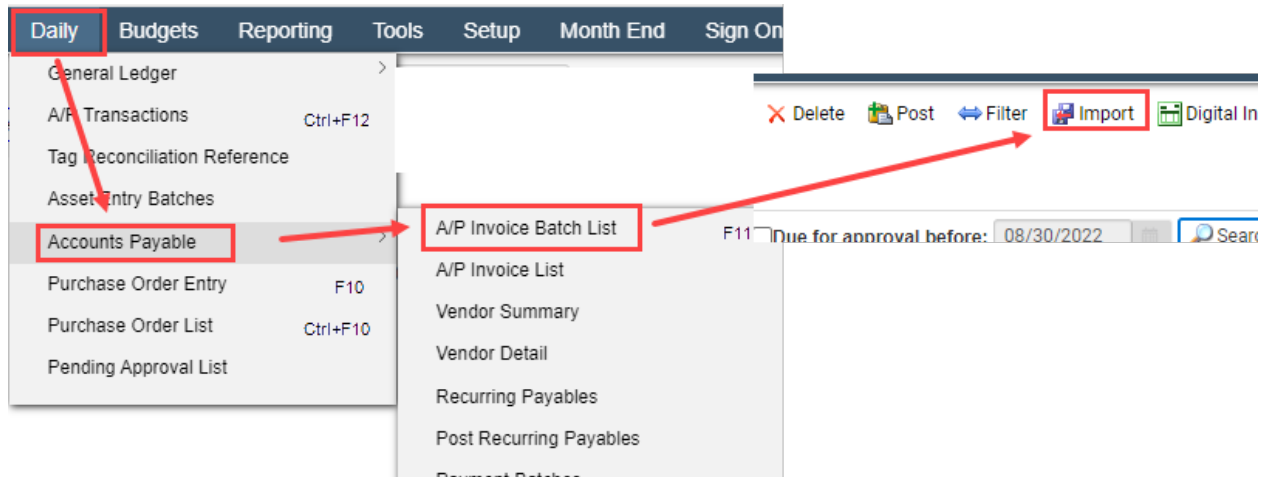


## How To - Importing A/P Invoices

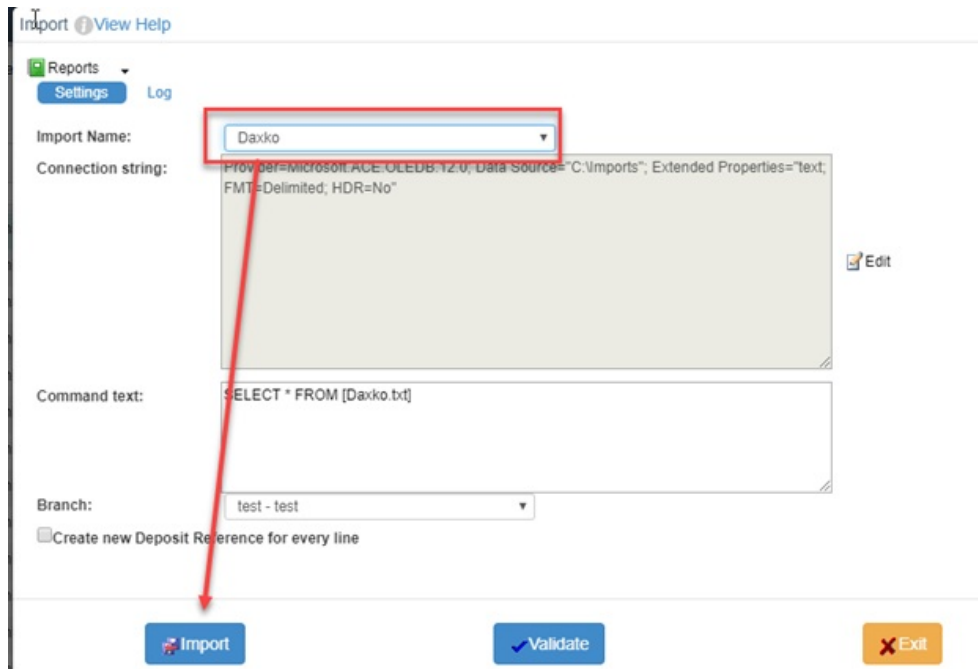
Last Modified on 08/30/2022 7:51 pm EDT

### How To Import A/P Invoices into SGA Web

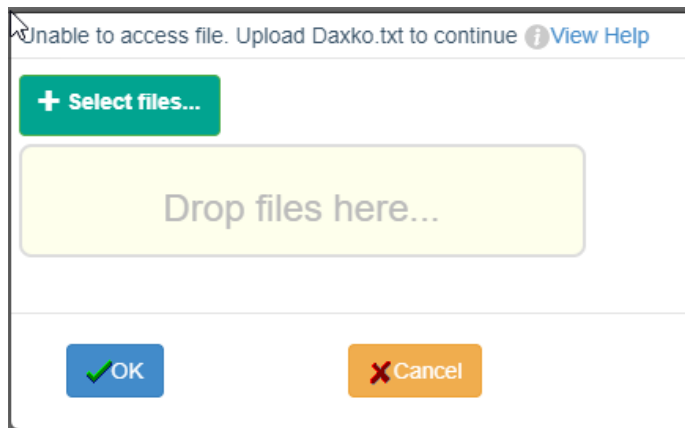
Daily > Accounts Payable > A/P Invoice Batch List > Import



- Choose your **Import Name** from the drop-down menu options then click **Import**



- You will be prompted to either **Select** your file or **Drag and Drop** your file into the yellow box.

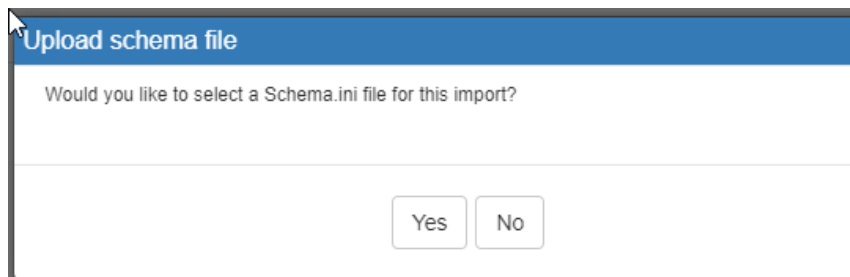


There is no longer a need with Web for the computer to have to look to the \tsclient folder to get your imports. It will look directly to the computer you are working on.

- Once your file was selected go ahead and click **OK** .



- You will then be asked “**Would you like to select a schema.**”



**NOTE:** An import schema is used to define the name and type of each item being imported. A schema is only needed in some cases, and SGA can assist you if that situation occurs.

If you have a Schema that was set up by SGA you will want to go ahead and choose **YES** and select that file and the import will then import.

If you do not you will choose **NO** and then the import will then import at that time.

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