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# Journal Entry Import Setup

***Settings > General Ledger > Journal Entry Imports***

Data can be imported from outside systems into SGA as a journal entry batch. This can be used for payroll, sales systems, etc. Journal entries, A/P invoices, and other data can also be imported from a spreadsheet. The import format must be in place before importing data into SGA. It is maintained under the menu *Settings > General Ledger > Journal Entry 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.

**Attachment:** You can add the attachments of templates or Schema needed to import.

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## General Tab

**Active:** A Journal Entry Import must be active for the entry to be allowed. If a Journal Entry Import is inactive, the setup information may be browsed; however,  it will not be available as a selection for importing.

**Connection type:** Defines the communication method, protocol, or interface used to access and retrieve the data.

**Connection string:** A string of text that specifies the information needed to establish a connection between the software and a data source, such as a database file or external service. It acts like a set of instructions or a **key** that tells the software to locate and access the data it needs to import.

**Command text:** When the Connection string is defined, the Command text will be defaulted to select all items from the external file. The Command text can be modified when there are situations that require the information from the file to be manipulated in some way in order to obtain certain results. An example of this would be when multiple columns from the external file need to be combined into one item to be used as a transaction comment. Another example would be if the information from the external file needs to be sorted or subtotaled in order to create a batch with fewer or more meaningful transactions. For additional information on this feature, please contact SGA support.

**Reference columns by:** This determines how the columns in your data are identified during the import process.

- **Reference by Name:** This means you use the column header or the column name to refer to da
- **Reference by Number:** This means you refer to columns based on their position or index within the dataset. Instead of using the column name, you refer to the column by its numerical position.

**Source:** The JE source when importing to a journal entry.

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## Account Tab

You can import the account# as just one or multiple columns. The account# column(s) in Excel must be formatted as Text to import correctly. The formatting must be done before the entry is made, or Excel will interpret the account# as numeric instead of text, which will not import correctly into SGA.

**Relative Account:** Defines what account number to relate to from the system being imported from. If the account number structure being imported doesn't relate to the SGA structure, then you will need to use an Alias or cross-reference. When importing or validating, a log will be displayed with the accounts if any account is not found or inactive.

**Chars Before:** Specify any characters to add before the column.

**Column:** The column for the account or account division. If the account# is in just one column, then choose that column for each division and specify the start and length for each division.

**Start/Length:** You can substring the column if you wish; otherwise, leave this blank.

**Pad Char:** Fills the text with this character for the length specified.

**Justify:** Used for the pad character only.

**Chars After:** Specify any characters to add after the column.

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## Columns

**Amount format:** Determines how amounts are imported.

- **One column per row:** Amounts are contained within a single column. Credits are determined as negative numbers. The negative symbol must be on the left side of the amount.
- **One column per row:** another column dictates sign: Amounts are contained within a single column. However, another column determines if it is a debit or a credit. Debits are identified by a **D or Debit**. Credits are identified by a **C or Credit.**
- **Separate columns for debits and credits:** The amounts are divided into two columns: one for debits and the other for credits.

**Specify date:** Check this if you have a column with a date so that it uses that date. Otherwise, it will use today's date.

**Separate batches by date:** When checked, the system will create a new batch based on the dates.

**Specify period:** Check this if you have a column with a period so that it uses that period. Otherwise, it will use the current period, but you can change it when posting.

**Separate batches by period:** When checked, the system will create a new batch based on the period.

**Comments:** Specify the comments columns if you have one that you'd like to use. If not, you can

specify a comment for all line items in the **comments before**.

- Other Optional Columns to be included on the Import:
- Object Type Column
- Object Column
- Specific Deposit Date
- Specific Deposit Reference
- Separate Batches On

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## Update

**Update rows imported:** Check this box if you need to update rows imported in the original file. You will do this to ensure you don't import the same records twice. However, this can only be done if the file allows it because it needs a posted status column or something.

For example, say you have a column called Posted with a value of 0 or 1. In your SELECT command text, you would include the following:

```
SELECT * FROM Transactions
 WHERE Posted = 0
```

Then, in the UPDATE command text, you would include the following:

```
UPDATE Transactions
 SET Posted = 1
```

**Command text:** The **UPDATE** command should include the **SET** clause. This should not include a **WHERE** clause because the **WHERE** clause from the **SELECT** command will be appended to it.

If you are importing entries with multiple lines per account and wish to summarize your journal entry, you can do so. Just key something like this in the command text:

```
SELECT Account, SUM(Amount), MIN(Comments) AS Comments, Date, Month
 FROM MySourceTable
 GROUP BY Account, Date, Month
```

The menu option to import is *Daily > Journal Entry Batches > New/Import*.

- Click the Import button.
- Click the Edit button to select the file to import.

You may click the Validate button before performing the actual import. When you click the Import button, the data will be imported onto the screen for review. The batch can then be reviewed and edited if necessary before posting.