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# Invoice Payments Imports

*Settings > Accounts Payable > Invoice Payments Imports*

Payments can be imported from outside systems into an SGA batch. The import format must be in place before importing data into SGA. These are maintained under menu *Settings > Accounts Payable > Invoice Payments 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.

## General

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

**Connection string:** See import connections for help with setting up a connection to a file to 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).

**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

If not specified on the columns tab, these will be used.

**Group payments by check number:** The system sorts the data so that all payment records associated with the same check number are grouped together.

**Checkbook:** Select the checkbook from which this check batch will be processed. (The checkbook to be defaulted is assigned in *Settings > Accounts Payable > Payment Options*.)

**Cash account:** Select the G/L cash account in which this check batch will be processed. The account is displayed without the fund#. This G/L cash account must exist for every fund for which

invoices are being processed within this batch.

**Payment Type:** Used to identify which type of payment was made.

# 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 when 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. |
| Payment | Yes | 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 | Yes | Date when the payment is issued. |
| Payment Period | Yes | The accounting period under which the payment falls. |
| Payment Type | No | Method of payment (e.g., EFT, Check). If not specified, will use what is set on the Setup tab. |
| Cash Account | No | Cash account from which the payment is made. If not specified, will use what is set on the Setup tab. |
| Payment Checkbook ID | No | Identifier for the checkbook used. If not specified, will use what is set on the Setup tab. |
| Invoice ID | Yes | This is a unique number the computer assigns when the invoice is created. |
| Invoice | Yes | The Invoice Number is associated with the payment. |
| Clear Date | No | If specified, the payment will be marked as cleared with this date. Otherwise, the payment will be outstanding. |