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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	Yes	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	No	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.