A/R Import

Listing this information to be used for the "See import Connections" section...

Command text: When the Connection string is defined, the Commend text will be defaulted to select all items from the external file. The Command text can be modified when there are situations that require the information from the file to be manipulated in some way in order to obtain certain results. An example of this would be when multiple columns from the external file need to be combined into one item to be used as a transaction comment. Another example would be if the information from the external file needs to be sorted or subtotaled in order to create a batch with fewer, or more meaningful, transactions. For additional information on this feature, please contact SGA support.

AR Import

Path: Setup > Imports > AR Imports

Accounts receivable transactions can be imported for both invoices and receipts.

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.

Command text: See import connections.

Reference columns by: See import connections.

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.

Use schema: In certain situations, the import setup may require a way to name the individual items being imported and/or the type of information (text, decimal, etc.) contained in each column.

Setup

Transaction Type: Select the type of import as either Invoice or Receipt

Columns

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. The available columns will vary based on the object type.

Column Name	Required	Comments
Object Type	Yes	This identifies the object type of the invoice/receipt.
Payer ID	Yes	This identifies the payer of the invoice/receipt.
Item ID	No	Identifying number to group invoices and receipts.
Amount	Yes	Amount of the transaction.
Account	Yes	GL account to charge.
Date	No	If not specified, today's date will be used.
Receipt Number	No	Receipt Number for payment transactions.
Address ID	No	If not specified, PRIMARY is used.
Check Number	No	Check number of the receipt payment.
Transaction Code	No	Informational and reporting purposes only. The account distribution needs to be specified on the individual rows.
Comments	No	Description of the transaction.
Deposit Date	No	If specified, the date to be used for the bank reconciliation.
Deposit Reference	No	Deposit reference to be used for the bank reconciliation. If not specified, the Auto number checkbox will control if the imported batch number is used to create a unique deposit.
Reference	No	Informational only reference to a PO Number