

## How To - Journal Entry Imports

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# How To Import Journal Entries into SGA Web

**Daily > Journal Entry Batches > New drop-down menu > Import**

## Video Tutorial

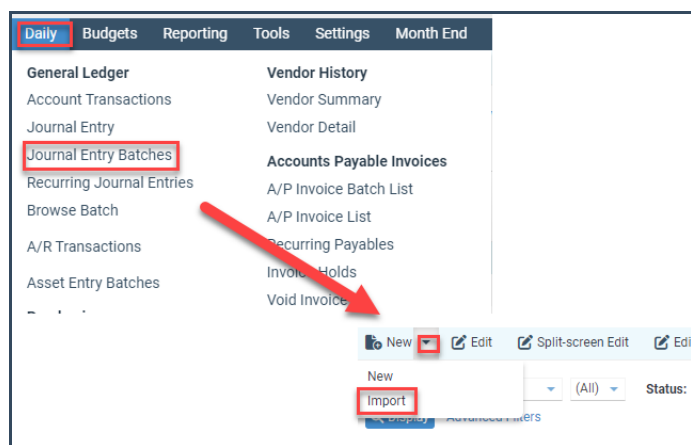
Click the play button below for a video tutorial. This tutorial is about 4 minutes long. Written instructions are below the video.

**NOTE:** If viewing from the right-side screen, to open the video on a larger screen, use the "Open in full site" link at the bottom left of the help display. If you are already viewing from the full site, click the play button below to begin the tutorial.

Your browser does not support HTML5 video.

## Step-by-Step Instructions

Navigate to the journal entry batches screen.



Choose your **Import Name** from the drop-down menu options, then click **Import**:

The 'Import' dialog box has a title bar with a question mark and a close button. Below the title bar is a 'Reports' dropdown menu. There are two tabs: 'Settings' (selected) and 'Log'. The 'Import Name' field is a dropdown menu showing 'Daxko'. Below it is the 'Connection string' field with a long text value. There is an 'Edit' button next to the connection string field. The 'Command text' field contains the SQL query: `SELECT * FROM [IMPORTGL (1)].TXT`. Below that is the 'Group' dropdown menu showing '50 106 Main - (JE)'. There is a checkbox labeled 'Create new Deposit Reference for every line'. At the bottom are three buttons: 'Import' (blue), 'Validate' (green), and 'Exit' (red).

You will be prompted to **Select** your file or **Drag and Drop** your file into the yellow box.

There is no longer a need with Web for the computer to look to the \tsclient folder to get your imports. It will look directly to the computer you are working on.

The dialog box has a title bar with the text 'Unable to access file. Upload IMPORTGL (1).TXT to continue' and a close button. Below the title bar are two buttons: '+ Select files...' (green) and 'X Clear files' (grey). In the center is a large yellow box with the text 'Drop files here...'. At the bottom are two buttons: 'OK' (blue) and 'Cancel' (grey).

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

You will then be asked, **“Would you like to select a schema?”**

The dialog box has a title bar with the text 'Upload schema file' and a close button. Below the title bar is the question 'Would you like to select a Schema.ini file for this import?'. At the bottom are two buttons: 'Yes' and 'No'.

**NOTE:** An import schema defines each item's name and type. A schema is only needed in some cases; SGA can assist you if that situation occurs.

If you have a Schema that SGA set up, you will want to go ahead and choose **YES** and select that file, and the Import will then import.

If you do not, you will choose **NO**, and then the Import will be imported at that time.

