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How To Import Journal Entries into SGA Web

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

Video Tutorial

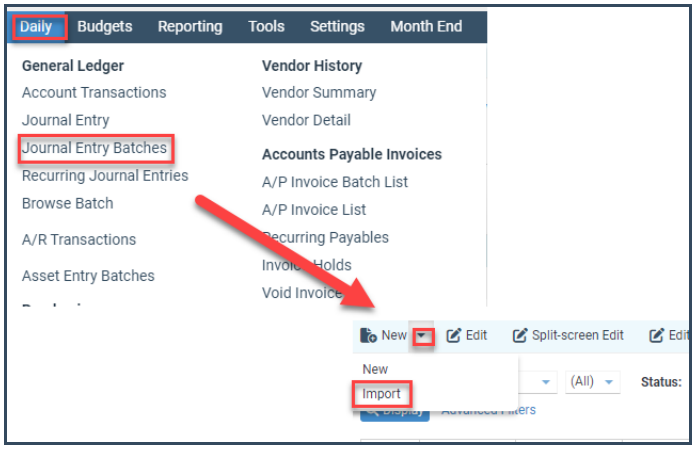
Click the play button below for a video tutorial. This tutorial is about 4 minutes long. Written instructions are below the video.

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.*

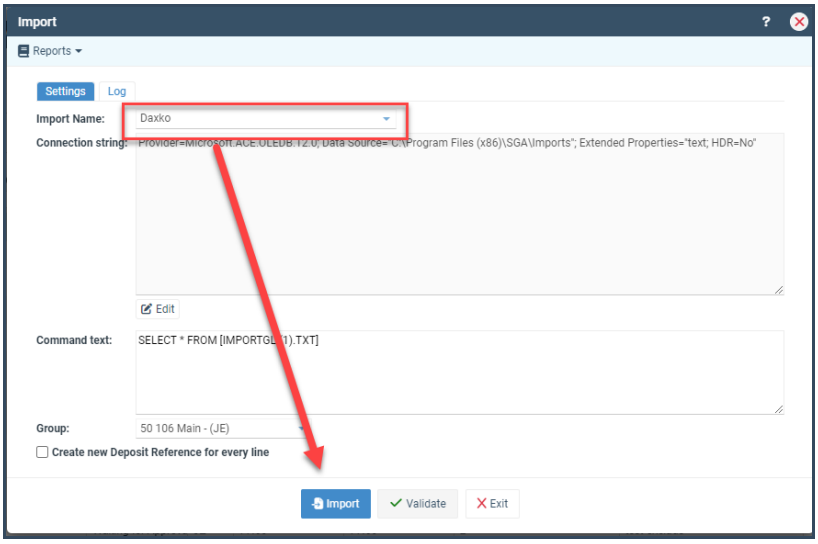
Your browser does not support HTML5 video.

Step-by-Step Instructions

Navigate to the journal entry batches screen.

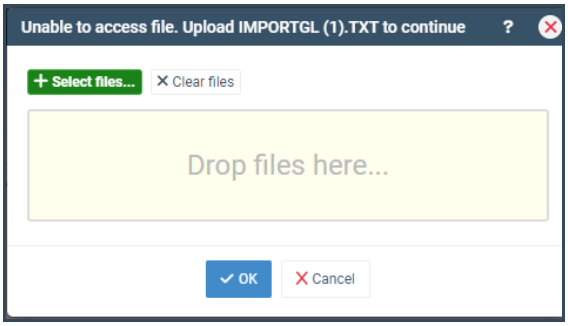


Choose your **Import Name** from the drop-down menu options, then click **Import:**



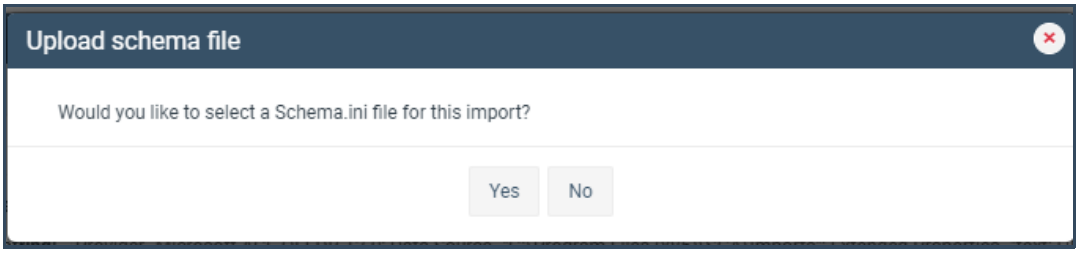
You will be prompted to **Select** your file or **Drag and Drop** your file into the yellow box.

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.



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

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



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.