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

Daily	Budgets	Reporting	Tools	Setup	Month End	Sign (Dn			
General Ledger >		>								
A/F Ti	ransactions	Ctrl+F	12				🗙 Delete	🔁 Post	⇔ Filter	🚰 Import 📑 Digital In
Tag Reconciliation Reference										
Asset	Intry Batches									
Accou	ints Payable			A/P Invoice	Batch List	F117	Due for a	pproval be	efore: 08/	30/2022 👘 🔎 Sear(
Purch	ase Order Entry	- / F1		A/P Invoice	List					
Purch	ase Order List	Ctrl+F		Vendor Sum	mary					
Pending Approval List			Vendor Deta	il						
				Recurring Pa	ayables					
				Post Recurri	ng Payables					
				Doumont Do	tabaa					

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

mport Name:	Daxko	
Connection string:	Provider=Microsoft.ACE:OLEDB:12:0, Data Source="C:\Imports"; Extended Properties="text; FMT=Delimited; HDR=No"	
		⊒ ⁹ Edit
Command text:	SELECT * FROM [Daxko.txt]	
Branch:	test - test	
Create new Deposit R	terence for every line	

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

able to acce	ss file. Upload Dax	ko.txt to continu	ie 🕧 View Help
- Select file	S		
	Drop files h	ere	

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."

^v Upload schema file			
Would you like to select a Schema.ini	file for this import?		
	Yes No		

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.