G/L Cross Reference Accounts

Last Modified on 12/20/2024 12:50 pm EST

G/L Cross Reference Accounts
Settings > Accounts

Cross-reference mapping can be defined when one GL account number from an outside system needs to be translated to a different GL number in SGA. Cross-reference accounts are used when importing files from systems like payroll, membership, or the like.

Create a New Account
Settings > Accounts > New

Format: A unique name to identify a set of cross-reference numbers. Multiple formats can be created as needed. The account mapping can be defined differently within each set.

Reference: The item from the outside source is assigned to a particular chart of account numbers.

G/L Reference: A description of the old reference number. This is an optional item and is used only to help in being able to search for accounts by the description used in the external system.

Account#: The SGA chart shows the account number to which the item gets applied.

SGA Description: Description of the SGA Account (auto-populated)

Cross Reference Imports
Settings > Accounts > Cross Reference Imports > New

Cross-reference mapping can be defined when one GL account number from an outside system needs to be translated to a different GL number in SGA. Cross-reference accounts are used when importing files from systems like payroll, membership, or the like.

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

General Tab

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

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

- **Reference columns by:** See import connections.

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

Account Tab

You can import the account number in just one or multiple columns. You can also add one or

multiple rows to define all parts and order of the SGA account.

- **Relative Account**: This defines what account number to relate to in SGA. It can either be the SGA GL Account or the Alias.

Columns Tab

- **Format:** Define which column in the external file contains the name of the cross-reference format to use when adding the mapping. If the designated format does not exist, a new one will be created with the name given in the imported file.

- **Reference:** Define what column in the external file contains the GL account number from the outside system.

- **G/L Reference:** Define which column in the external file contains the GL account number's description from the outside system. This is an optional item used only to help search for accounts by the description used in the external system.