

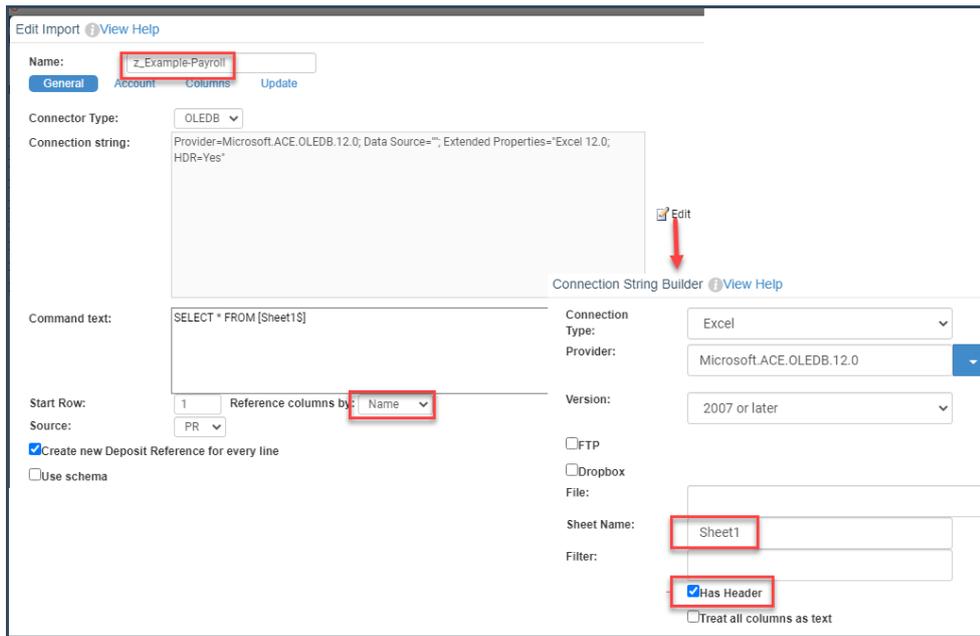
# Import Setup by Column Name

Last Modified on 01/03/2025 1:10 pm EST

## Import Setup by Column Name

This is an example of an import that uses the column NAME to pick up the items:  
(Options in images may differ based on Import Type)

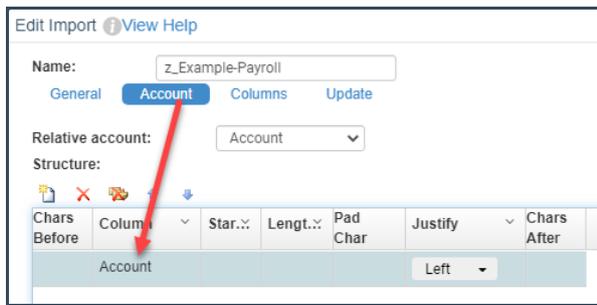
The connection string is where you define the type of file that you are importing.



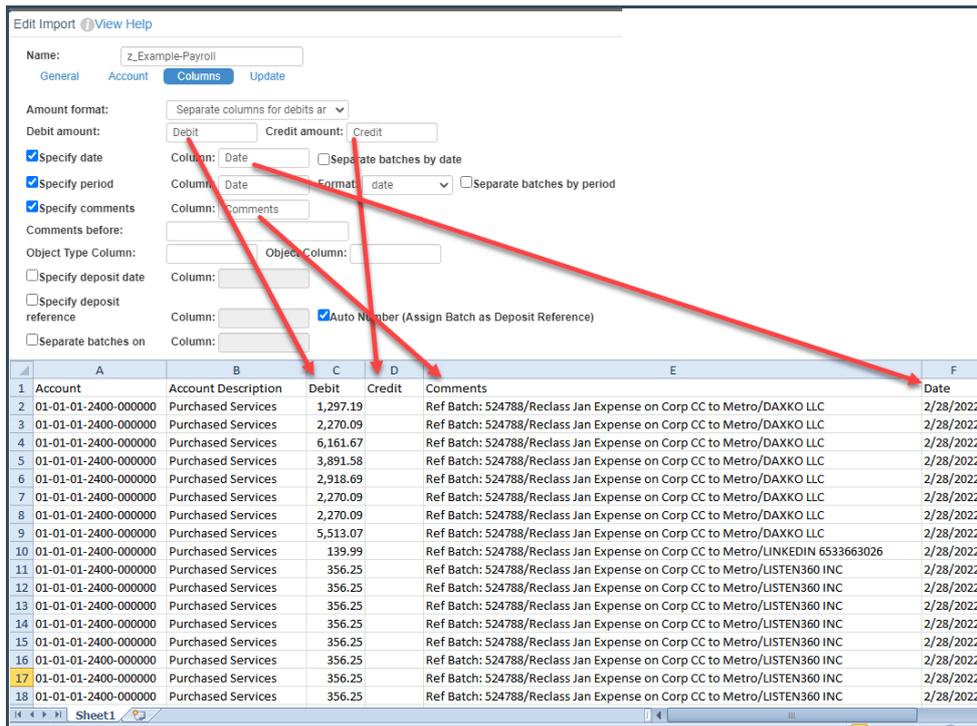
The column headings must be located in row 1 of the sheet to use the information.

	A	B	C	D	E	F
1	Account	Account Description	Debit	Credit	Comments	Date
2	01-01-01-2400-000000	Purchased Services	1,297.19		Ref Batch: 524788/Reclass Jan Expense on Corp CC to Metro/DAXKO LLC	2/28/2022
3	01-01-01-2400-000000	Purchased Services	2,270.09		Ref Batch: 524788/Reclass Jan Expense on Corp CC to Metro/DAXKO LLC	2/28/2022
4	01-01-01-2400-000000	Purchased Services	6,161.67		Ref Batch: 524788/Reclass Jan Expense on Corp CC to Metro/DAXKO LLC	2/28/2022
5	01-01-01-2400-000000	Purchased Services	3,891.58		Ref Batch: 524788/Reclass Jan Expense on Corp CC to Metro/DAXKO LLC	2/28/2022
6	01-01-01-2400-000000	Purchased Services	2,918.69		Ref Batch: 524788/Reclass Jan Expense on Corp CC to Metro/DAXKO LLC	2/28/2022
7	01-01-01-2400-000000	Purchased Services	2,270.09		Ref Batch: 524788/Reclass Jan Expense on Corp CC to Metro/DAXKO LLC	2/28/2022
8	01-01-01-2400-000000	Purchased Services	2,270.09		Ref Batch: 524788/Reclass Jan Expense on Corp CC to Metro/DAXKO LLC	2/28/2022
9	01-01-01-2400-000000	Purchased Services	5,513.07		Ref Batch: 524788/Reclass Jan Expense on Corp CC to Metro/DAXKO LLC	2/28/2022
10	01-01-01-2400-000000	Purchased Services	139.99		Ref Batch: 524788/Reclass Jan Expense on Corp CC to Metro/LINKEDIN 6533663026	2/28/2022
11	01-01-01-2400-000000	Purchased Services	356.25		Ref Batch: 524788/Reclass Jan Expense on Corp CC to Metro/LISTEN360 INC	2/28/2022
12	01-01-01-2400-000000	Purchased Services	356.25		Ref Batch: 524788/Reclass Jan Expense on Corp CC to Metro/LISTEN360 INC	2/28/2022
13	01-01-01-2400-000000	Purchased Services	356.25		Ref Batch: 524788/Reclass Jan Expense on Corp CC to Metro/LISTEN360 INC	2/28/2022
14	01-01-01-2400-000000	Purchased Services	356.25		Ref Batch: 524788/Reclass Jan Expense on Corp CC to Metro/LISTEN360 INC	2/28/2022
15	01-01-01-2400-000000	Purchased Services	356.25		Ref Batch: 524788/Reclass Jan Expense on Corp CC to Metro/LISTEN360 INC	2/28/2022
16	01-01-01-2400-000000	Purchased Services	356.25		Ref Batch: 524788/Reclass Jan Expense on Corp CC to Metro/LISTEN360 INC	2/28/2022
17	01-01-01-2400-000000	Purchased Services	356.25		Ref Batch: 524788/Reclass Jan Expense on Corp CC to Metro/LISTEN360 INC	2/28/2022
18	01-01-01-2400-000000	Purchased Services	356.25		Ref Batch: 524788/Reclass Jan Expense on Corp CC to Metro/LISTEN360 INC	2/28/2022

An account is defined by specifying the column heading instead of the column count.



The same method applies to the additional items to import.



When using column headings on the import, you are not as restricted in how you can bring the transaction information into SGA. Below is an example using one of the existing journal entry batches (#7467412). In the original import, the same account, comment, and date are repeated on individual rows for each amount. The journal entry has 78 different rows. If we import the total amount per account, comment, and date, the number of rows can be reduced to 45. Here is how that setup could look.

This example JE Import is created on your live data, so you can review it if you wish.

**Note:** I changed the amount from the above sheet to reflect one column so that you could see that setup.

Name:

Connector Type: OLEDB

Connection string: Provider=Microsoft.ACE.OLEDB.12.0; Data Source=""; Extended Properties="Excel 12.0; HDR=Yes"

Command text: 

```
SELECT [Account], SUM([Amount]) AS [Total], [Comments], [Date]
FROM [Sheet1$]
GROUP BY [Account], [Comments], [Date]
```

Start Row: 1 Reference columns by: Name

	A	B	C	D	E
1	Account	Account Description	Amount	Comments	Date
2	01-01-01-2400-000000	Purchased Services	1,297.19	Ref Batch: 524788/Reclass Jan Expense on Corp CC to Metro/DAXKO LLC	2/28/2022
3	01-01-01-2400-000000	Purchased Services	2,270.09	Ref Batch: 524788/Reclass Jan Expense on Corp CC to Metro/DAXKO LLC	2/28/2022
4	01-01-01-2400-000000	Purchased Services	6,161.67	Ref Batch: 524788/Reclass Jan Expense on Corp CC to Metro/DAXKO LLC	2/28/2022

The account tab looks the same.

New Import [View Help](#)

Name:

General **Account** Columns Update

Relative account:

Structure:

Chars Before	Column	Star.:	Lengt.:	Pad Char	Justify	Chars After
	Account				Left	

The Amount Format is set to one column. Here, the sign of the amount will determine the debit or credit indication.

The Amount Item is set to **Total** since that was the name given in the General tab.

Edit Import [View Help](#)

Name:

General Account **Columns** Update

Amount format:

Amount:

Specify date Column: Date  Separate batches by date

Specify period Column: Date Format: date  Separate batches by period

Specify comments Column: Comments

Comments before:

Object Type Column:  Object Column:

Specify deposit date Column:

Specify deposit reference Column:   Auto Number (Assign Batch as Deposit Reference)

Separate batches on Column:

	A	B	C	D	E
1	Account	Account Description	Amount	Comments	Date
2	01-01-01-2400-000000	Purchased Services	1,297.19	Ref Batch: 524788/Reclass Jan Expense on Corp CC to Metro/DAXKO LLC	2/28/2022
3	01-01-01-2400-000000	Purchased Services	2,270.09	Ref Batch: 524788/Reclass Jan Expense on Corp CC to Metro/DAXKO LLC	2/28/2022
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