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External Payments Import
Settings > Accounts Payable > External Payments Import

External payments can be imported to SGA to clear checks. The payment can be imported from files like payroll.

Name: The name that will be displayed as the name of the import.

General

Connector 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.

Reference columns by: Determines how the columns in your data are identified during the import process.

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  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.

Use schema: In certain situations, the import setup may require a way to name the individual items being imported and/or the type of information (text, decimal, etc.) contained in each column.

Command text: When the Connection string is defined, the Commend text will be defaulted to select all items from the external file. The Command text can be modified when situations require the information from the file to be manipulated in some way 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.

Setup

Checkbook: Enter the checkbook to be associated with the payments.

Columns

From Column: Add lines for each external column you wish to import. **From Column** is the column name or number on the external file; see **Reference columns by** above.

To Column: Click on the drop-down arrow to select the SGA item that matches what is listed in the From Column. The available columns are:

Column Name	Required	Comments
Payment	No	This identifies the payment's check number. If no check number is specified, a unique number consisting of the batch and auto-assigned sequence will be generated.
Employee ID	No	If the payment is associated with an employee, the employee ID can be specified for informational purposes only. The ID will be displayed in the Vendor column of the Check reconciliation.
Payment Type	No	CC = Computer Check, CM = Manual Check, CU = Unused Check, EC = Computer EFT, EM = Manual EFT
Amount	Yes	Amount of the payment
Account	No	If specified, the account listed will be used to determine the checkbook to which the payments will be assigned. A single file can contain payments for multiple checkbooks based on the GL Account. If no account is specified, the payments will be assigned to the checkbook selected on the Setup tab.
Status	No	If none is specified, then the checks will be marked as outstanding. Valid codes are O = Outstanding, C = Cleared, V = Void, R = Reversal
Date	No	Date of the Payment. If none is specified, the date of the import is used.
Source	No	The Source Code for the payment. If specified, this can be used to sort or select the payments in the bank reconciliation process.
Clear Date	No	If the payment has already been cleared, enter the date
Employee Name	No	Name associated with the payment