transaction Definitions	<input checked="" type="checkbox"/> List	<input checked="" type="checkbox"/> View	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Edit	<input checked="" type="checkbox"/> Delete	
Purchasing Approval Levels	<input checked="" type="checkbox"/> Level 1	<input checked="" type="checkbox"/> Level 2	<input checked="" type="checkbox"/> Level 3	<input checked="" type="checkbox"/> Level 4	<input checked="" type="checkbox"/> Level 5	<input checked="" type="checkbox"/> Level 6
Approve Purchase Transaction	<input checked="" type="checkbox"/> List					
Vendors	<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	
Vendor 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	
Vendor GL 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	
Items	<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	
Item 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	
Units Of Measure	<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	

## Web Services User with Role-based Permissions Type

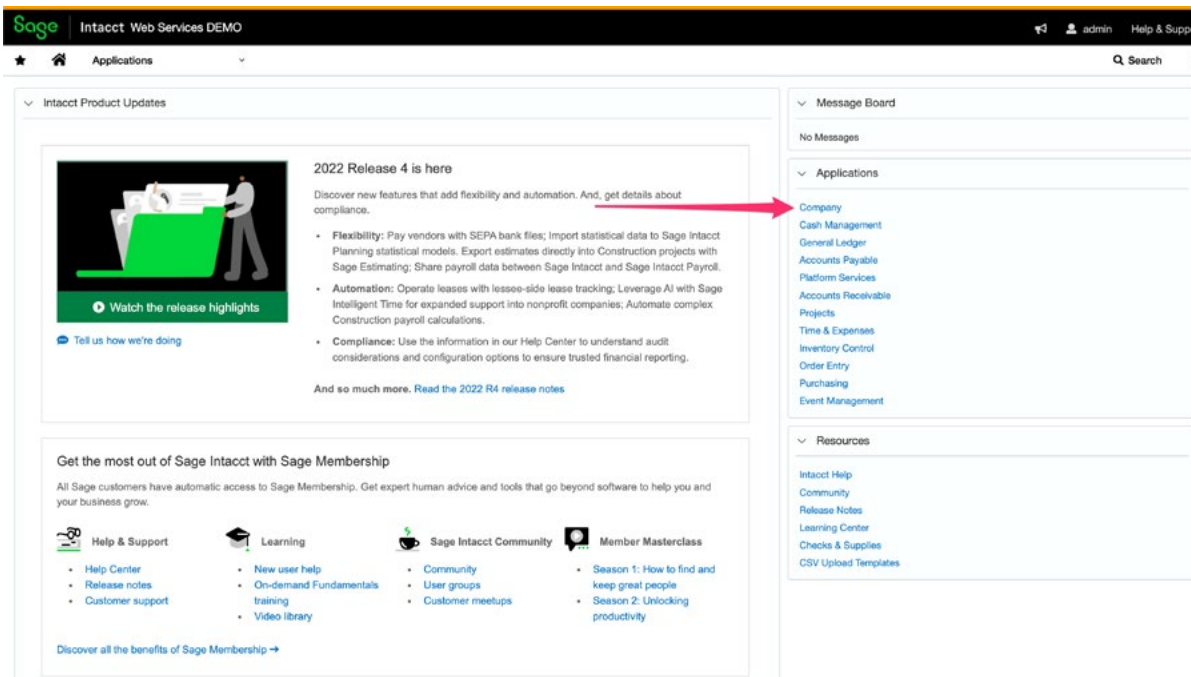
Please follow the following instructions to 1) add the Web Services User and  
2) Set the permissions for this Web Services User with Role-based Permissions Type

 **IMPORTANT:** *If your permissions type is User-based please refer to previous section*

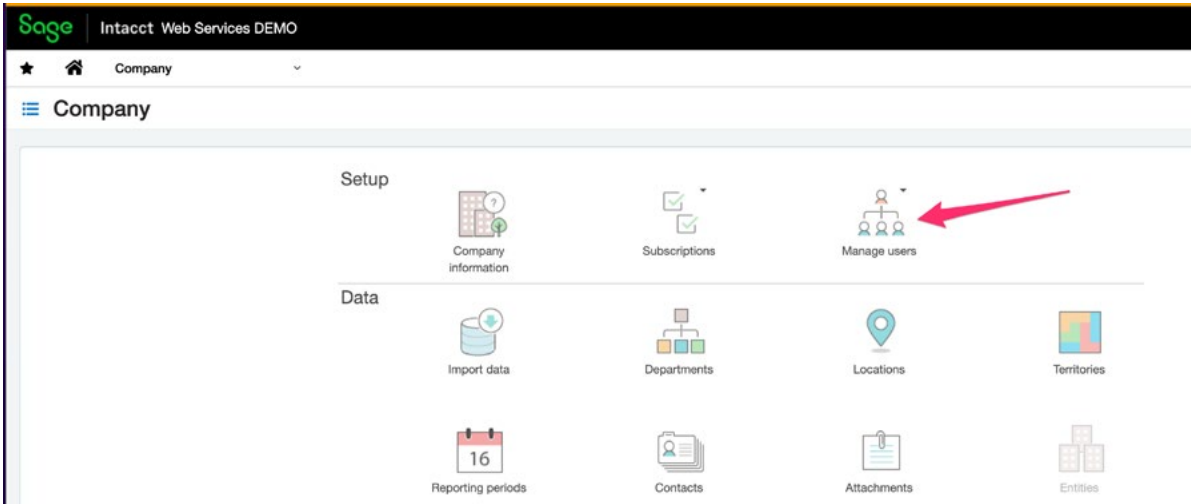
1. Sign into Intacct with your authorized credentials



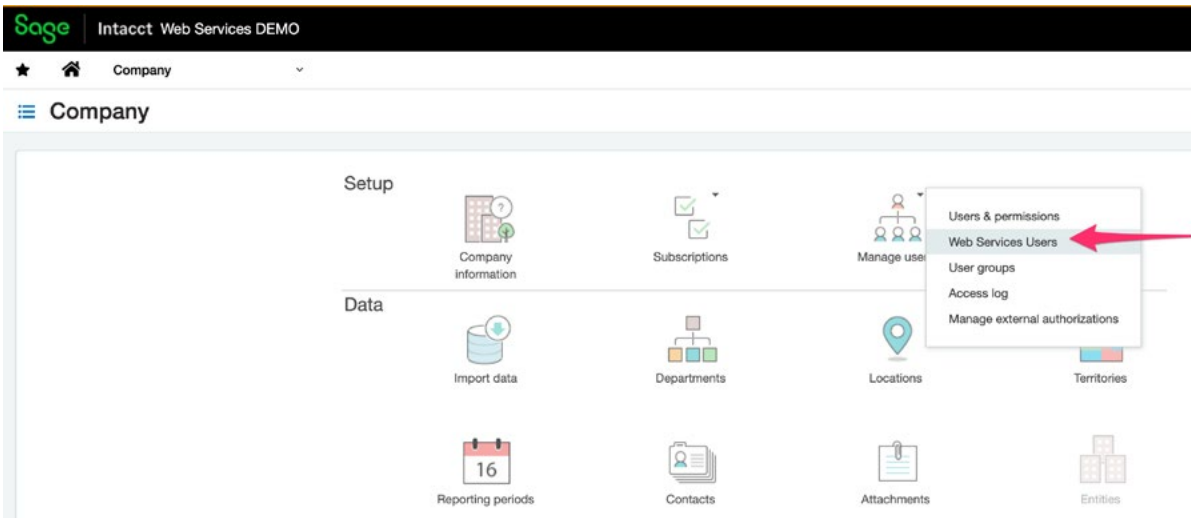
2. Click on the Company link under Applications



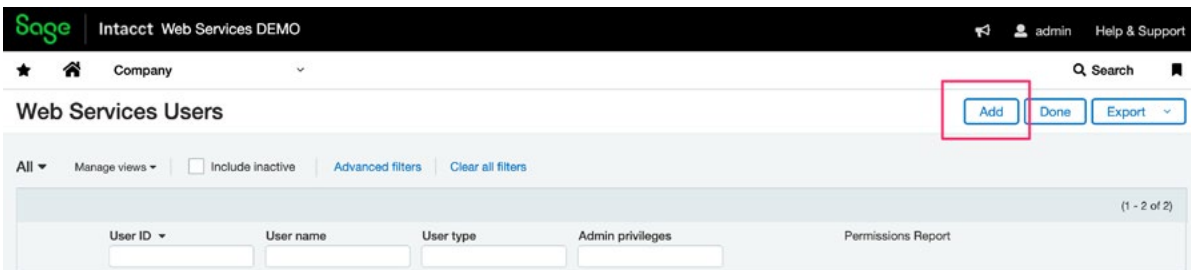
3. Click on the Manage Users icon



4. Select Web Services User from the dropdown menu as shown below



5. Click on the Add button to add the user information




6. Enter in the key user information and click on Save

The screenshot shows the Sage Intacct 'Web Services user information' form. The form is titled 'Web Services user information' and has tabs for 'User information' and 'Roles information'. The 'User information' tab is active. The form contains the following fields and options:

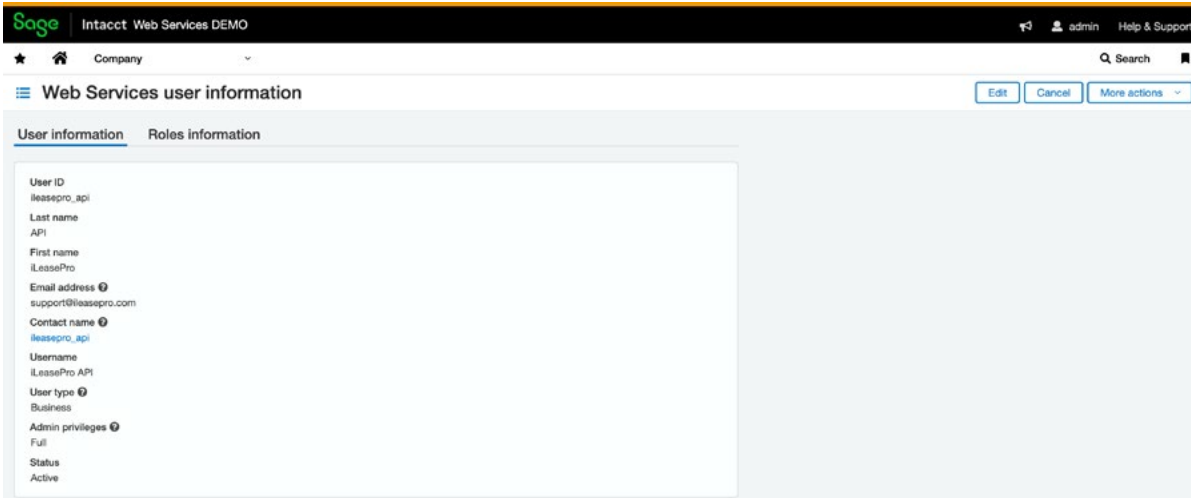
- User ID \*
- Last name \*
- First name \*
- Email address \* ⓘ
- Contact name ⓘ (dropdown menu)
- Username
- User type ⓘ
  - Business
  - Employee
  - Project manager
  - Platform
  - CRM
- Admin privileges \* ⓘ
  - Off
  - Limited
  - Full
- Status (dropdown menu, currently set to Active)

**RECOMMENDED DATA ENTRY**

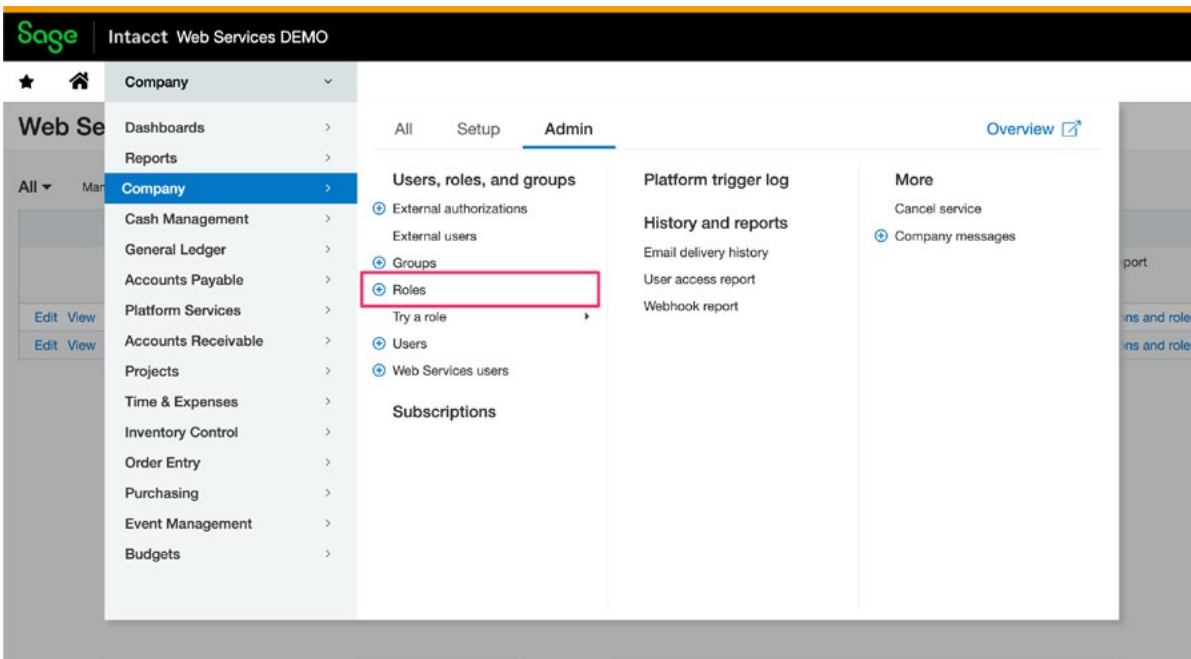
FIELD NAME	VALUE TO ENTER
User ID	ileasepro_api
Last Name	API
First Name	iLeasePro
Email address	[your email address]
Contact name	enter "ileasepro_api" and add this as a new contact
User Name	iLeasePro API
User Type	Business
Admin Privileges	Full
Status	Active

 **IMPORTANT:** Store the Web Services user password that you set. This will be used in iLeasePro.

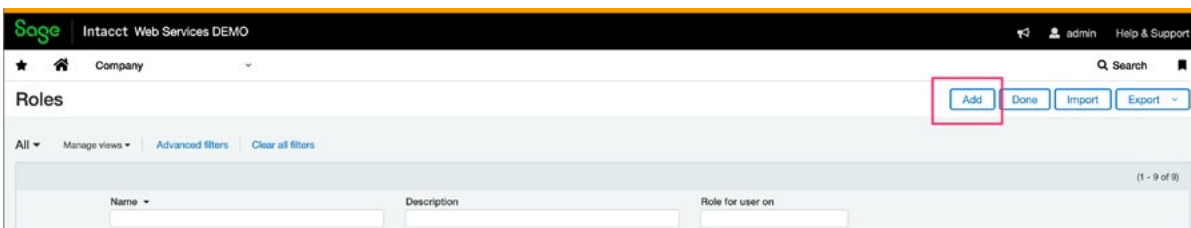
The completed Web Services User should look like this.



1. Setup a Role for the Web Services User. Click on Company > Admin > Roles

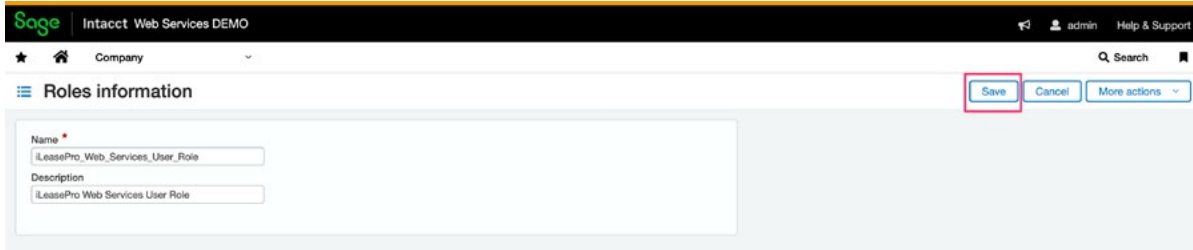


2. Add a new Role for the Web Services User

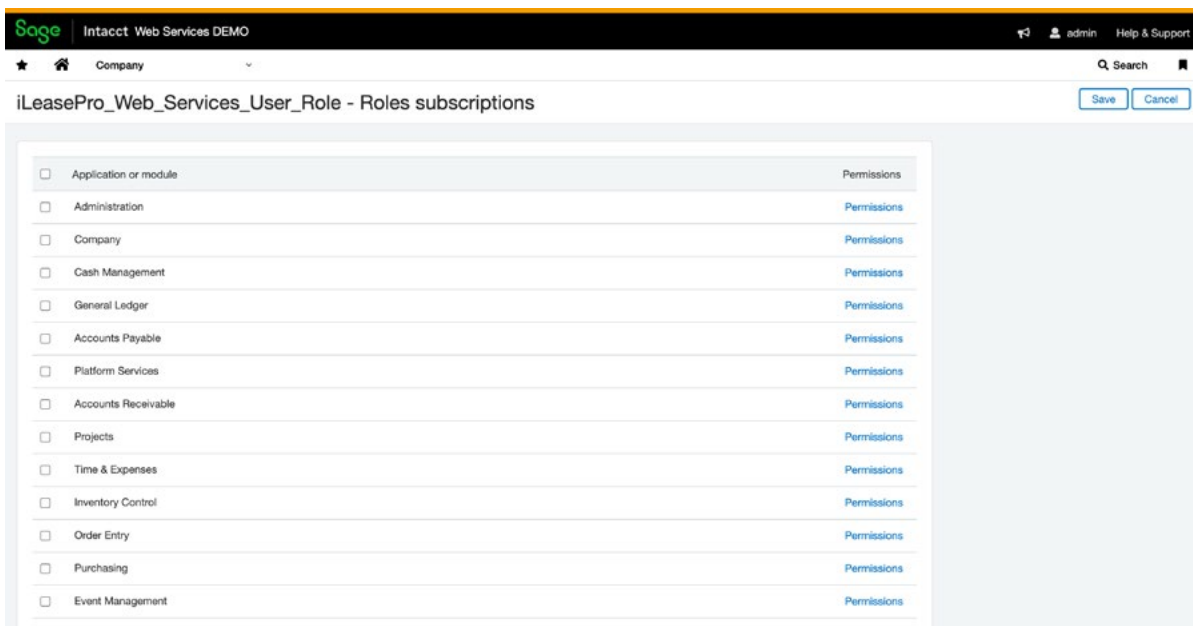




3. Enter in the name and description for the new role. In this example we called the Role "iLeasePro\_Web\_Services\_User\_Role" with the same description.
4. Click Save button to save the new role.



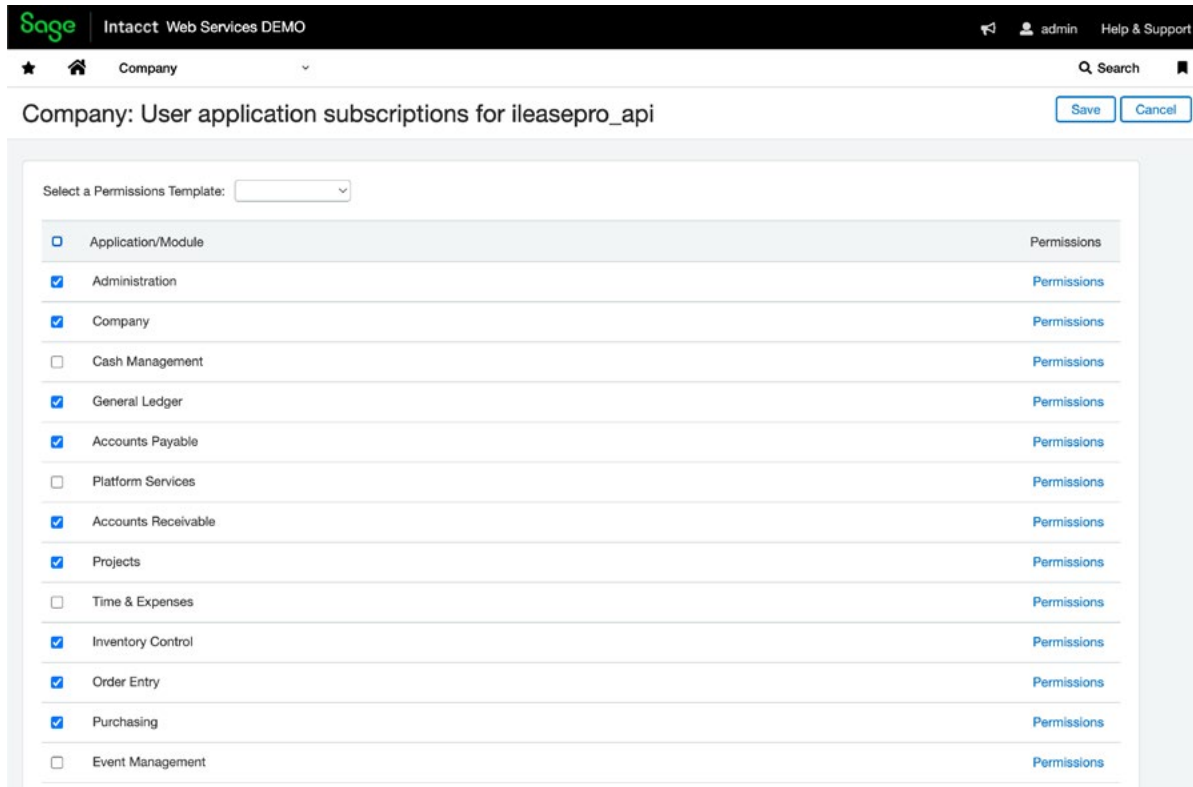
5. Complete the permissions setup for the Web Services User



You must set the following permissions for the Web Services User to enable uploading and downloading of data between iLeasePro and Sage Intacct;

- Administration
- Company
- General Ledger
- Accounts Payable
- Accounts Receivable
- Projects
- Inventory Control
- Order Entry
- Purchasing

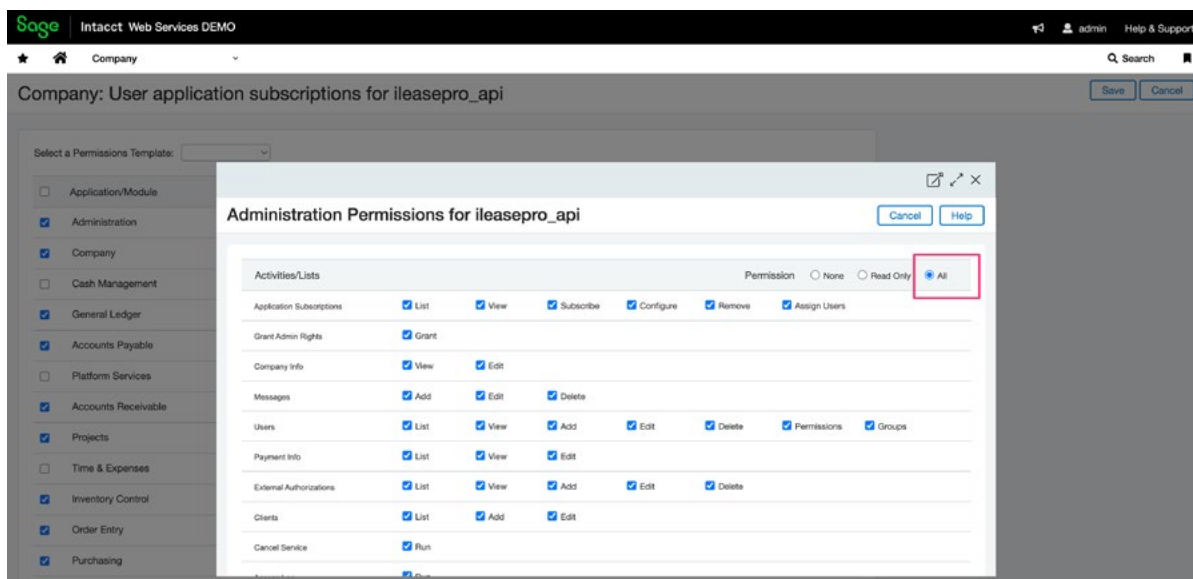
6. Set Permissions for each of the selected User application subscriptions as shown below;



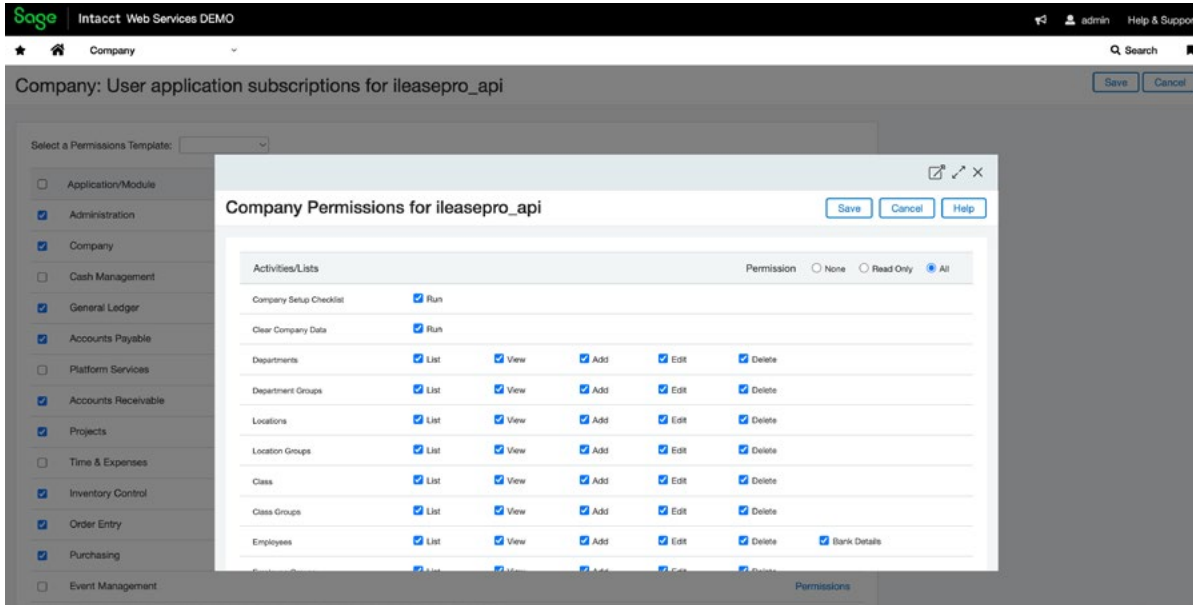
*It is easiest to give the Web Services Admin User read/write/view access to all the activities.*

### Administration

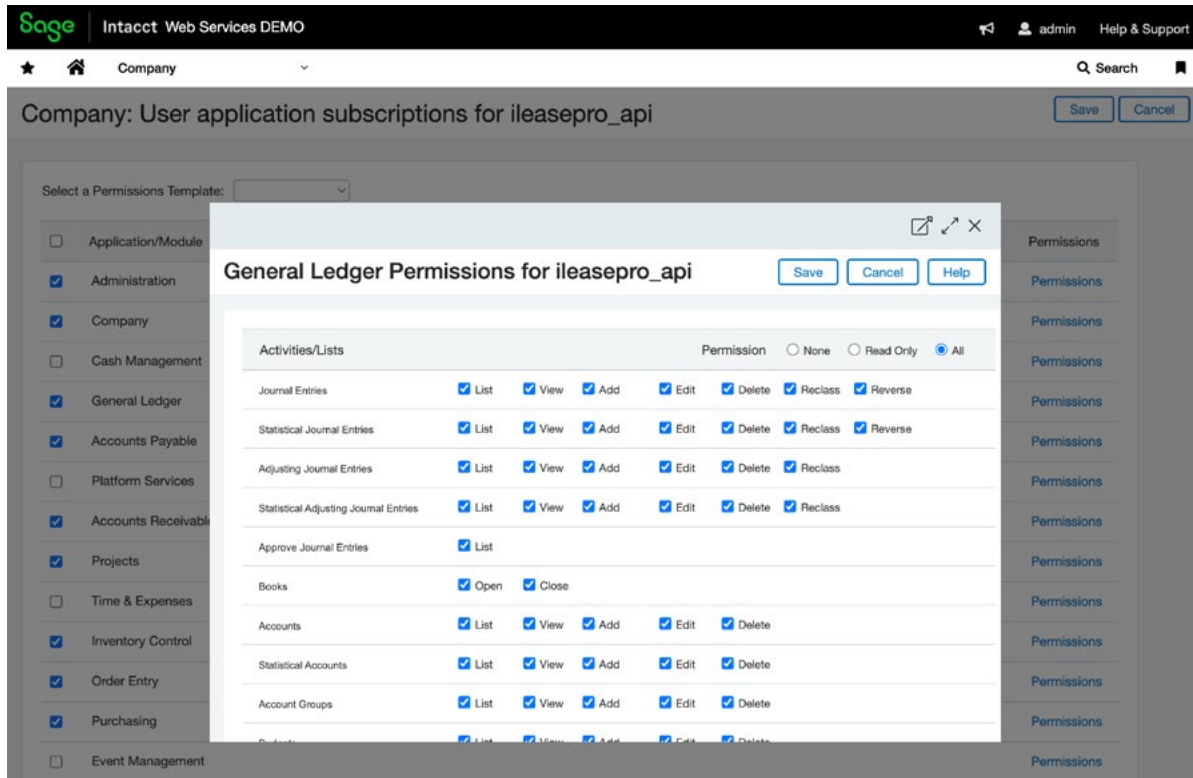
7. Set Permissions for each Activity under Administration as shown below. You can select All to check all lists at one time.



8. Set Permissions for each activity in the Company as shown below.



9. Once the Administration and Company permissions are selected, you will need to do the same for the General Ledger, Accounts Payable, Accounts Receivable, Projects, Inventory Control, Order Entry and Purchasing. Each shown below;



Company: User application subscriptions for ileasepro\_api

Select a Permissions Template:

- Application/Module
- Administration
- Company
- Cash Management
- General Ledger
- Accounts Payable
- Platform Services
- Accounts Receivable
- Projects
- Time & Expenses
- Inventory Control
- Order Entry
- Purchasing

### Accounts Payable Permissions for ileasepro\_api

Activities/Lists	Permission	None	Read Only	All
Summaries	<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"/> Open <input checked="" type="checkbox"/> Close	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Pay Bills	<input checked="" type="checkbox"/> Run	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Approve Payments	<input checked="" type="checkbox"/> List <input checked="" type="checkbox"/> Level1 <input checked="" type="checkbox"/> Level2 <input checked="" type="checkbox"/> Level3 <input checked="" type="checkbox"/> Level4 <input checked="" type="checkbox"/> Level5 <input checked="" type="checkbox"/> Level6	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Approve Bills	<input checked="" type="checkbox"/> List	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
AP Bills Approval Levels	<input checked="" type="checkbox"/> Level1 <input checked="" type="checkbox"/> Level2 <input checked="" type="checkbox"/> Level3 <input checked="" type="checkbox"/> Level4 <input checked="" type="checkbox"/> Level5 <input checked="" type="checkbox"/> Level6	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Manual Payment	<input checked="" type="checkbox"/> List <input checked="" type="checkbox"/> View <input checked="" type="checkbox"/> Add <input checked="" type="checkbox"/> Print <input checked="" type="checkbox"/> Void	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Print Checks	<input checked="" type="checkbox"/> Run	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Print Payment Copies	<input checked="" type="checkbox"/> Run	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Add To Check Run	<input checked="" type="checkbox"/> Run	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

Company: User application subscriptions for ileasepro\_api

Select a Permissions Template:

- Application/Module
- Administration
- Company
- Cash Management
- General Ledger
- Accounts Payable
- Platform Services
- Accounts Receivable
- Projects
- Time & Expenses
- Inventory Control
- Order Entry
- Purchasing

### Accounts Receivable Permissions for ileasepro\_api

Activities/Lists	Permission	None	Read Only	All
Summaries	<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"/> Open <input checked="" type="checkbox"/> Close	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Manage Payments	<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 type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Receive Advances	<input checked="" type="checkbox"/> List <input checked="" type="checkbox"/> View <input checked="" type="checkbox"/> Add <input checked="" type="checkbox"/> Edit <input checked="" type="checkbox"/> Reverse	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Apply Penalties	<input checked="" type="checkbox"/> Run	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Adjust Account	<input checked="" type="checkbox"/> Run	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
PrintE-mail Invoices	<input checked="" type="checkbox"/> Run	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
PrintE-mail Statements	<input checked="" type="checkbox"/> Run	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Customers	<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 type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Customer 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	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

Company: User application subscriptions for ileasepro\_api

Select a Permissions Template:

- Application/Module
- Administration
- Company
- Cash Management
- General Ledger
- Accounts Payable
- Platform Services
- Accounts Receivable
- Projects
- Time & Expenses
- Inventory Control
- Order Entry
- Purchasing
- Event Management

### Projects Permissions for ileasepro\_api

Activities/Lists	Permission	None	Read Only	All
Customers	<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 type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Customer 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	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Customer Types	<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 type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Projects	<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 type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Project 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	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Project Resources	<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 type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Project Types	<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 type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Project Status	<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 type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Tasks	<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 type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

Company: User application subscriptions for ileasepro\_api Save Cancel

Select a Permissions Template:

- Application/Module
- Administration
- Company
- Cash Management
- General Ledger
- Accounts Payable
- Platform Services
- Accounts Receivable
- Projects
- Time & Expenses
- Inventory Control
- Order Entry
- Purchasing
- Event Management

**Inventory Control Permissions for ileasepro\_api** Save Cancel Help

Activities/Lists	Permission <input type="radio"/> None <input type="radio"/> Read Only <input checked="" type="radio"/> All				
Inventory Transaction Definitions	<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
Vendors	<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
Vendor 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
Warehouses	<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
Warehouse 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
Product Lines	<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
Items	<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
Item 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
Item GL 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

Company: User application subscriptions for ileasepro\_api Save Cancel

Select a Permissions Template:

- Application/Module
- Administration
- Company
- Cash Management
- General Ledger
- Accounts Payable
- Platform Services
- Accounts Receivable
- Projects
- Time & Expenses
- Inventory Control
- Order Entry
- Purchasing
- Event Management

**Order Entry Permissions for ileasepro\_api** Save Cancel Help

Activities/Lists	Permission <input type="radio"/> None <input type="radio"/> Read Only <input checked="" type="radio"/> All				
Order Entry Transaction Definitions	<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
Customers	<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
Customer 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
Customer GL 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
Items	<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
Item 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
Units Of Measure	<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
Serial Mask	<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
Lot Category	<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

Company: User application subscriptions for ileasepro\_api Save Cancel

Select a Permissions Template:

- Application/Module
- Administration
- Company
- Cash Management
- General Ledger
- Accounts Payable
- Platform Services
- Accounts Receivable
- Projects
- Time & Expenses
- Inventory Control
- Order Entry
- Purchasing
- Event Management

**Purchasing Permissions for ileasepro\_api** Save Cancel Help

Activities/Lists	Permission <input type="radio"/> None <input type="radio"/> Read Only <input checked="" type="radio"/> All					
PO Transaction Definitions	<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	
Purchasing Approval Levels	<input checked="" type="checkbox"/> Level 1	<input checked="" type="checkbox"/> Level 2	<input checked="" type="checkbox"/> Level 3	<input checked="" type="checkbox"/> Level 4	<input checked="" type="checkbox"/> Level 5	<input checked="" type="checkbox"/> Level 6
Approve Purchase Transaction	<input checked="" type="checkbox"/> List					
Vendors	<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	
Vendor 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	
Vendor GL 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	
Items	<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	
Item 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	
Units Of Measure	<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	

## 2. Setup of the Web Services SenderId

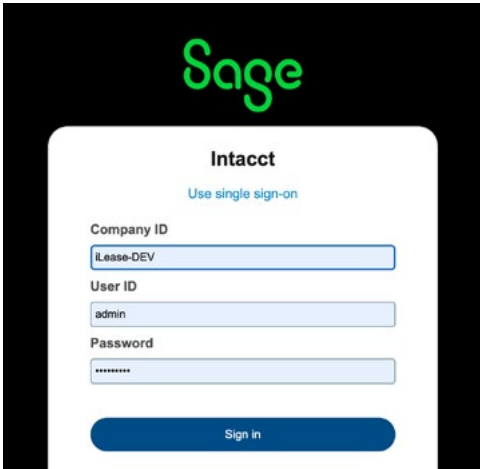
Setting up the Web Services users enables users to exchange information programmatically between external applications, like iLeasePro, with the Sage Intacct via Web Services API calls. Data is sent or received in the form of API requests that are made through a Web Services endpoint.

For example, the iLeasePro lease accounting feature calculates and automatically creates the journal entries required for the ASC 842 lease accounting. As an iLeasePro and Sage Intacct user, you can select to upload these journal entries which will post the journal entries to Sage Intacct automatically.

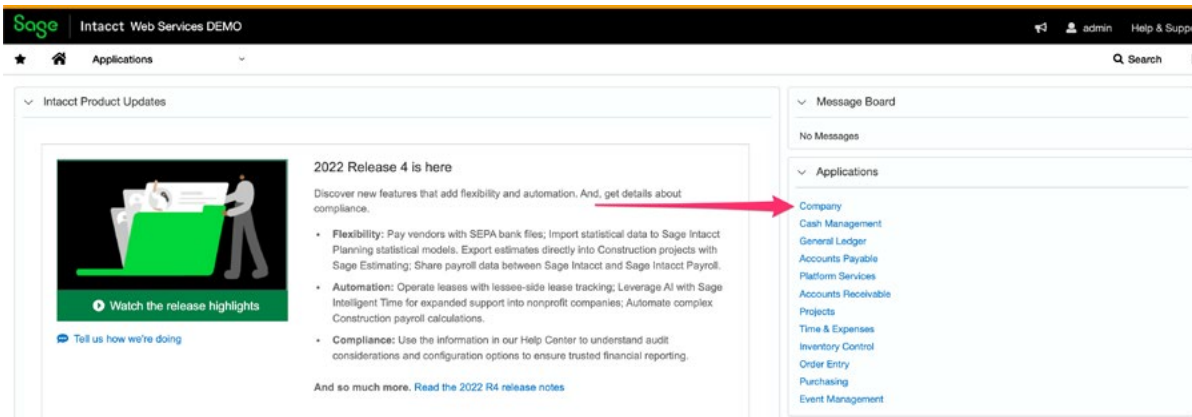
For additional information on Sage Intacct Web Service User please refer to the Sage Intacct Help section;

[https://www.intacct.com/ia/docs/help\\_gx/Administration/Users/web-services-only-users.htm](https://www.intacct.com/ia/docs/help_gx/Administration/Users/web-services-only-users.htm)

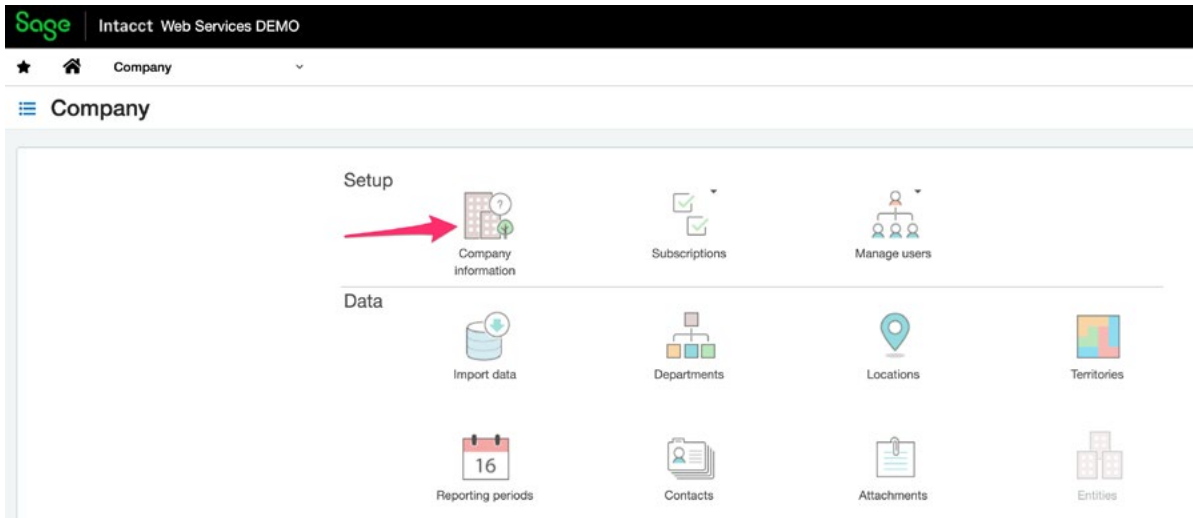
### 1. Sign into Intacct with your authorize credentials



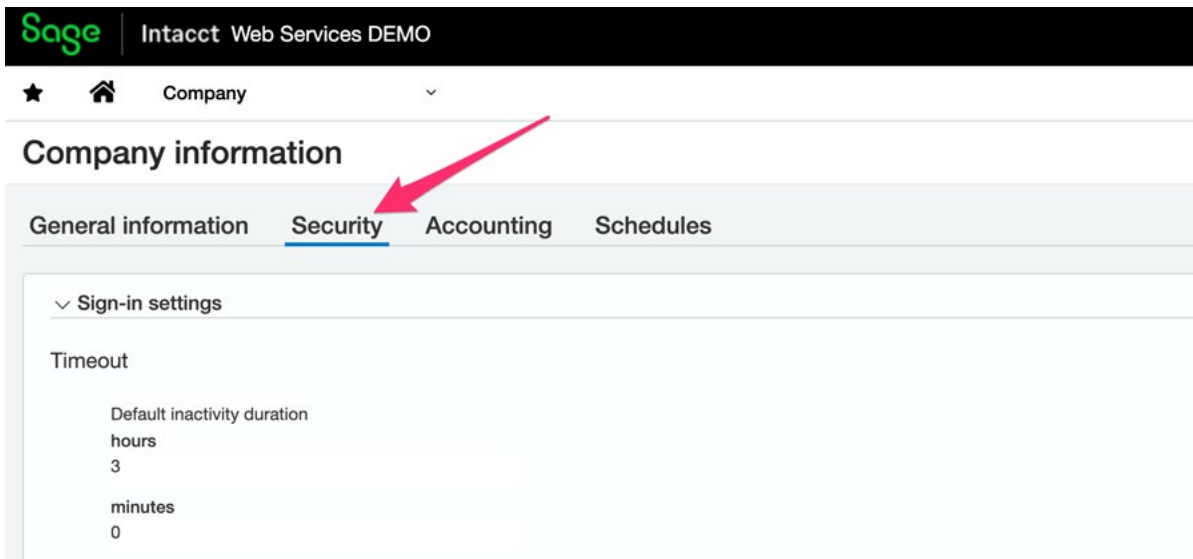
### 2. Select Company as show below



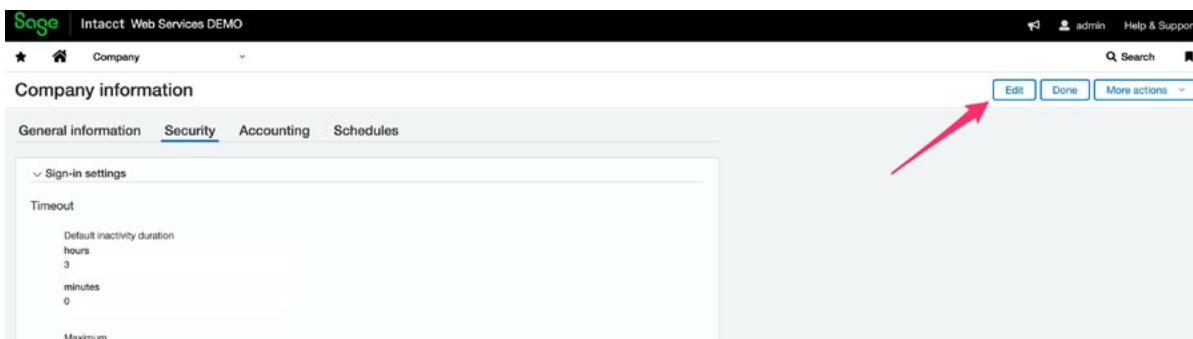
3. Select Setup > Company Information



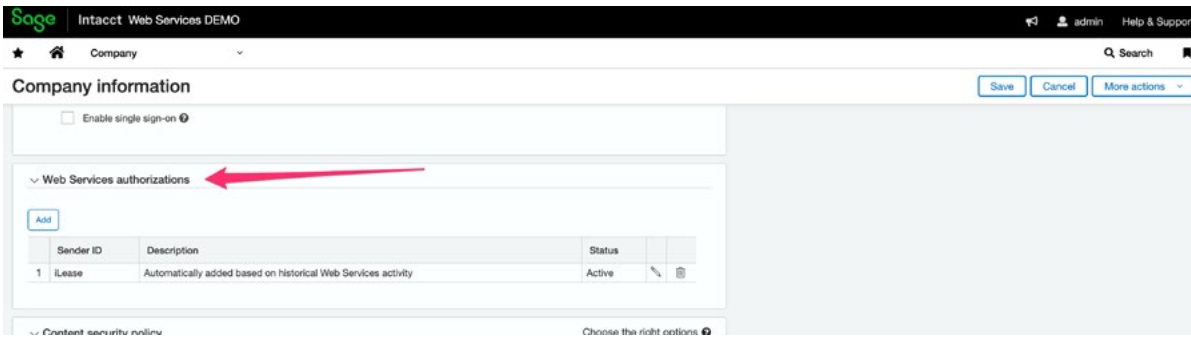
4. Select Security from the menu bar



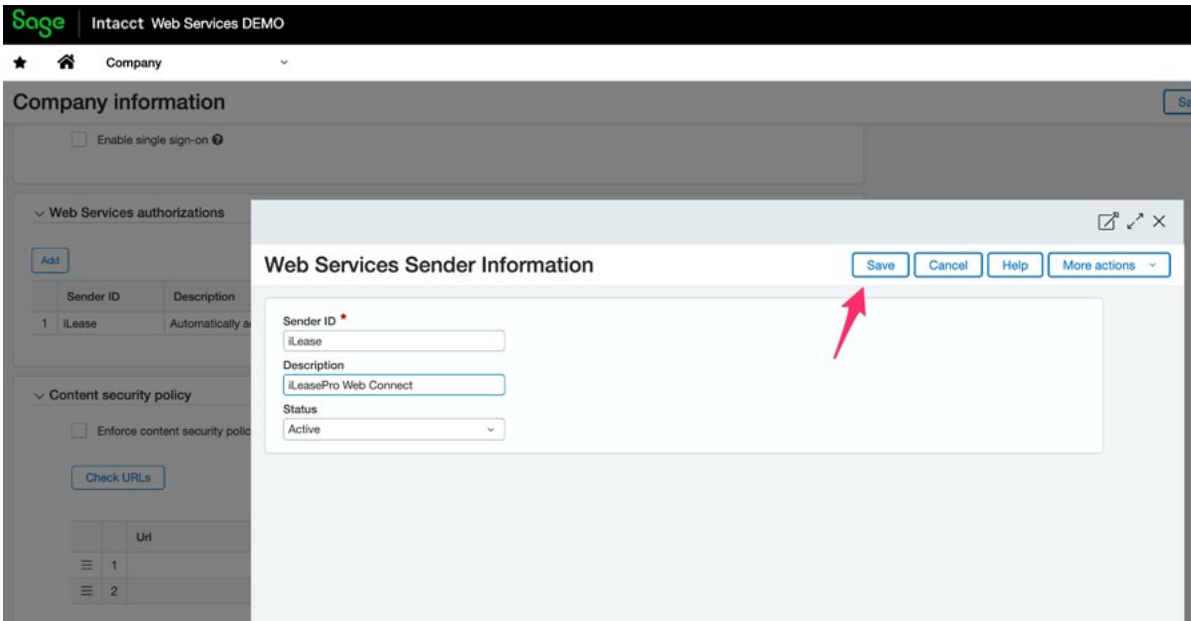
5. Select Edit as indicated by the red arrow below



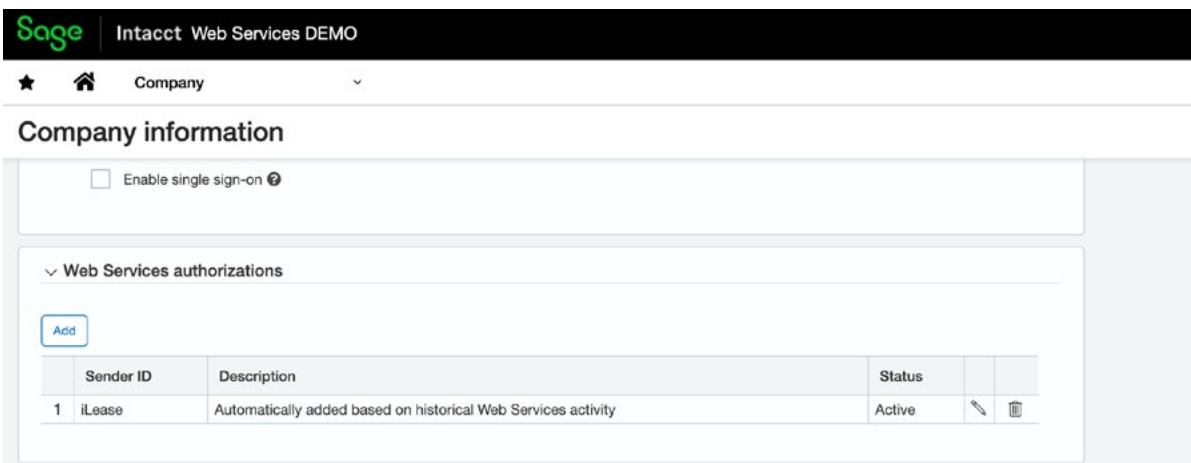
6. Scroll down to the Section title “Web Services authorizations” and click on Add



7. Enter “iLease” in as the Sender Id and click on Save



8. Once Saved, this is what the update should look like

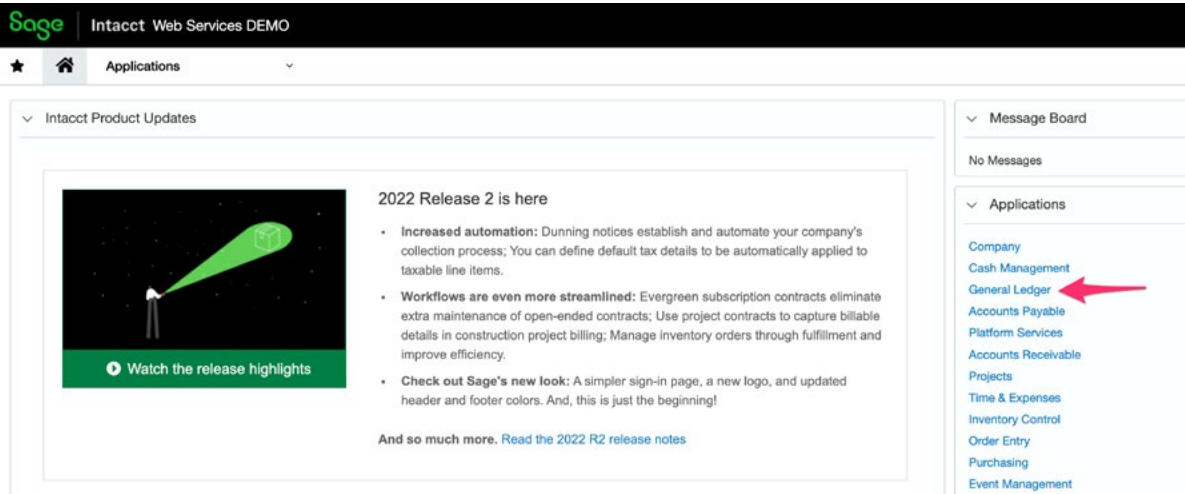




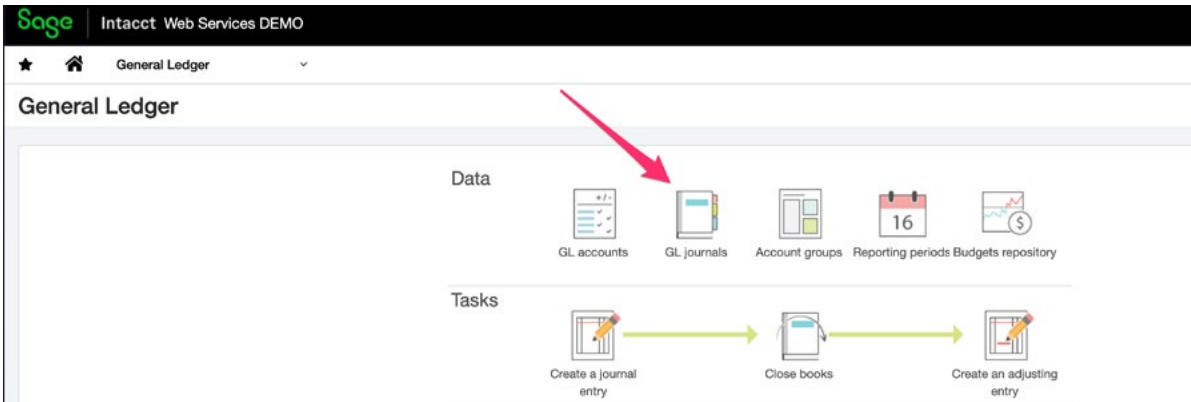
### 3. Setup of the iLeasePro Journal

A new Journal is required to capture the entries that are delivered to Intacct from iLeasePro. To setup the new Journal,

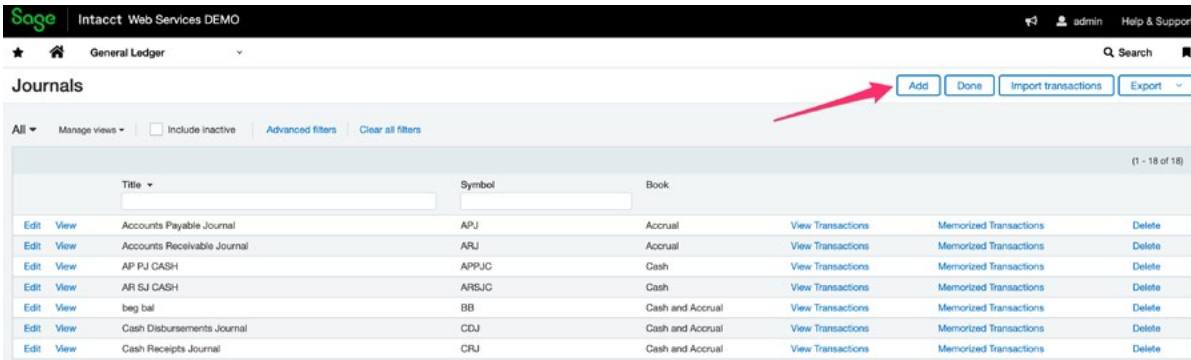
1. Select General Ledger from the Intacct Applications



2. Click on the GL Journals icon as shown below



3. Click on the Add button shown by the red arrow below



- 4. Enter in the key data values as shown below and click on Save when done
  - a. Symbol: ILP
  - b. Title: iLeasePro Journal

The screenshot shows the Sage Intacct Web Services DEMO interface. The page title is "General Ledger". The "Journal Information" form is displayed with the following fields: Symbol (ILP), Title (iLeasePro Journal), and a radio button selected for "Accrual". The "Status" is set to "Active". The "Save" button is highlighted with a red arrow.

Once Saved, you will see the new entry for iLeasePro as shown below;

The screenshot shows the Sage Intacct Web Services DEMO interface displaying a list of Journals. The "iLeasePro Journal" entry is highlighted with a red box. The table below shows the details of the journals.

	Title	Symbol	Book			
Edit View	Accounts Payable Journal	APJ	Accrual	View Transactions	Memorized Transactions	Delete
Edit View	Accounts Receivable Journal	ARJ	Accrual	View Transactions	Memorized Transactions	Delete
Edit View	AP PJ CASH	APPJC	Cash	View Transactions	Memorized Transactions	Delete
Edit View	AR SJ CASH	ARSJC	Cash	View Transactions	Memorized Transactions	Delete
Edit View	beg bal	BB	Cash and Accrual	View Transactions	Memorized Transactions	Delete
Edit View	Cash Disbursements Journal	CDJ	Cash and Accrual	View Transactions	Memorized Transactions	Delete
Edit View	Cash Receipts Journal	CRJ	Cash and Accrual	View Transactions	Memorized Transactions	Delete
Edit View	DEFERRED REVENUE	DEF	Cash and Accrual	View Transactions	Memorized Transactions	Delete
Edit View	Employee Expenses Disbursements Journal	EEDJ	Cash and Accrual	View Transactions	Memorized Transactions	Delete
Edit View	Employee Expenses Journal	EEJ	Accrual	View Transactions	Memorized Transactions	Delete
Edit View	EXP CASH	EXPJC	Cash	View Transactions	Memorized Transactions	Delete
Edit View	General Journal	GJ	Accrual	View Transactions	Memorized Transactions	Delete
Edit View	iLeasePro Journal	ILP	Accrual	View Transactions	Memorized Transactions	Delete
Edit View	Inventory Journal	IJ	Accrual	View Transactions	Memorized Transactions	Delete
Edit View	Opening Balance Journal	OBJ	Accrual	View Transactions	Memorized Transactions	Delete
Edit View	Payroll Journal	PYRJ	Accrual	View Transactions	Memorized Transactions	Delete
Edit View	Purchase Journal	PJ	Accrual	View Transactions	Memorized Transactions	Delete
Edit View	Sales Journal	SJ	Accrual	View Transactions	Memorized Transactions	Delete

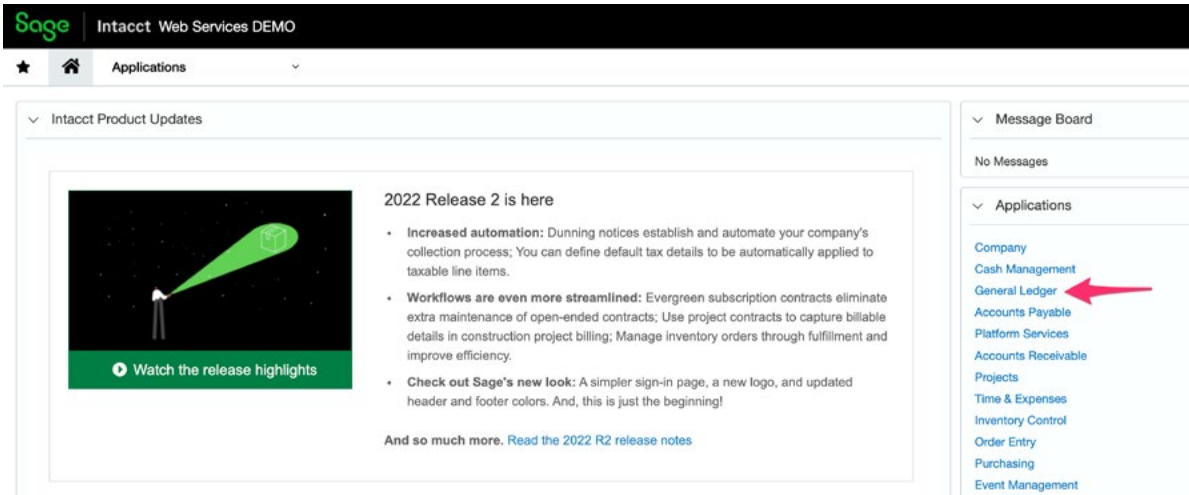
## 4. Setup of the ASC 842 General Ledger Accounts

The FASB ASC 842 lease accounting standards will require new general ledger accounts to be added to your Chart of Accounts. The following general ledger accounts are needed on the Chart of Accounts for each Subsidiary or Operating Entity.

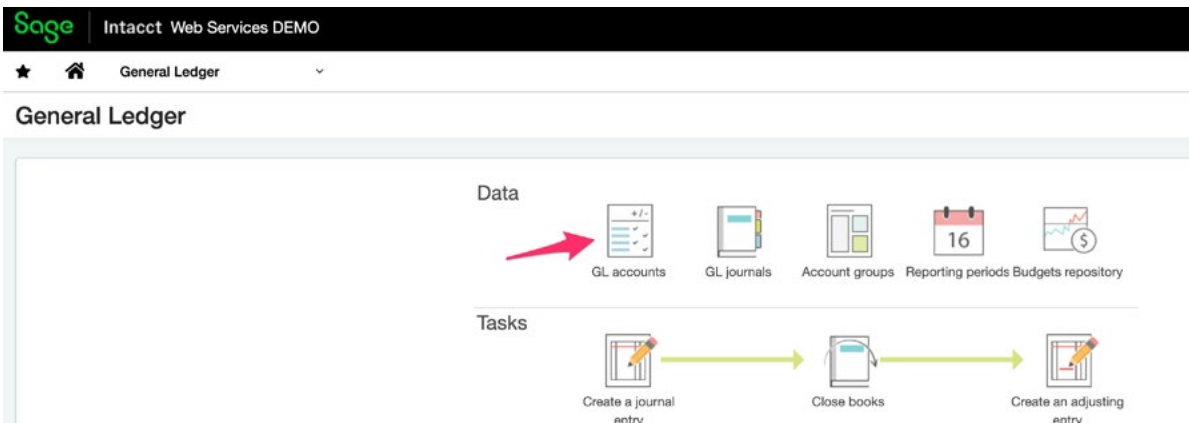
### iLeasePro Lease Accounting General Ledger Accounts

Common General Ledger Accounts	Early Termination General Ledger Accounts
Cash (Accounts Payable / Clearing Account)	Early Termination Gain / Loss
Short Term Lease Expense	
Non-Lease Expenses	
ASC 842 Transition General Ledger Accounts	
Transition Operating Lease General Ledger Accounts	Transition Finance Lease General Ledger Accounts
Operating Accrued Rent Liability (ASC 840)	Capital Lease Asset Gross (ASC 840)
Operating Prepaid Rent Asset (ASC 840)	Capital Lease Asset Accumulated Amortization (ASC 840)
Operating Straight-Line Rent Liability: (ASC 840) from up from below	Capital Lease Liability (ASC 840)
Operating Lease General Ledger Accounts	Finance Lease General Ledger Accounts
Operating Accrued IDC Liability	Finance Accrued IDC Liability
Operating Deferred Lease Incentive Liability	Finance Deferred Lease Incentive Liability
Operating Gross ROU Asset	Finance Gross ROU Asset
Operating Initial Direct Cost Asset	Finance Initial Direct Cost Asset
Operating Lease Liability	Finance Lease Liability
Operating Prepaid Lease Asset	Finance Prepaid Lease Asset
Operating Rent Expense: Implied Interest	Finance Interest Expense
Operating Rent Expense: Implied ROU Amortization	Finance ROU Asset Amortization Expense
Operating ROU Asset Accumulated Amortization	Finance ROU Asset Accumulated Amortization
	Finance Owned Gross Asset
	Finance Owned Asset Accumulated Depreciation
Variable Payments General Ledger Accounts	Sublease General Ledger Accounts
Variable Payment Expense - Index	Sublease Account Receivable
Variable Payment Expense - Sales	Sublease Accounts Receivable
Variable Payment Expense - Usage	Sublease Deferred Direct Cost Expense
Variable Payment Insurance Expense	Sublease Direct Cost Expense
Variable Payment Other Expense	Sublease Income
Variable Payment Real Estate Tax	Sublease Initial Direct Cost Expense

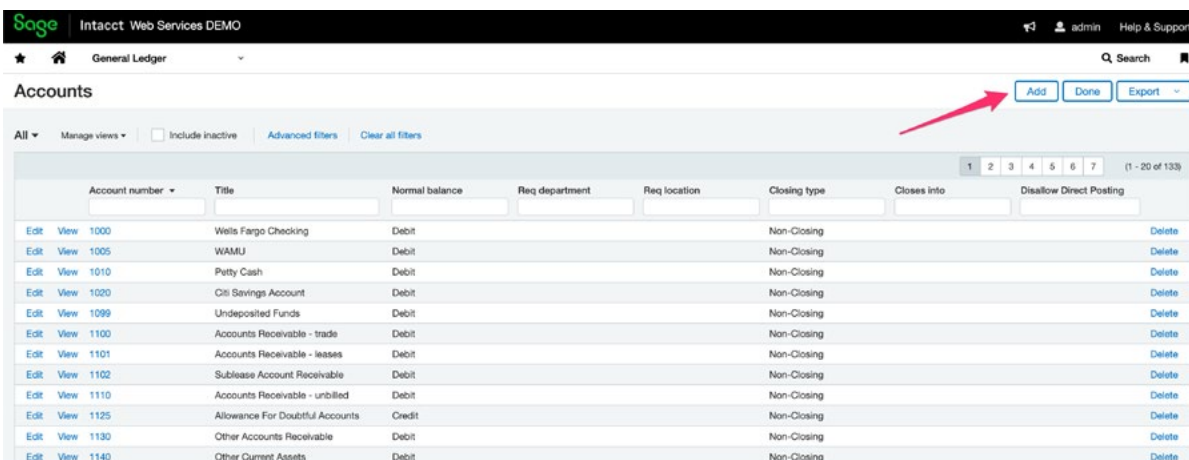
### 1. Select General Ledger from the Sage Intacct Applications menu



### 2. Select GL Accounts, highlighted by red box below



### 3. Select the Add button, as shown below by the red arrow



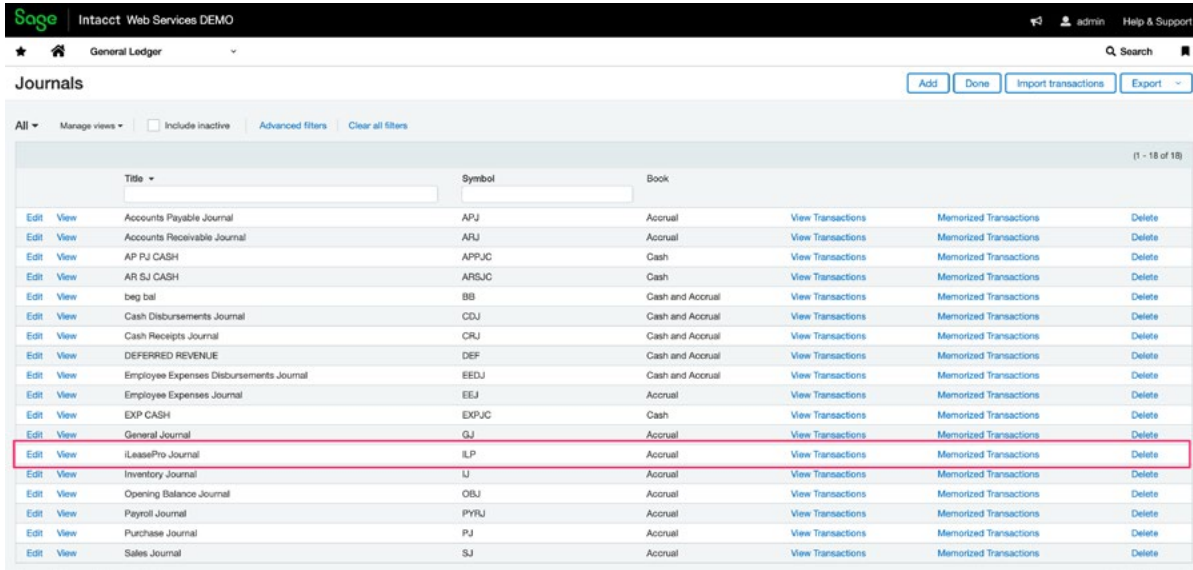
4. Complete required information for each new General Ledger Account. Please reference the Sage Intacct help guide to add new general ledger accounts;  
[https://www.intacct.com/ia/docs/help\\_qx/General\\_Ledger/Setup/Accounts/accounts.htm](https://www.intacct.com/ia/docs/help_qx/General_Ledger/Setup/Accounts/accounts.htm)

The screenshot displays the Sage Intacct Web Services DEMO interface for setting up a General Ledger Account. The page title is "General Ledger Accounts" and it includes a search bar and "Save", "Cancel", and "More actions" buttons. The form fields are as follows:

- Account number \* (text input)
- Title \* (text input)
- QuickStart Category (dropdown menu)
- Account type \* (dropdown menu, currently set to "Balance Sheet Account")
- Normal balance \* (dropdown menu, currently set to "Debit")
- Period end closing type \* (dropdown menu, currently set to "Non-Closing Account")
- Close into account (dropdown menu)
- Tax return code (text input)
- M-3 return code (text input)
- GL account alternative (dropdown menu, currently set to "None")
- Status (dropdown menu, currently set to "Active")

## 5. Setup of the iLeasePro Journal

iLeasePro generates journal entries that will be uploaded into the specific GL accounts in the Sage Intacct ILP journal that was created, including entries for payment of lease liabilities. However, the actual payments are generated from the user's general ledger system of record. Therefore, it is important that any payment information not be duplicated from entries passing from iLeasePro to the general ledger system.



The screenshot shows the Sage Intacct 'Journals' page. The 'iLeasePro Journal' is highlighted with a red box. The table below represents the data shown in the screenshot.

	Title	Symbol	Book			
Edit View	Accounts Payable Journal	APJ	Accrual	View Transactions	Memorized Transactions	Delete
Edit View	Accounts Receivable Journal	ARJ	Accrual	View Transactions	Memorized Transactions	Delete
Edit View	AP PJ CASH	APPJC	Cash	View Transactions	Memorized Transactions	Delete
Edit View	AR SJ CASH	ARSJC	Cash	View Transactions	Memorized Transactions	Delete
Edit View	beg bal	BB	Cash and Accrual	View Transactions	Memorized Transactions	Delete
Edit View	Cash Disbursements Journal	CDJ	Cash and Accrual	View Transactions	Memorized Transactions	Delete
Edit View	Cash Receipts Journal	CRJ	Cash and Accrual	View Transactions	Memorized Transactions	Delete
Edit View	DEFERRED REVENUE	DEF	Cash and Accrual	View Transactions	Memorized Transactions	Delete
Edit View	Employee Expenses Disbursements Journal	EEDJ	Cash and Accrual	View Transactions	Memorized Transactions	Delete
Edit View	Employee Expenses Journal	EEJ	Accrual	View Transactions	Memorized Transactions	Delete
Edit View	EXP CASH	EXPJC	Cash	View Transactions	Memorized Transactions	Delete
Edit View	General Journal	GJ	Accrual	View Transactions	Memorized Transactions	Delete
Edit View	iLeasePro Journal	ILP	Accrual	View Transactions	Memorized Transactions	Delete
Edit View	Inventory Journal	IJ	Accrual	View Transactions	Memorized Transactions	Delete
Edit View	Opening Balance Journal	OBJ	Accrual	View Transactions	Memorized Transactions	Delete
Edit View	Payroll Journal	PYRJ	Accrual	View Transactions	Memorized Transactions	Delete
Edit View	Purchase Journal	PJ	Accrual	View Transactions	Memorized Transactions	Delete
Edit View	Sales Journal	SJ	Accrual	View Transactions	Memorized Transactions	Delete

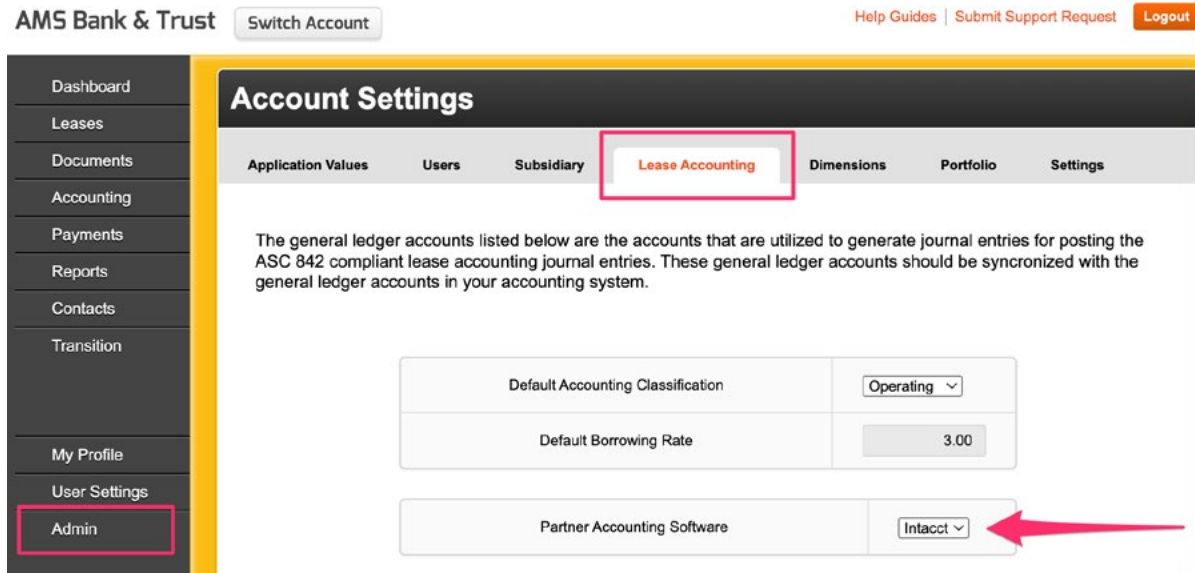
The general ledger accounts specified in Sage Intacct need to be added to iLeasePro. If you have multiple Operating Entities/Subsidiaries you need to add the GL Accounts for each entity.

# On iLeasePro

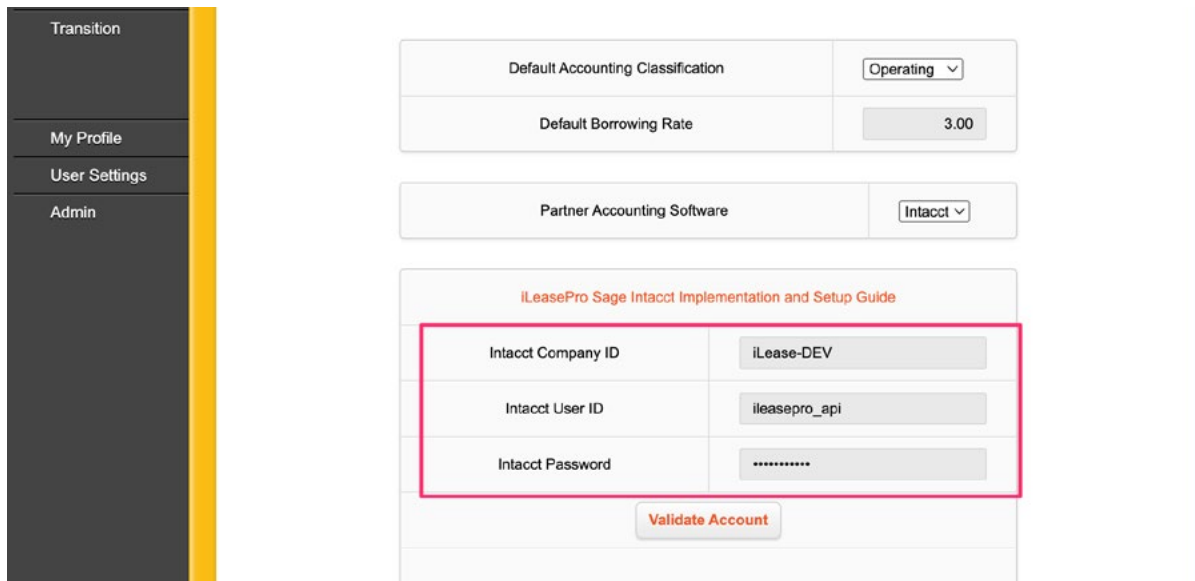
## 1. Setting up the connection with Sage Intacct

Click on the Admin link in the sidebar menu. You will be redirected to the Account Setting pages. Click on Lease Accounting.

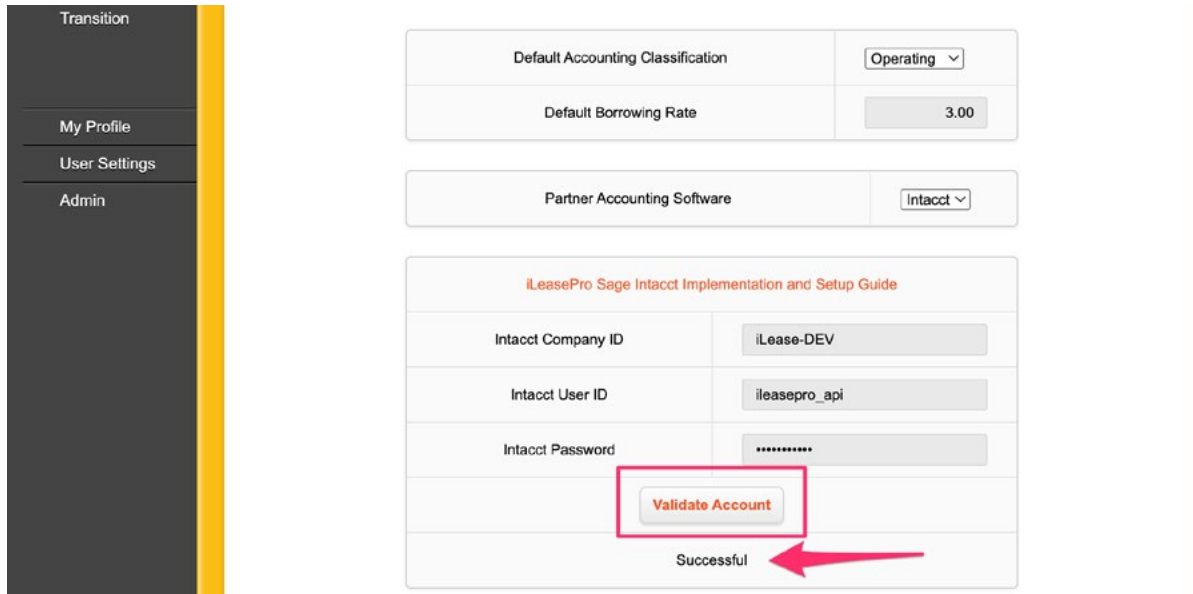
Select Intacct from the Partner Accounting Software dropdown list.



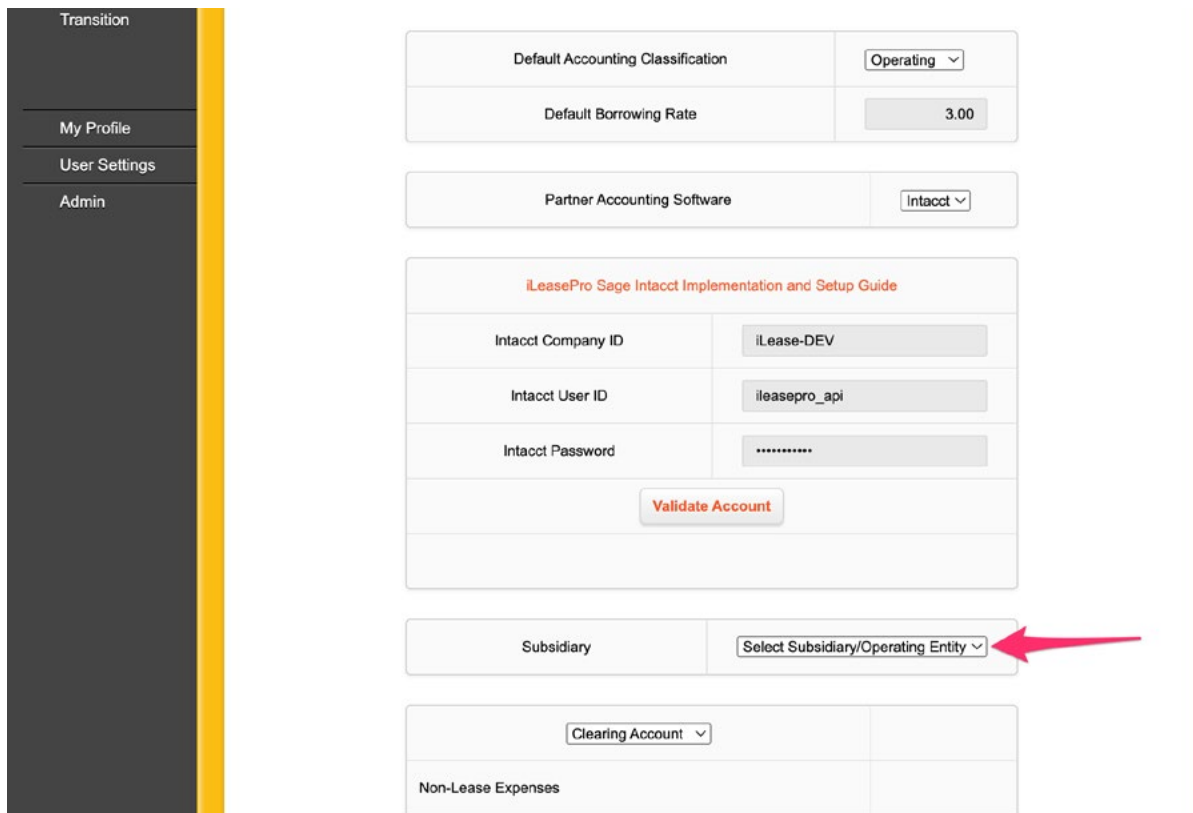
The Web Services User ID and Password will be entered with your company ID as shown below;



When your credentials are entered, click on the Validate Account button. This will initiate the process to connect with Sage Intacct. You should receive a “Successful” message. If you do not receive a “Successful” message please go back and check the steps performed above to ensure they are correct.



To start adding GL Accounts, select the Admin link in the left sidebar and select the Lease Accounting tab





**Please Note that the recommended approach from Sage Intacct is for the use of the Clearing Account rather than Accounts Payable in order to lessen the risk of duplication. This should be the case in any general ledger system that a user may employ. iLeasePro requires Clearing Account for all Sage Intacct Users.**

Subsidiary	AMS Bank and Trust
------------	--------------------

Clearing Account	2000
Non-Lease Expenses	6362
Short Term Lease Expense	6361
<b>ASC 842 Transition General Ledger Accounts</b>	
Operating Accrued Rent Liability (ASC 840)	1700
Operating Prepaid Rent Asset (ASC 840)	1701
Operating Straight-line Rent Liability (ASC 840)	1702
Capital Lease Gross ROU Asset (ASC 840)	1703
Capital Lease Asset Accumulated Amortization (ASC 840)	1705
Capital Lease Liability (ASC 840)	1703
<b>Operating Lease General Ledger Accounts</b>	
Operating Accrued IDC Liability	1800
Operating Deferred Lease Incentive Liability	2860
Operating Gross ROU Asset	1801
Operating Initial Direct Cost Asset	3005
Operating Lease Liability	1807
Operating Prepaid Lease Asset	1808
Operating Rent Expense: Implied Interest	6511

As an example, in the general ledger system, the user would post an entry to set up the monthly lease payment as follows:

Month/Date	Reference	Account	Account Desc	Debit	Credit	Type
201911	Bates Realty	2000	Clearing Account	6400.00		debit
201911	Bates Realty	2020	Accounts Payable		6400.00	credit

The entry generated from iLeasePro would be as follows:

MonthDate	Reference	GLAccount	AccountDesc	Debit	Credit	Type	Subsidiary	PaymentDueDate	Location
201911	Federal Trust Bremerton	6361	Lease Expense	6400.00	0	debit	HMS Management 2		100
201911	Federal Trust Bremerton	1801	Right of Use Asset - Operating	0	6344.14	credit	HMS Management 2		100
201911	Bates Realty	2000	Clearing Account	0	6400.00	credit	HMS Management 2	11/15/2019	100
201911	Federal Trust Bremerton	2501	Lease Liability - Operating	6344.14	0	debit	HMS Management 2		100

The Clearing Account entries would offset and the user would make the payment for the accounts payable entry in the typical manner.

The other alternative would have the user crediting Accounts Payable in the iLeasePro entry instead of Clearing Account. In this case, the user should take steps to make sure that the Accounts Payable entry is not duplicated in the general ledger system.

## 2. Updating a Lease and Creating Journal Entries

### Setting the Lessor

After a new lease is added, you are required to select the Lessor. Please refer to the Help Guide on linking the Dimensions to a lease;

<https://ileasepro.zendesk.com/hc/en-us/articles/201369745-Entering-and-Maintaining-General-Lease-Information>

The screenshot displays the 'General Info' section of a lease record for 'Federal Trust Alpharetta ATM'. The interface includes a sidebar with navigation options like Documents, Accounting, Payments, Reports, Contacts, Transition, My Profile, User Settings, and Admin. The main content area shows various lease details:

- Lease Name:** Federal Trust Alpharetta ATM
- Real Estate Type:** 1224-Property Lease
- Lease Status:** Inactive
- Pro Rata Pct:** 10 %
- Commencement Letter:**  Choose doc...
- Inception Date (BOD) (Required):** 1/1/2020 Set as critical date?
- Transition Date (BOD):** 01/01/2022
- Commencement Date (BOD)(Required):** 1/1/2020 Set as critical date?
- Payment Date (Required):** 1/1/2020
- Expiration Date (EOD)(Required):** 12/31/2026 Set as critical date?
- Short Term Lease:**
- Lessor (Required):** 600 MetroNorth Corporate Center, LLC (highlighted with a red box)
- Security Deposit Amount:** \$ 1,500.00 with interest?
- Line of Credit Amount:** \$ 200,000.00
- Bank:** Federal Trust
- Purchase Order Number:** 1234-0987-66543

### Linking the Sage Intacct Dimensions to each lease

Please refer to the Help Guide on linking the Dimensions to a lease;  
<https://ileasepro.zendesk.com/hc/en-us/articles/1500012320421-Entering-and-Maintaining-Lease-Dimensions-Cost-Centers>

AMS Bank & Trust Switch Account Help Guides | Submit Support Request Logout

Dashboard  
**Leases**  
Documents  
Accounting  
Payments  
Reports  
Contacts  
Transition  
My Profile  
User Settings  
Admin

Change Lease

**Federal Trust Alpharetta ATM**

Lease Unit Rent Payments Insurance Clause/Option Contact **Dimensions** Accounting Variable Payment SubLease

The iLeasePro Lease Accounting Dimension feature offers the ability to define the Intacct dimensions that should be associated to the general ledger accounts that have been defined for the account

#### Lease Accounting Dimensions General Ledger Setup

Copy Dimensions from Other Lease Select Lease to Copy From

Account/Primary	Location	None	None	None	None
2000 - Clearing Account	100-corporate				
6362 - Non Lease Expense	100-corporate				
1700 - Operating Accrued Rent Liability (ASC 840)	100-corporate				
1701 - Operating Prepaid Rent Asset (ASC 840)	100-corporate				
1702 - Operating Straight-line Rent Liability (ASC 840)	100-corporate				
1800 - Operating Accrued IDC Liability	100-corporate				
2860 - Operating Deferred Lease Incentive Liability	100-corporate				
1801 - Operating Gross ROU Asset	100-corporate				
3005 - Operating Initial Direct Cost Asset	100-corporate				
1807 - Operating Lease Liability	100-corporate				
1808 - Operating Prepaid Lease Asset	100-corporate				
6511 - Operating Rent Expense: Implied Interest	100-corporate				

### Creating Journal Entries

Please refer to the Help Guide on Using iLeasePro’s Lease Accounting feature;  
<https://ileasepro.zendesk.com/hc/en-us/articles/115002165283-Entering-and-Maintaining-Lease-Accounting-Information>

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Dashboard  
**Leases**  
Documents  
Accounting  
Payments  
Reports  
Contacts  
Transition  
My Profile  
User Settings  
Admin

Change Lease

**Federal Trust Alpharetta ATM**

Lease Unit Rent Payments Insurance Clause/Option Contact Dimensions **Accounting** Variable Payment SubLease

The Lease Accounting feature is used to automatically produce the ASC 842 amortization schedule and journal entries for the lease selected. Please refer to the [iLeasePro ASC 842 Lease Accounting Assumptions and Inputs](#) to fully understand the assumptions, capabilities and restrictions of iLeasePro regarding the ASC 842 compliance standards.

**Lease Accounting Lease Information**

Operating Subsidiary: 94-AMS Bank and Trust

LEASE CLASSIFICATION WIZARD

Select Accounting Classification:  Operating Lease Method  
 Finance Lease Method  
 Short-Term Lease Method

Relevant Borrowing Rate: 4.000000 %  
Present Value: \$163,721.60

**Amortization Schedule and Journal Entries**

Include Variable Payments:

Select Year: 2022  
Select Month: December

Select Display Type:  Show Journal Entries By Day  
 Show Amortization By Day  
 Show Amortization By Month