

Payables Imports

Last Modified on 07/02/2026 10:11 am EDT

Payables Imports

Settings > Accounts Payable > 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 *Settings > Accounts Payable > 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.

Attachment: Can add the attachments of templates or the Schema needed to import.

General

Active: A Payables Import must be active for entry to be allowed. If a Payables Import is inactive, the setup information may be browsed; however, it will not be available as a selection for importing.

Connector type: Refer to import connections for guidance on setting up a connection to import a file.

Connection string: Refer to import connections for assistance with setting up a connection to a file for import.

Connection String Builder: Select the source and format your data import (e.g., Excel, Text).

Has Header: Check this box if the first row contains column headers.

Start Row: Defines the row number where actual data starts, usually to skip over headers or titles.

Reference columns by: This determines how columns are mapped or identified when importing (Name, Number).

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

Partially Close Purchase Orders: (These are Visible only when the import is being run and are not available on the import setup.) The import will try to match and partially close specific PO line items if selected.

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: All invoices will be related to the specified payment card and/or vendor.

Create payment: Check this box to automatically generate a payment (either EFT or check) during the import process. Select the 'Checkbook and Cash Account' process.

Relative Account: Specifies the account number to relate to from the system being imported. If the account number structure being imported from doesn't relate to the SGA structure, then you must 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 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 date will be totaled together. This setting controls how amounts are reflected in the Month End > [Bank Reconciliation](#).

Default Approval Group: When the system's approval feature is used, you can 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.
Invoice Period	No	The accounting period to which the invoice should be posted.
Payment Vendor ID	No	Payment vendor, if different from the invoice vendor.
Payment Card ID	No	Payment card ID used for payment of the invoice, if applicable.
Amount	Yes	
Account	Yes	The GL account 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 the PO Number is included as a column, the PO will be closed out with a summary close.
PO Detail	No	The import will try to match and partially close specific detail lines if specified.

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".
Payment Date	No	Date when the payment is issued.
Payment Period	No	The accounting period the payment falls under.
Payment Type	No	Method of payment (e.g., EFT, Check).
Cash Account	No	Cash account from which the payment is made.
Payment Checkbook ID	No	Identifier for the checkbook used, if applicable.
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	An external link to an attachment can be specified for the invoice if available.
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 that 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, the date by which approval is required. Only used if the due date is activated for the approval type.
Fiscal Year Period	No	Defines the fiscal period for GL posting. Used when the fiscal calendar differs from the standard calendar periods.
Requested by User	No	The user who requested. Helpful in tracking or approval workflows, if applicable.
Entry Description	No	The header description is to be assigned to the imported invoice.

New Vendor

Map to and create vendors that do not exist : If this is checked, additional vendor-related definitions can be specified to create new vendors when processing a batch of invoices. The system will attempt to identify if the external vendor is already set up in SGA by searching for a match in the Vendor Account. It will check for a match based on the Federal ID if no match is found. If no match is found again, 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 in the import file.

Primary Address ID: Select the address type for the newly created vendor.

Vendor Type: Select the vendor type for the newly created vendor.

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 Address ID: 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.
