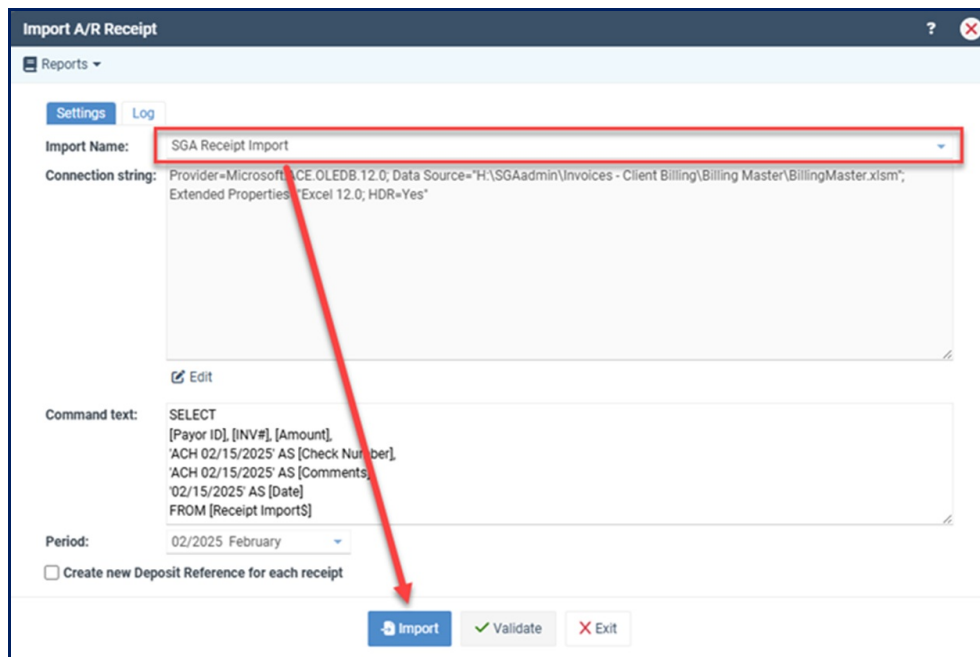


## How To - Importing A/R Receipts

Last Modified on 10/31/2025 9:06 am EDT

# How To - Importing A/R Receipts

1. *Daily > Receipt Batches > New drop-down menu > Import*
2. Choose your **Import Name** from the drop-down menu options. This will automatically populate the Connection String and Command Text fields (as defined in *Settings > Accounts Receivable > A/R Receipt Imports*).
3. Select the **Period**.
4. (Optional) If you want the system to **Create a new Deposit Reference for each receipt**, then check the box. When checked, a new Deposit Reference will be added to each receipt created from imported data. Unique Deposit References separate transactions when displayed in Bank Rec.
5. Click **Import**.

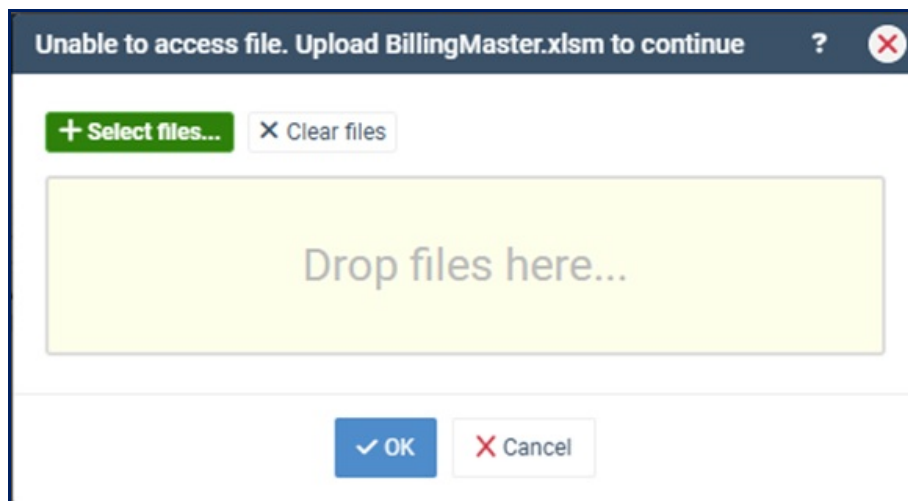


The screenshot shows the 'Import A/R Receipt' window with the following fields and options:

- Import Name:** SGA Receipt Import (highlighted with a red box)
- Connection string:** Provider=Microsoft.JET.OLEDB.12.0; Data Source="H:\SGAadmin\Invoices - Client Billing\Billing Master\BillingMaster.xsm"; Extended Properties="Excel 12.0;HDR=Yes"
- Command text:**

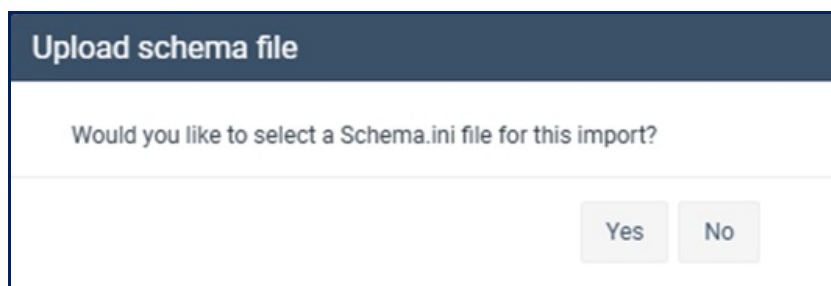
```
SELECT
[Payor ID], [INV#], [Amount],
'ACH 02/15/2025' AS [Check Number],
'ACH 02/15/2025' AS [Comments],
02/15/2025 AS [Date]
FROM [Receipt Import$]
```
- Period:** 02/2025 February
- Create new Deposit Reference for each receipt
- Buttons:** Import, Validate, Exit

6. **Select** your file or **Drag and Drop** your file into the box.



7. Once your file is selected, click **OK**.

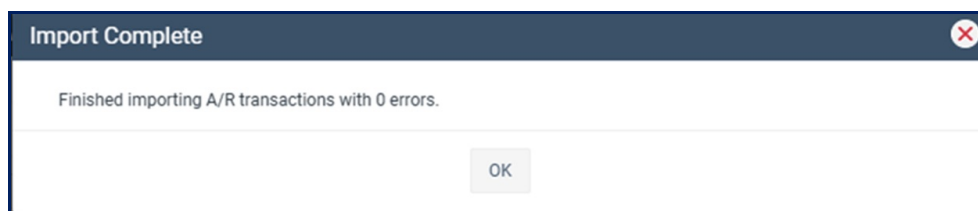
8. If the **"Use Schema"** box is checked within the setup of the Import Name (as defined within *Settings > Accounts Receivable > A/R Receipt Imports*), then you may be asked if you **would like to select a Schema**.



**NOTE:** An import schema is used to define the name and type of each item being imported. A schema is only needed in some cases, and SGA can assist you if that situation occurs.

If you have a Schema that was set up by SGA, choose **YES**, select that file and, the import will complete. If you do not, then you will choose **NO** and the import will then import at that time.

9. The **Import Complete** message will display once the import is complete with no errors.



10. You may **Import** additional files, or once all the files have been imported, you may **Exit** the screen.

