

# Purchase Order Import Setup

Last Modified on 05/24/2023 2:35 pm EDT

Purchase Orders can be imported into SGA. The import format must be in place before you can import data into SGA.

## Settings > Purchase Order > Purchase Order Imports

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

**General:** See import connections for help with setting up a connection to a file to import.

### Setup

**Payment Vendor ID:** Payment vendor.

**Skip rows with zero quantity:** If quantity is used then all rows with a quantity not specified or zero will be skipped.

**Skip rows with unit price:** If checked all rows with a unit price not specified or zero will be skipped.

**Relative Account:** Compares the account or alias from the source file to the account number or alias listing, or compares the account from the source file to a specified cross-reference format.

**Default Approval Group:** The approval group/table with which all POs resulting from the import will be associated.

### Columns

Add lines for each column you wish to import. "From Column" is the column name or number in the file being imported, depending on if you reference columns by name or number.

Choose the "To Column" to map it to.

Accounting Period is not a column definition but will be designated at the time of PO's are imported.

#### The available columns are:

Column Name	Required	Comments
<b>Requested By</b>	No	The person requesting the PO
<b>Vendor ID</b>	No	This is the only way to identify what vendor to import into
<b>Address ID</b>	No	If not specified, PRIMARY is used
<b>Date</b>	No	If not specified, today's date will be used

<b>Column Name</b>	<b>Required</b>	<b>Comments</b>
<b>Payment Vendor ID</b>	No	
<b>Item#</b>	No	
<b>Quantity</b>	No	
<b>Unit Price</b>	Yes	
<b>Unit Price Code</b>	No	
<b>Account</b>	Yes	Must be formatted exactly like the SGA account#
<b>Object Type</b>	No	
<b>Object</b>	No	
<b>Comments</b>	No	
<b>Ship To Name</b>	No	
<b>Ship To Address</b>	No	
<b>Description</b>	No	
<b>Received Status</b>	No	
<b>Payment Card ID</b>	No	
<b>Group ID</b>	Yes	
<b>Approval Table</b>	No	
<b>Delegate User</b>	No	
<b>Approval Due Date</b>	No	

Menu to import is: **Daily > Purchase Order Entry > Import**

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