Last Modified on 12/17/2024 10:18 am EST

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

Daily	>	A/P	Invoice	Batch	List	>	New/Import	

Daily Budgets Reporting	Tools Settings Month End				
General Ledger	Vendor History				
Account Transactions	Vendor Summary				
Journal Entry	Vendor Detail				
Journal Entry Batches Accounts Payable Invoices					
Recurring Journal Entries	A/P Invoice Batch List				
Browse Batch	A/P Invoice List				
A/R Transactions	Recurring Payables				
Asset Entry Batches	Invoice Holds New Batch				
Asset Entry Batches	Void Invoice Digital Invoice Capture Import				

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

Import		۲
📕 Reports 👻		
Settings Log		_
Import Name:	Daxko 👻	
Connection string	HYONGGE-MICTOLOTTAGE ULEUGH IZ.V, UAIA SOURCE= UNProgram Files (x86)\SGA\Imports", Extended Properties-"text; HDR=No"	
Command text:	SELECT * FROM [IMPORTED 1).TXT]	
Group:	50 106 Main - (JE)	
🗌 Create new Dep	posit Reference for every line	
	talidate X Exit	

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

Unable to access	file. Upload IMPORTGL (1).TXT to continue	?	×
+ Select files	× Clear files		
	Drop files here		
	✓ ОК X Cancel		

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 at the computer you are working on.

• Once your file is selected, go ahead and click **OK**.



• You will then be asked **Would you like to select a schema.** 

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.