

Credit Card Administration (Intacct integration)

Exporting Credit Cards to Cash Management in Intacct

In order to export credit card charges to Cash Management each card needs to be assigned the associated charge card ID in the Nexonia Integration settings.

This will need to be done whenever:

- 1) A brand new card source has been added, such as integrating a new credit card program into Nexonia; and
- 2) Whenever a new card is issued and assigned to a new user.

To navigate to these settings click on the Intacct tab in Nexonia:

Integration Setup> Edit Parameters> Cash Management

The screenshot displays the Nexonia Integration Setup interface. The main navigation bar includes 'TIMESHEETS', 'TIME OFF', 'EXPENSES', 'APPROVALS', 'CUSTOMERS', 'REPORTING', and 'INTEGRATION'. The 'INTEGRATION' tab is selected, and the 'Integration Setup' sub-tab is active. A table lists data integrations, with 'Cash Management' selected. The 'Configuration Sync' dialog box is open, showing the 'Intacct' integration type and the 'Cash Management' tab. The 'Send errors to' field is set to 'training@nexonia.com'. The 'Entry Memo' field is set to '\$(report.exportCode) (\${' and the 'Description' field is set to '\$(item.creditCardTransac'. The 'Open Periods Only' field is set to 'No'. The 'Vendor' field is set to '\$(item.creditCardTransac'. The 'Transaction vendor' field is set to 'By Card'. The 'AMEX (Training)' field is set to 'Not Exported'. The 'Corporate Card' field is set to 'Not Exported'. The 'Test AMEX' field is set to 'Not Exported'. The 'Cancel' and 'OK' buttons are visible at the bottom right of the dialog box.

Section	Integration Type	Scheduling
Configuration Data	Intacct (Edit Parameters)	Everyday (Early Schedule)

Data Integrations	Name	Data Type	Integration Type	Active	Scheduling
Edit	Cash Management	Expense (2)	Intacct	Yes	Everyday
Edit	Expenses	Expense (1)	Intacct	Yes	Everyday
Edit	PDF Export	Expense Receipts	Intacct	Yes	Everyday

Corporate Cards	Name	Label	Description
Edit	AMEX (Training)	AMEX (Training)	AMEX (Training)

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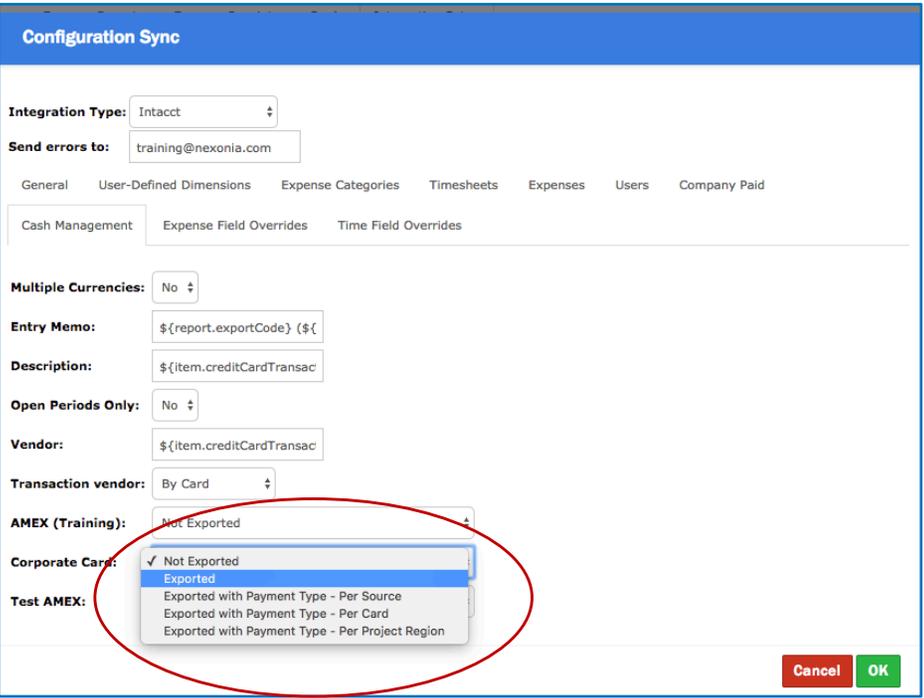
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Under the “Cash Management” tab, you’ll see a list of your Credit Card Sources (the list of your credit card feeds integrated with Nexonia).

In order for cards to be exported, you’ll need to see the Card Source has been set to be “Exported”.

If a card source is set to be exported, you’ll now see a list of all assigned cards and their Nexonia Users appear further down.

Note: the individual cards will only appear here once that card has been issued and assigned to a Nexonia user.



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Scroll to the bottom of the screen and you will see a list of all cards that have been assigned to a user. If the card is not assigned it will not appear in this list.

In the field to the right of the card name/description you will want to copy/paste the charge card ID as set in Intacct. This field must be an exact match to what appears in Intacct.

When you're done hit OK to save your settings.

