How To - Purchase Order Import

Last Modified on 01/15/2025 9:20 am EST

How to - Purchase Order Import

Daily > Purchase Order Entry > Import

Daily	Budgets	Reporting			
General Ledger					
Account Transactions					
Journal Entry					
Journal Entry Batches					
Recurr	ing Journal B	Entries			
Brows	e Batch		-🛃 Import		
A/R Tr	ansactions				
Asset	Entry Batche	S			
Purcha	asing				
Purcha	ase Order En	try			
Purcha	ase Order Lis	t			

Choose your **Import Name. Period, Date, and Group:** Click Import from the drop-down menu options.

Import Purchase Orders	•		? 😣
Reports			
Import Name:		×	
Connection string:			2 Edit
Command text:			
Period:	09/2019 September 🔹		
Date:	05/22/2023		
Group:	01 Corporate - (Purchase Orders)		
-ð im	port	✓ Validate	× Exit

You will be prompted to **select** your file or **drag and drop** it into the yellow box. There is no longer a need with the Web for the computer 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**.

Unable to access file. Upload Daxko.txt to continue View Help Select files	
Drop files here	
✓OK X Cancel	

You will then be asked, "Would you like to select a schema."

NOTE: An import schema defines each item's name and type. A schema is only needed in some cases; SGA can assist you if that situation occurs.

If you have a Schema that SGA set up, 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 select **NO**, and then the import will be imported at that time.

[*] Upload schema file
Would you like to select a Schema.ini file for this import?
Yes No