How To - Importing A/P Invoices
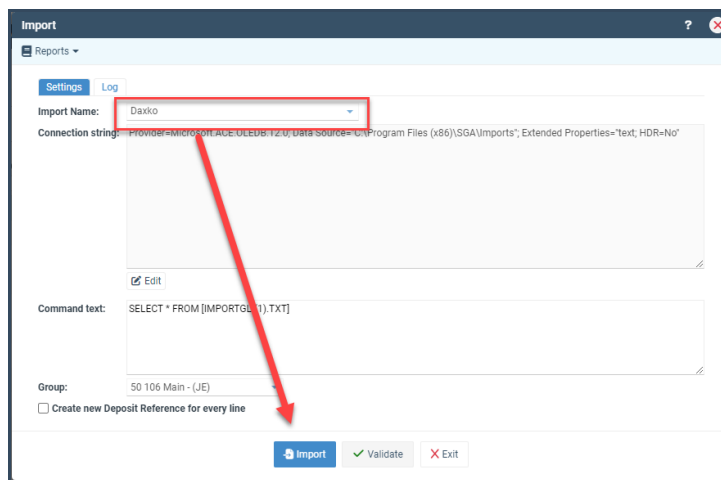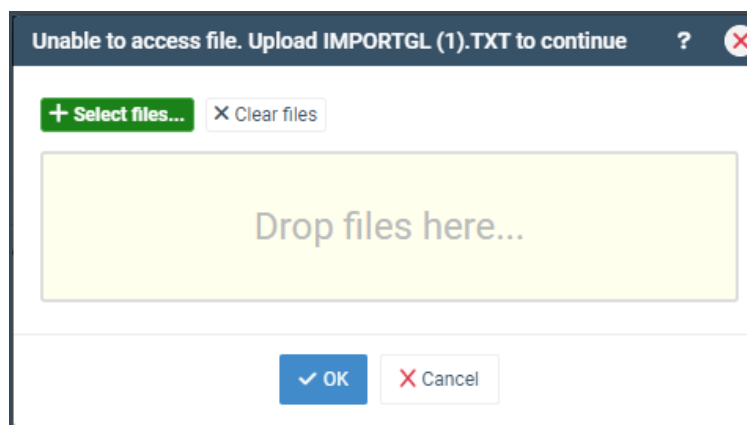
How To Import A/P Invoices into SGA Web
Daily > A/P Invoice Batch List > New/Import
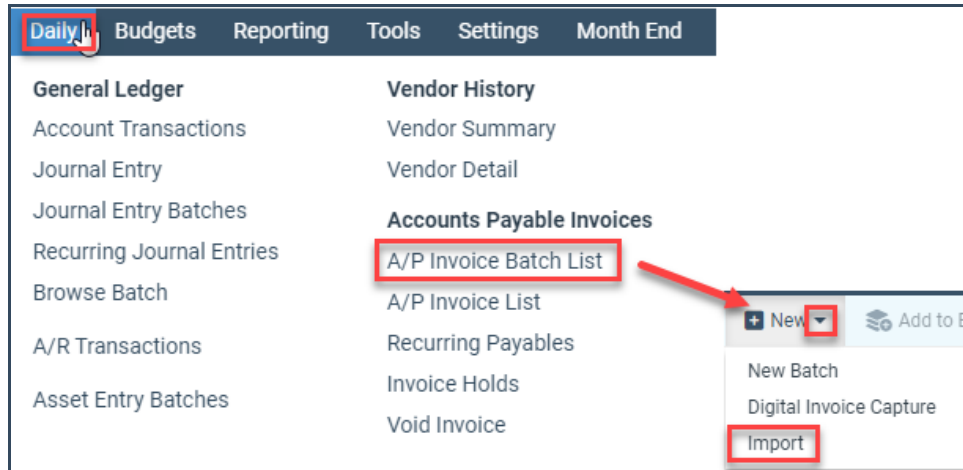
- Choose your **Import Name** from the drop-down menu options then click **Import**
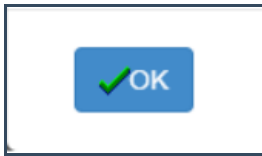

- You will be prompted to either **Select** your file or **Drag and Drop** your file into the yellow box.
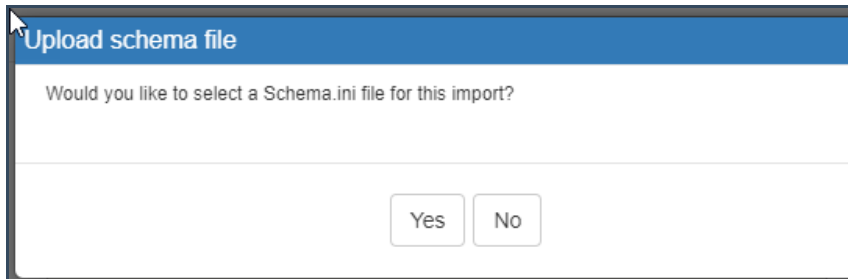
There is no longer a need with Web for the computer to have to look to the \tsclient folder to get your imports. It will look directly at the computer you are working on.

- Once your file is selected, go ahead and click **OK**.

- You will then be asked **Would you 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 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 then import at that time.