CapEx Sage File Import

Standard Operating Procedure

WhiteWater Express Car Wash | Intranet Finance Module

1. Purpose

This SOP describes how to import the monthly Sage Intacct clearing export into the WhiteWater CapEx Tracker. The import populates the Clearing tab with posted transactions so the finance team can reconcile capital expenditures against project records.

2. When to Run

Run once per month, after Sage Intacct has posted all clearing entries for the period.

3. Prerequisites

- You must have the **Sage Upload** permission on the intranet. If the "Import Sage File" button is not visible on the CapEx Tracker page, contact IT to have this permission added to your account.
- The .xlsx export file from Sage Intacct for the target month (see Section 4).
- A supported browser: Chrome, Edge, or Firefox.

4. Getting the Export File from Sage Intacct

Export the CapEx clearing report from Sage Intacct as an .xlsx file. The system reads column headers by name, so column order does not matter. The following columns must be present:

Column Header (exact)	Description
Posted dt.	Transaction posted date
Doc dt.	Document date
Doc	Document / voucher number
Memo/Description	Transaction description
Location	Location code
Project name	Project description

Project	Project number
JNL	Journal type
Debit	Debit amount
Credit	Credit amount

Note: If Sage changes the export format and a required column is missing, the import will fail with an error message listing the missing column names. Contact IT if this occurs.

5. Step-by-Step Procedure

Step 1 - Navigate to the CapEx Tracker

1. **Log in to the WhiteWater Intranet** (https://intranet.whitewatercw.com)
2. Go to **Finance** > **CapEx Tracker**.

Step 2 - Open the Import Dialog

3. Locate the blue **"Import Sage File"** button above the tab bar (Clearing section, top-right).
4. **Click "Import Sage File"** - the import dialog will open.

Step 3 - Upload and Preview

5. Click the file picker and select your .xlsx export file from Sage Intacct.
6. **Click "Preview"** - the system parses the file and displays all valid transaction rows in a scrollable preview table.
7. Review the preview:

- Verify the row count at the top of the preview matches your expectation from Sage.
- Spot-check a few rows to confirm dates, locations, and amounts look correct.
- If anything looks wrong, click **"Cancel"** to dismiss without writing any data. Correct the export in Sage and repeat from Step 3.

Note: The preview session expires after 30 minutes. If the page is left idle too long, the system will prompt you to re-upload. No data is written to the database during the preview step.

Step 4 - Confirm the Import

8. **Click the green "Confirm Import" button.**
9. Wait for the success confirmation - the dialog will display *"X records imported."*
10. **Click "Close"** to dismiss the dialog.

Step 5 - Verify in the Clearing Tab

11. The **Clearing tab** on the CapEx Tracker will now reflect the imported records.
12. Confirm the data aligns with your Sage report before distributing any downstream reports.

6. Error Handling

Error Message / Symptom	Resolution
"File must be .xlsx"	The system only accepts Excel .xlsx files. Open the file in Excel and save as .xlsx if needed. Do not rename a .xls or .csv file.
"File exceeds 10 MB"	The file is too large. Contact IT.
"Unrecognized file format - missing columns: ..."	Sage changed the export layout. Note the column names listed in the error and contact IT.
"Session expired - please re-upload"	More than 30 minutes passed between preview and confirm. Re-select the file and repeat from Step 3.
"Import failed: ..."	A database error occurred. The import was fully rolled back - no partial data was written. Contact IT with the full error message.
"Import Sage File" button is not visible	Your account does not have the Sage Upload permission. Contact IT.

7. Audit Trail

Every successful import is automatically logged. The audit record captures the date and time, the name of the user who ran the import, the number of records imported, and the original filename. The most recent import entry is displayed on the CapEx Tracker page. For a full history of past imports, contact IT.

8. Contacts

- IT (permission requests, technical errors): **Eric Dunn** (edunn@whitewatercw.com) or Eric Ginder
- Sage Intacct export questions: contact your Sage Intacct administrator