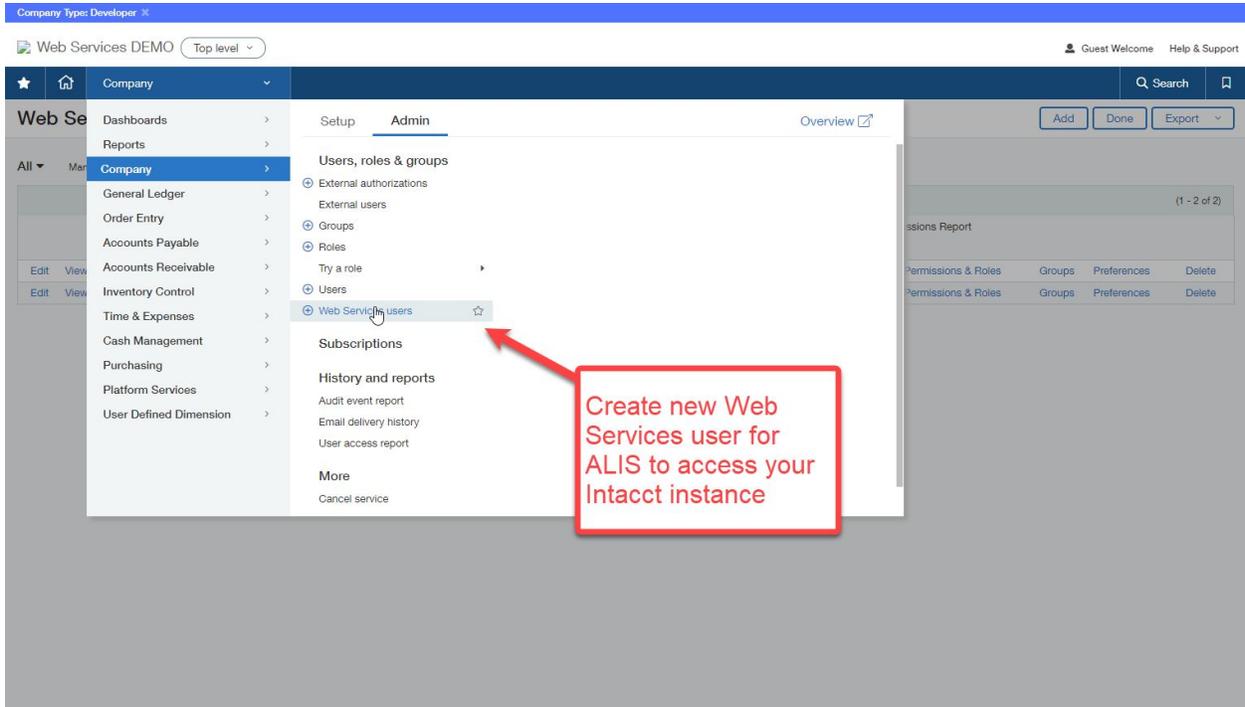
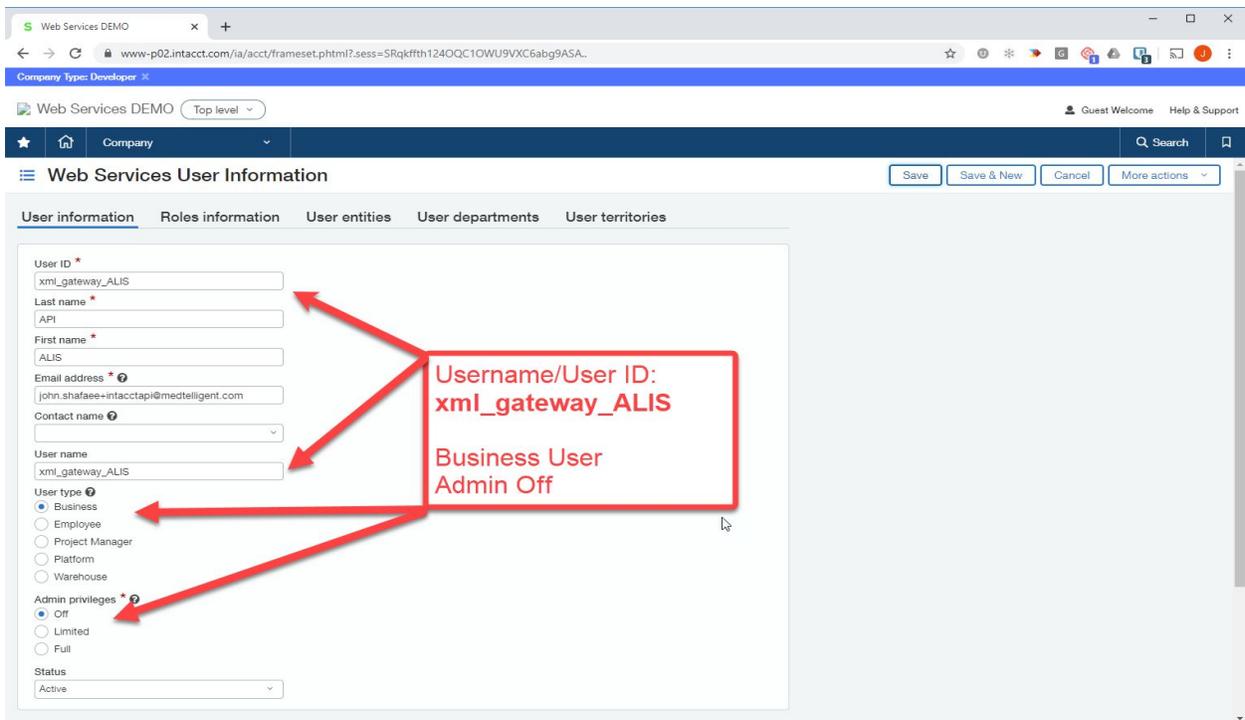


## 1. Login to your Intacct instance and navigate to Company > Admin > Web Services Users

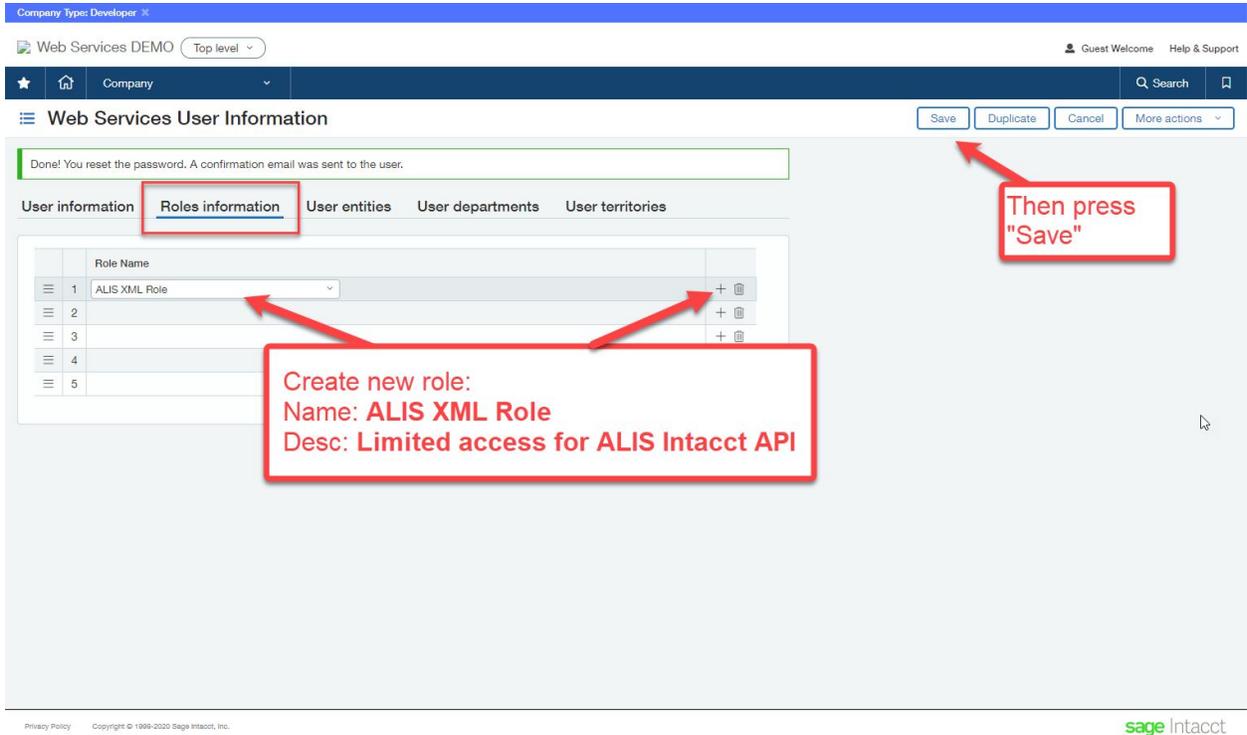


javascriptopenInFrame('main', 'list.html%3f.op%3d5402%26.sess%3dSRqkftth124OQC1OWU9VXC6abg9ASA\_%26.ifmod%3dco%26.done%3dXpt4CvKlgE6NI88Vq8MjAAAAAa348;.menuitemRefNo=0')

## 2. Create a new Webservice User with the information listed below



## 3. Create a new custom Role for ALIS to use when accessing your instance



Company Type: Developer

Web Services DEMO (Top level)

Guest Welcome Help & Support

Company

Search

### Web Services User Information

Save Duplicate Cancel More actions

Done! You reset the password. A confirmation email was sent to the user.

User information **Roles information** User entities User departments User territories

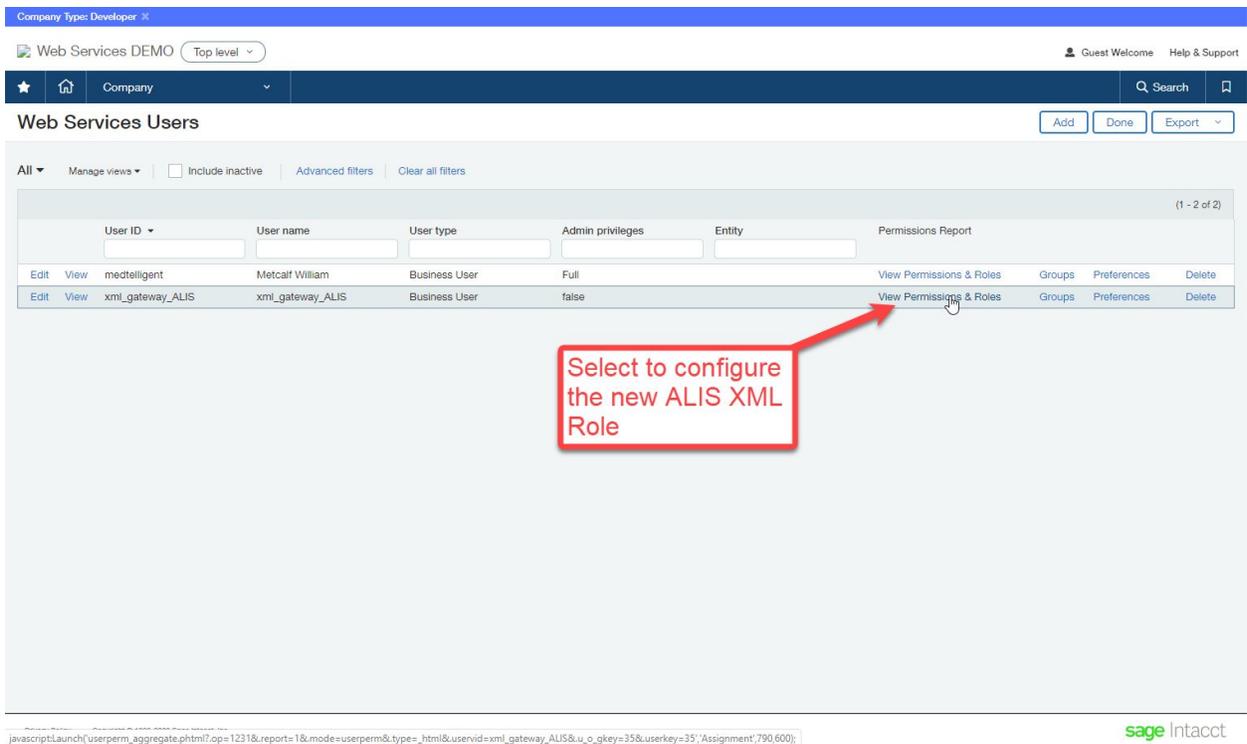
	Role Name	
1	ALIS XML Role	+ -
2		+ -
3		+ -
4		+ -
5		+ -

Create new role:  
Name: **ALIS XML Role**  
Desc: **Limited access for ALIS Intacct API**

Then press "Save"

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## 4. Define the new role's permissions to your Intacct instance



Company Type: Developer

Web Services DEMO (Top level)

Guest Welcome Help & Support

Company

Search

### Web Services Users

Add Done Export

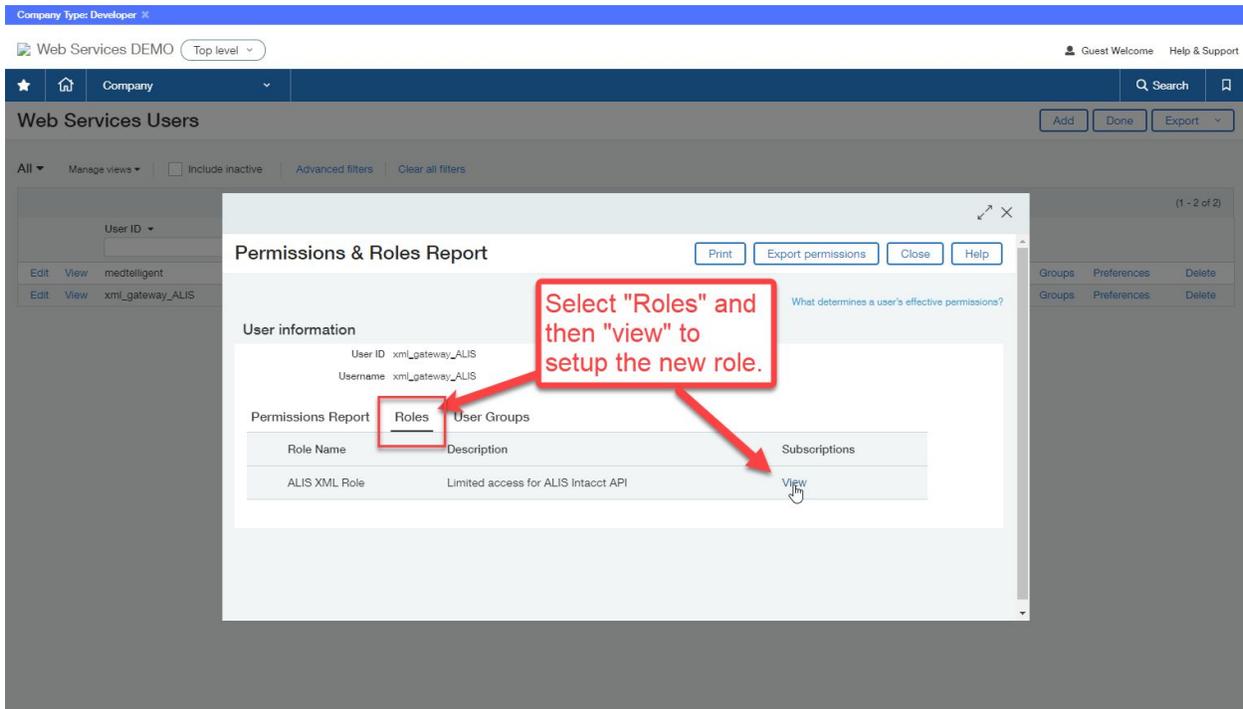
All Manage views  Include inactive Advanced filters Clear all filters

	User ID	User name	User type	Admin privileges	Entity	Permissions Report	(1 - 2 of 2)		
Edit View	medtelligent	Metcalf William	Business User	Full		View Permissions & Roles	Groups	Preferences	Delete
Edit View	xml_gateway_ALIS	xml_gateway_ALIS	Business User	false		View Permissions & Roles	Groups	Preferences	Delete

Select to configure the new ALIS XML Role

javascript:launch(userperm\_aggregate.phtml?op=12318&report=18&mode=userperm&type=\_html&userid=xml\_gateway\_ALIS&u\_o\_gkey=35&userkey=35;Assignment;790,600); 

## 5. Navigate to the Roles tab and select "view" to configure the role



Permissions & Roles Report

User information

User ID: xml\_gateway\_ALIS  
Username: xml\_gateway\_ALIS

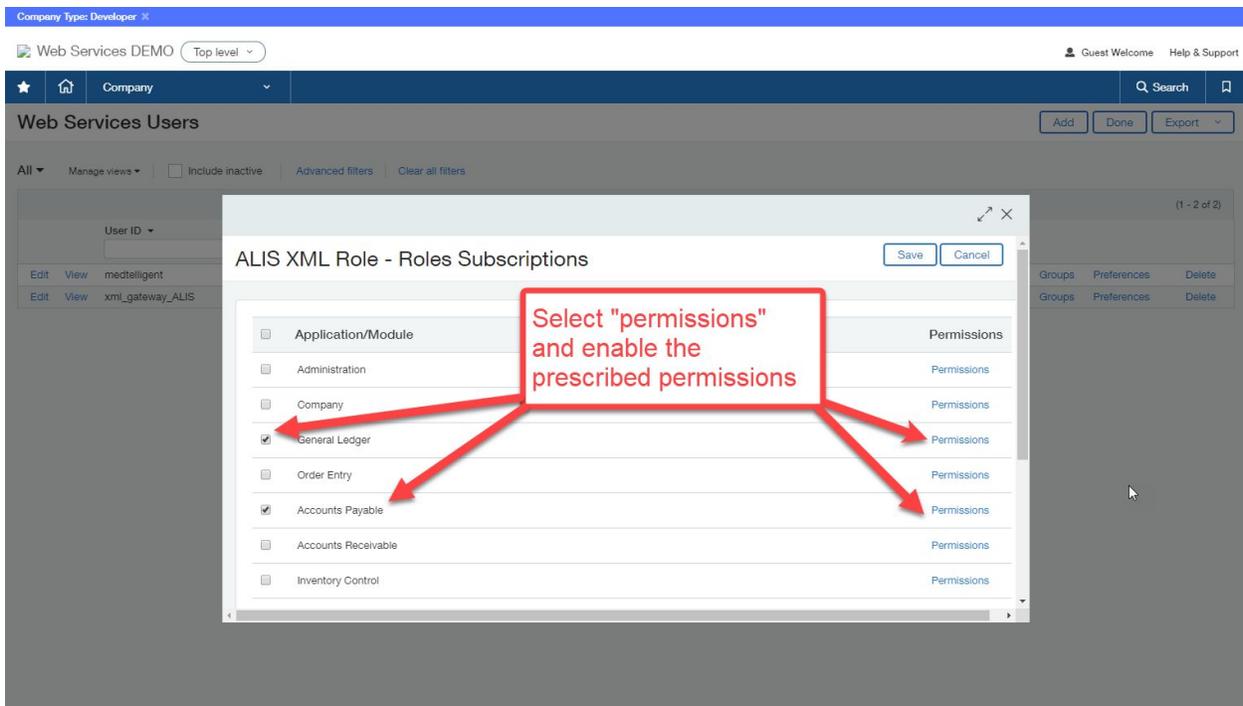
Permissions Report

Role Name	Description	Subscriptions
ALIS XML Role	Limited access for ALIS Intacct API	<a href="#">View</a>

<https://www-p02.intacct.com/ai/acct/rolesubscriptions.phtml?op=3295&action=role&rolekey=18&sess=SRqkffth1240QC10WU9/XC6abg9ASA..&done=XpuKiqee-Xdjs1vg9zooAAAAc1>

sage Intacct

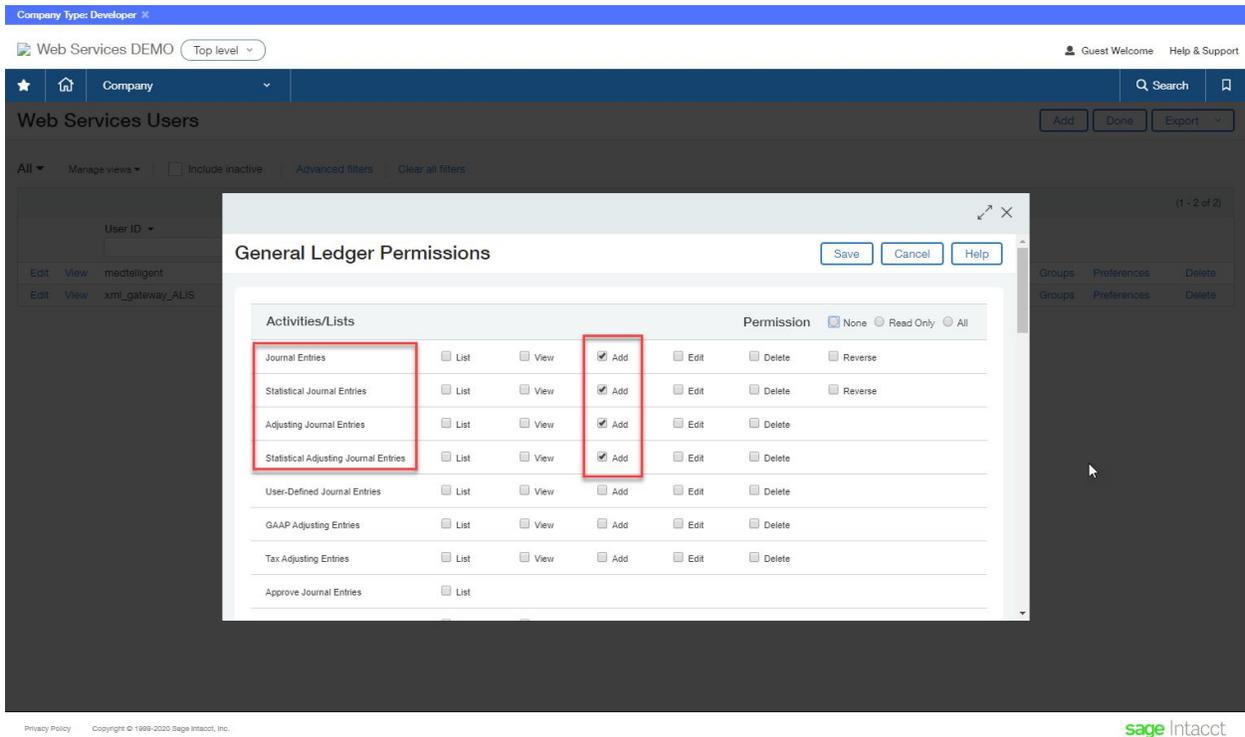
## 6. Select "permissions" for General Ledger and Accounts Payable, then enable the selected permissions. ALIS uses Account Payable permission to verify API access.



ALIS XML Role - Roles Subscriptions

Application/Module	Permissions
<input type="checkbox"/> Administration	<a href="#">Permissions</a>
<input type="checkbox"/> Company	<a href="#">Permissions</a>
<input checked="" type="checkbox"/> General Ledger	<a href="#">Permissions</a>
<input type="checkbox"/> Order Entry	<a href="#">Permissions</a>
<input checked="" type="checkbox"/> Accounts Payable	<a href="#">Permissions</a>
<input type="checkbox"/> Accounts Receivable	<a href="#">Permissions</a>
<input type="checkbox"/> Inventory Control	<a href="#">Permissions</a>

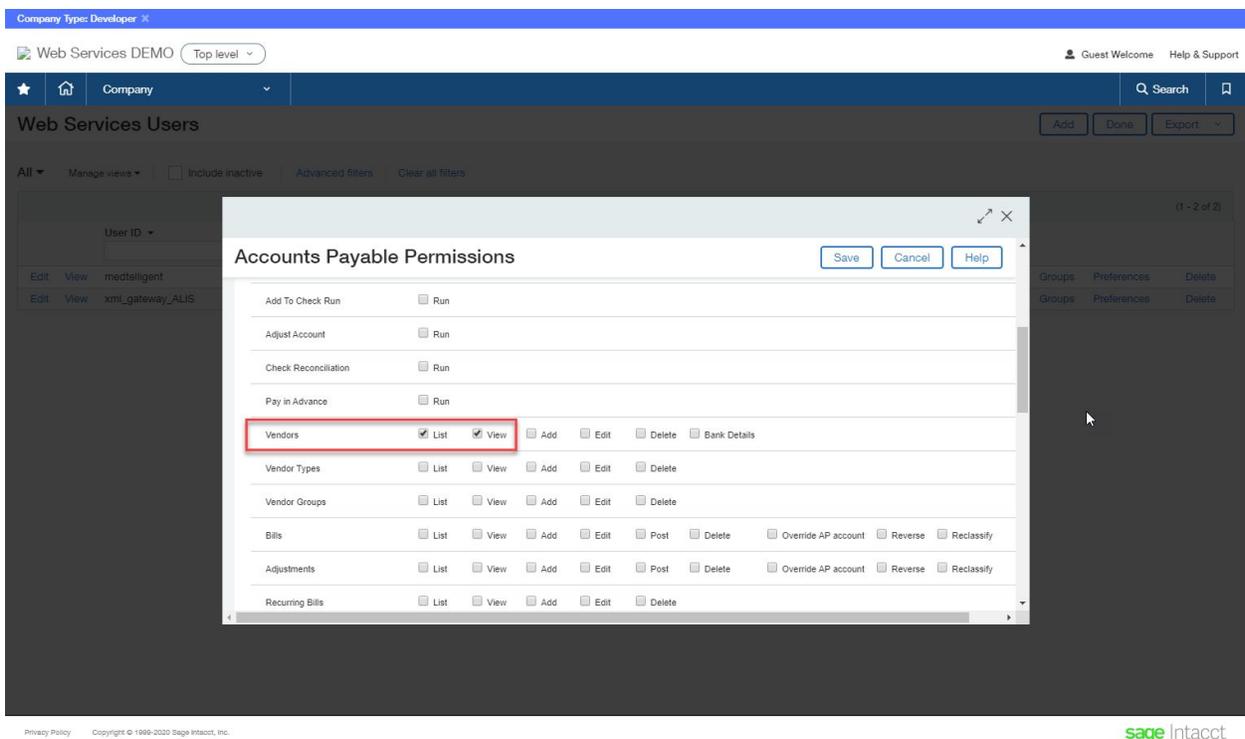
## For “General Ledger” set...



The screenshot shows the Sage Intacct Web Services Users interface. A modal window titled "General Ledger Permissions" is open, displaying a table of activities and their permissions. The "Add" permission is checked for several activities, which are highlighted with red boxes.

Activities/Lists	Permission
Journal Entries	<input checked="" type="checkbox"/> Add
Statistical Journal Entries	<input checked="" type="checkbox"/> Add
Adjusting Journal Entries	<input checked="" type="checkbox"/> Add
Statistical Adjusting Journal Entries	<input checked="" type="checkbox"/> Add
User-Defined Journal Entries	<input type="checkbox"/> Add
GAAP Adjusting Entries	<input type="checkbox"/> Add
Tax Adjusting Entries	<input type="checkbox"/> Add
Approve Journal Entries	<input type="checkbox"/> Add

## For “Accounts Payable” set...

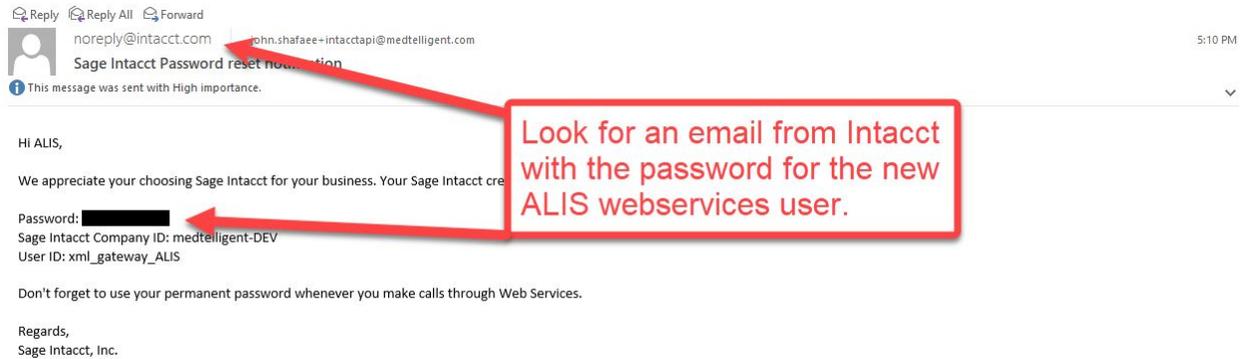


The screenshot shows the Sage Intacct Web Services Users interface. A modal window titled "Accounts Payable Permissions" is open, displaying a table of activities and their permissions. The "List" and "View" permissions are checked for the "Vendors" activity, which is highlighted with a red box.

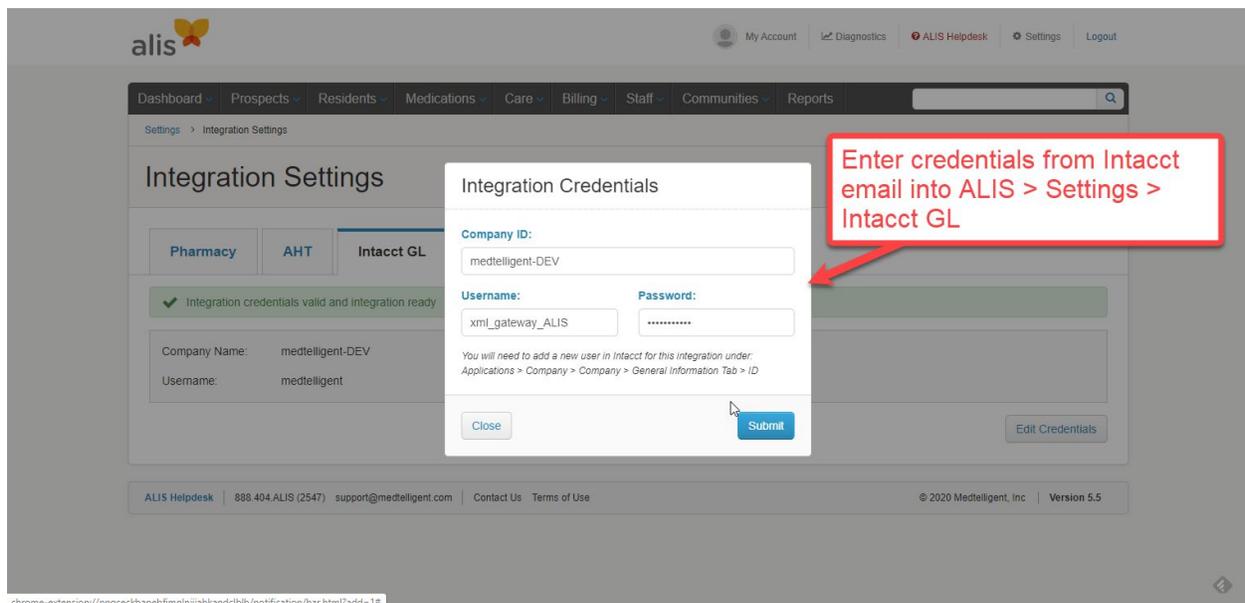
Add To Check Run	<input type="checkbox"/> Run
Adjust Account	<input type="checkbox"/> Run
Check Reconciliation	<input type="checkbox"/> Run
Pay in Advance	<input type="checkbox"/> Run
Vendors	<input checked="" type="checkbox"/> List <input checked="" type="checkbox"/> View
Vendor Types	<input type="checkbox"/> List <input type="checkbox"/> View
Vendor Groups	<input type="checkbox"/> List <input type="checkbox"/> View
Bills	<input type="checkbox"/> List <input type="checkbox"/> View
Adjustments	<input type="checkbox"/> List <input type="checkbox"/> View
Recurring Bills	<input type="checkbox"/> List <input type="checkbox"/> View



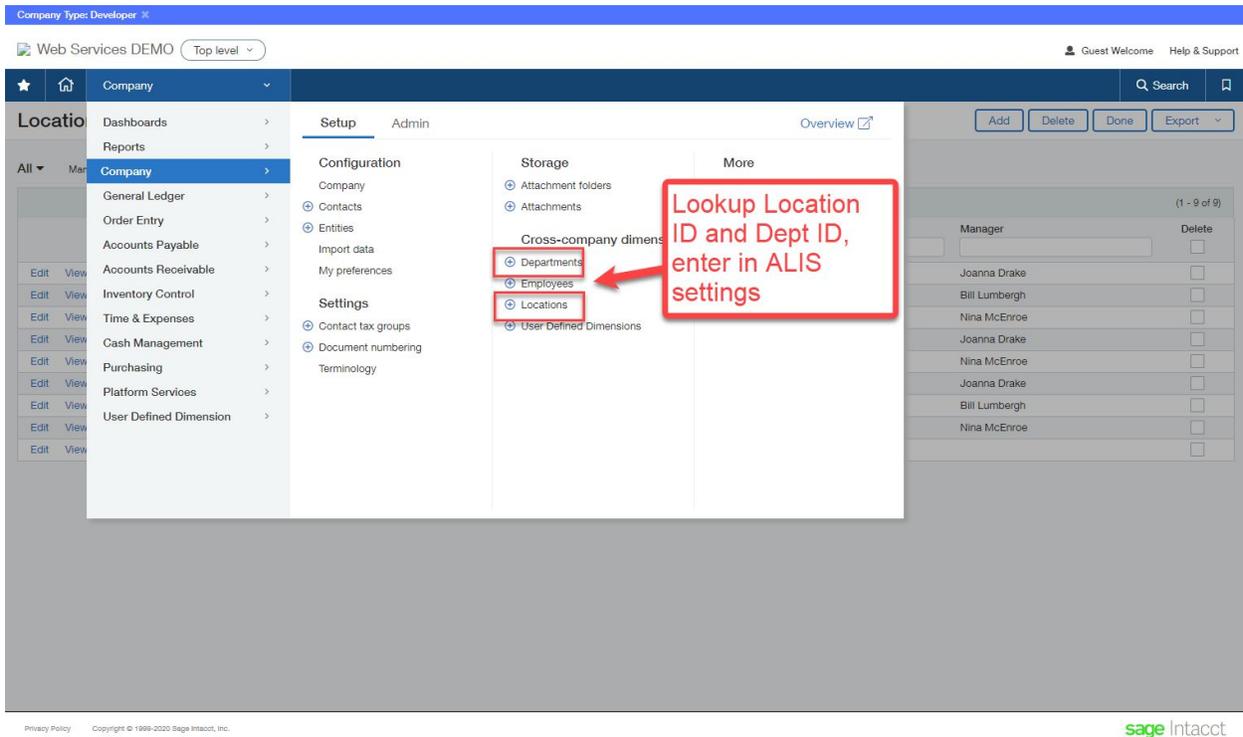
## 7. Look for an email from Intacct with the password and other details for the new xml\_gateway\_ALIS user.



## 8. Enter credentials from the email into the ALIS Intacct settings. You will see a green banner when credentials are verified.



## 9. Lookup Location and Department IDs in Intacct to enter them into ALIS



The screenshot shows the Sage Intacct Setup Admin interface. The left sidebar contains a navigation menu with 'Company' selected. The main content area is divided into 'Configuration', 'Storage', and 'More' sections. Under 'Configuration', 'Locations' and 'Departments' are highlighted with red boxes. A red arrow points from a text box to these items. The text box contains the instruction: 'Lookup Location ID and Dept ID, enter in ALIS settings'. The right side of the screen shows a table of users with columns for 'Manager' and 'Delete'.

Company Type: Developer

Web Services DEMO (Top level)

Guest Welcome Help & Support

Company

Locations

Setup Admin Overview

Configuration

- Company
- Contacts
- Entities
- Import data
- My preferences
- Settings
  - Contact tax groups
  - Document numbering
  - Terminology

Storage

- Attachment folders
- Attachments

More

Cross-company dimensions

- Departments
- Employees
- Locations
- User Defined Dimensions

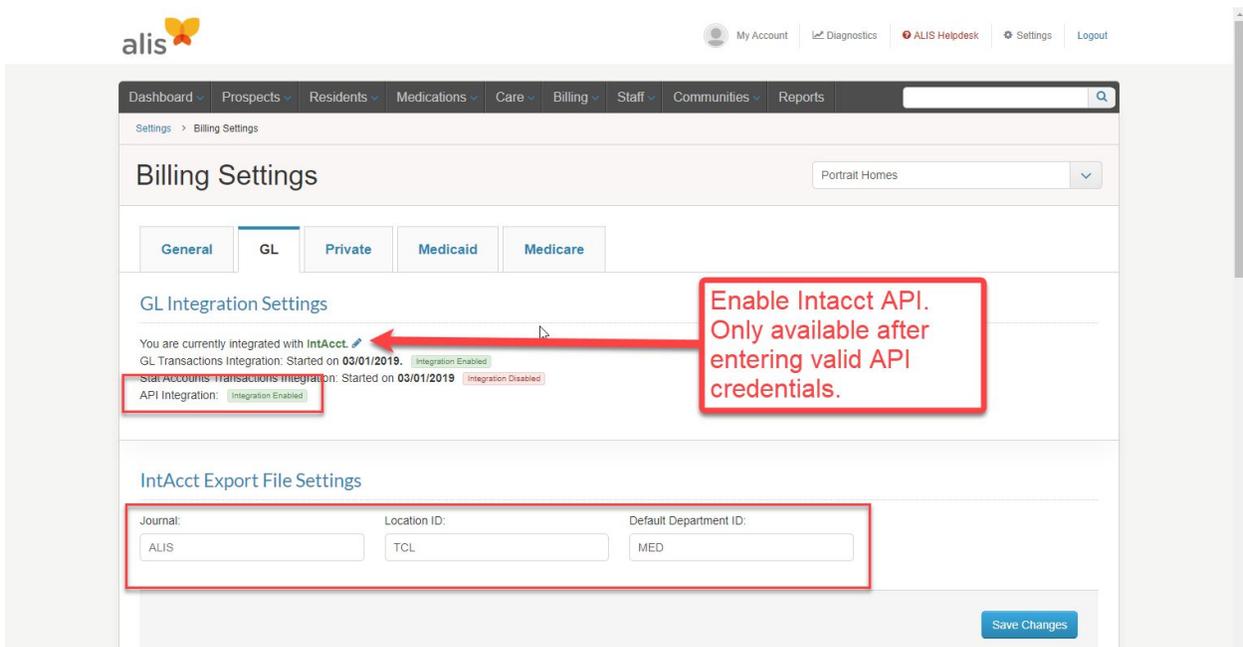
Lookup Location ID and Dept ID, enter in ALIS settings

Manager Delete (1 - 9 of 9)

Manager	Delete
Joanna Drake	<input type="checkbox"/>
Bill Lumbergh	<input type="checkbox"/>
Nina McEnroe	<input type="checkbox"/>
Joanna Drake	<input type="checkbox"/>
Nina McEnroe	<input type="checkbox"/>
Joanna Drake	<input type="checkbox"/>
Bill Lumbergh	<input type="checkbox"/>
Nina McEnroe	<input type="checkbox"/>

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## 10. Enable Intacct integration and set the Location and Department IDs in ALIS



The screenshot shows the ALIS Billing Settings page. The 'GL' tab is selected. Under 'GL Integration Settings', the 'API Integration' status is 'Integration Enabled'. A red box highlights this status. A red arrow points from a text box to the 'API Integration' status. The text box contains the instruction: 'Enable Intacct API. Only available after entering valid API credentials.' Below this, the 'Intacct Export File Settings' section is visible, with a red box highlighting the 'Journal', 'Location ID', and 'Default Department ID' fields. The values are 'ALIS', 'TCL', and 'MED' respectively. A 'Save Changes' button is at the bottom right.

alis

My Account Diagnostics ALIS Helpdesk Settings Logout

Dashboard Prospects Residents Medications Care Billing Staff Communities Reports

Settings > Billing Settings

Portrait Homes

General GL Private Medicaid Medicare

GL Integration Settings

You are currently integrated with IntAcct.

GL Transactions Integration: Started on 03/01/2019 Integration Enabled

Star Accounts Transactions Integration: Started on 03/01/2019 Integration Disabled

API Integration: Integration Enabled

Enable Intacct API. Only available after entering valid API credentials.

Intacct Export File Settings

Journal: Location ID: Default Department ID:

ALIS TCL MED

Save Changes

# ALIS Intacct API How-To Guide

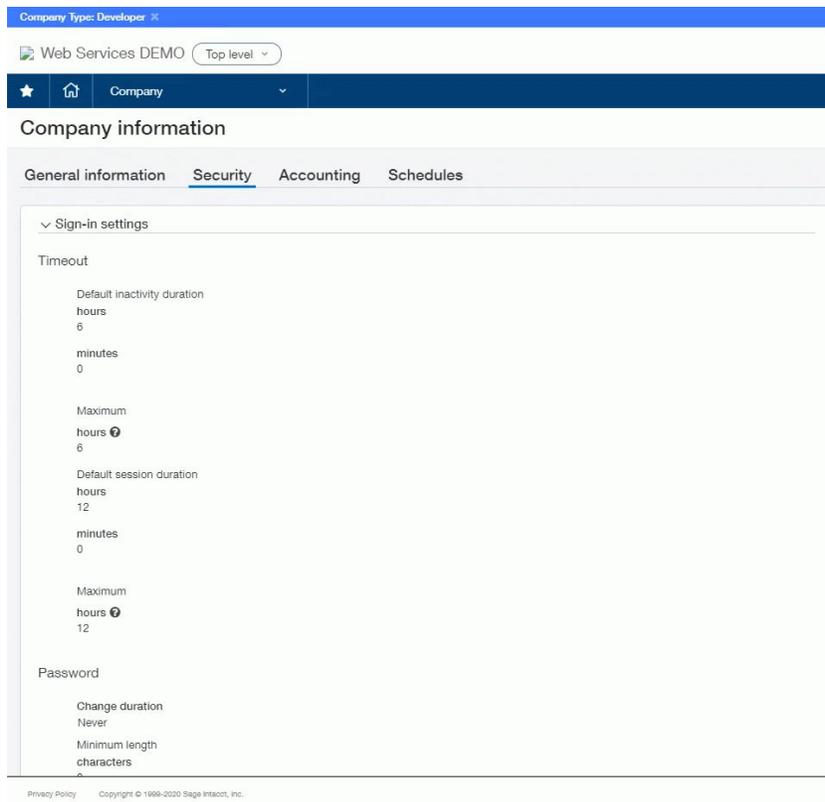
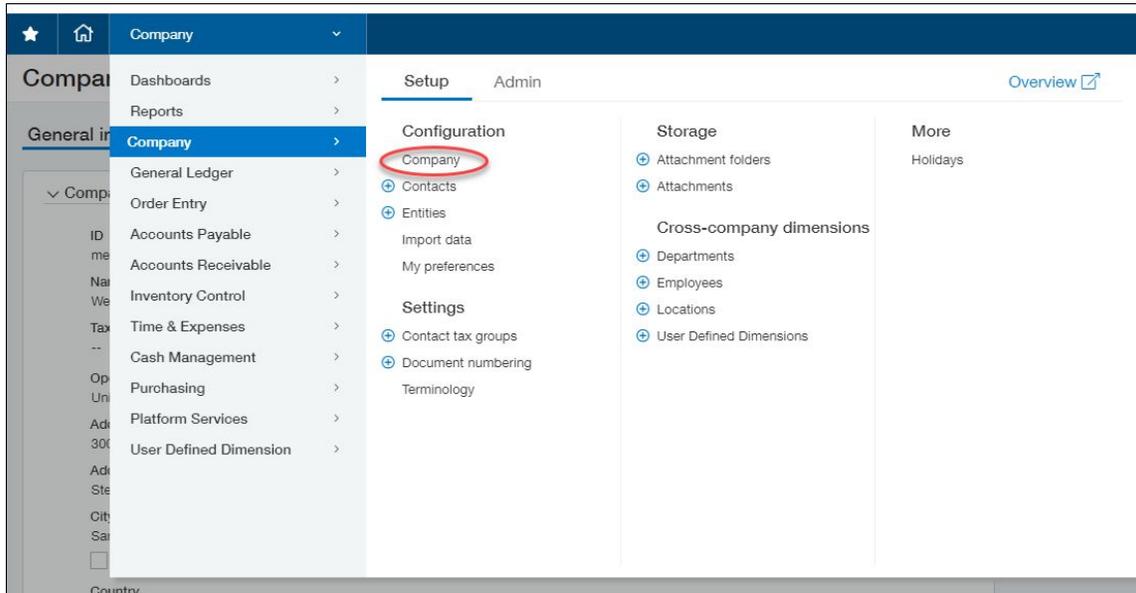


## Additional Steps:

### Set the Sender ID so that Intacct recognizes ALIS.

Visit Company > select the Setup tab > Company > select the Security tab and scroll down to Web Services authorizations. Set the following details, and save:

- Sender ID: medtelligent
- Description: ALIS to Intacct API
- Status: Active



**You are all set! Try a test transaction in ALIS from Billing > GL Transactions Page!**