Payables Imports

Invoices and Payments can be imported from outside systems into an SGA batch. The import format must be in place before you can import data into SGA. These are maintained under menu Setup > Imports > Payables Imports. The following are the settings for various types of import formats.

Name: The name that will be displayed as the name of the import.

General

Connector type: See import connections for help with setting up a connection to a file to import.

Connection string: See import connections for help with setting up a connection to a file to import.

Reference columns by: See import connections.

PO Full Close Import Mode: If selected, and purchase order number is required to be included in the information to be imported. The import will also require that the purchase order being imported is posted. The purchase order will be fully closed for each line item upon creating the payables batch.

Partially Close Purchase Orders: (Visible only at the time the import is being run, not available on the import setup) If selected, the import will try to match to and partially close specific PO line items.

Use schema: In certain situations, the import setup may require a way to identify the individual items being imported and/or the type of

Setup

Payment Card/Vendor: If specified all invoices will be related the specified payment card and/or vendor.

Create EFT payment: Check this box if you wish to auto-generate the EFT payment upon import. Select the checkbook and cash account to process.

Relative Account: Defines what account number to relate to from the system being imported from. If the account number structure being imported from doesn't relate to the SGA structure then you will need to use an Alias or a cross reference. When importing or validating, if any account is not found or is inactive, a log will be displayed with the accounts.

Create new invoice for every line: If checked, this will force a new invoice number. If this is not checked, all rows for the same vendor and same date can be grouped into one invoice with multiple distribution lines.

Create new deposit reference for every line: If checked, this will assign a unique number to each transaction amount for cash accounts associated with a checkbook. If this is not checked, the

amounts for the same account and same date will be totaled together. This setting will control how the amounts are reflected in the Month End > Bank Reconciliation.

Default Approval Group: When the approval feature of the system is used, this allows for you to specify a group to use as the default.

Columns

From Column: Add lines for each spreadsheet column you wish to import. "From Column" is the column name or number on the external file; see "Reference columns by" above.

To Column: Click on the drop down arrow to select the SGA item that matches what is listed in the From Column. Accounting Period is not a column definition but will be designated at the time of importing the invoices (on the actual import screen). The available columns are:

Column Name	Required	Comments
Vendor ID	Yes	This identifies the vendor of the invoice.
Address ID	No	If not specified, PRIMARY is used.
Invoice	No	Invoice Number (max 30 characters)
Invoice Date	No	If not specified, today's date will be used.
Due Date	No	If not specified, no due date will be used.
Payment Vendor ID	No	Payment vendor, if different from the invoice vendor.
Amount	Yes	
Account	Yes	GL account that is formatted as specified in the Setup tab.
Object Type	No	
Object	No	
Comments	No	
1099 Code	No	If not specified, blank will be used.
PO Number	No	If PO Number is included as a column, the PO will be closed out with a summary close
PO Detail	No	If specified, the import will try to match to and partially close specific detail lines
Payment	No	This can be the EFT# or check#. If not specified, it will be POS-[zero-filled 10-character Batch#]-[zero-filled 5-character sequence number] e.g. "POS-0000056944-00001".
Clear Date	No	If specified, the payment will be marked as cleared with this date. Otherwise, the payment will be outstanding.
Deposit Date	No	
Deposit Reference	No	
Attachment	No	If available, an external link to an attachment can be specified for the invoice.
Group ID	No	If approvals are being used, the Approval Group ID for the invoice
Approval Table	No	If approvals are being used, the approval table name which is associated with the approval group ID
Delegate User	No	If approvals are being used, the delegated reviewer.
Approval Due Date	No	If approvals are being used, date by which approval is required. Only used if due date is activated for the approval type

New Vendor

Map to and create vendors that do not exist : If this is checked, then additional vendor related definitions can be specified in order to create new vendors when processing a batch of invoices. The system will try to identify if the external vendor is already set up in SGA by looking for a match on the Vendor Account. If no match is found, it will check for a match based on the Federal ID. If again, no match found, then the name and address information from the invoice will be used to create a new vendor ID. If a vendor match is found on the criteria listed above, the SGA information will be updated with any address parts that exist on the import file.

From Column: Add lines for each external column you wish to import. "From Column" is the column name or number on the external file; see "Reference columns by" above.

To Column: Click on the drop down arrow to select the SGA item that matches what is listed in the From Column.

Primary AddressID: Select the address type to be used for the newly created vendor.

Vendor Type: Select the vendor type to be used for the newly created vendor.