Last Modified on 01/03/2025 1:10 pm EST

Import Setup by Column Name

This is an example of an import that uses the column NAME to pick up the items: (Options in images may differ based on Import Type)

The connection string is where you define the type of file that you are importing.

Edit Import View Help				
Name: z_Exa General Account	mple-Payroll Columns Update			
Connector Type:	OLEDB 🗸			
Connection string:	Provider=Microsoft.ACE.OLEDB.12.0; Data Source="", Extended Pro HDR=Yes*	perties="Excel 12.0;		
			edit	
		Connection String E	Builder View Help	
Command text:	SELECT * FROM [Sheet1S]	Connection Type:	Excel	~
		Provider:	Microsoft.ACE.OLEDB.12.0	-
Start Row: Source:	1 Reference columns by: Name PR	Version:	2007 or later	~
Create new Deposit Re		□ FTP		
Use schema	2	Dropbox		
		File:		
		Sheet Name:	Sheet1	
		Filter:		
			Has Header	

The column headings must be located in row 1 of the sheet to use the information.

	А	В	С	D	E	F
1	Account	Account Description	Debit	Credit	Comments	Date
2	01-01-01-2400-000000	Purchased Services	1,297.19		Ref Batch: 524788/Reclass Jan Expense on Corp CC to Metro/DAXKO LLC	2/28/2022
3	01-01-01-2400-000000	Purchased Services	2,270.09		Ref Batch: 524788/Reclass Jan Expense on Corp CC to Metro/DAXKO LLC	2/28/2022
4	01-01-01-2400-000000	Purchased Services	6,161.67		Ref Batch: 524788/Reclass Jan Expense on Corp CC to Metro/DAXKO LLC	2/28/2022
5	01-01-01-2400-000000	Purchased Services	3,891.58		Ref Batch: 524788/Reclass Jan Expense on Corp CC to Metro/DAXKO LLC	2/28/2022
6	01-01-01-2400-000000	Purchased Services	2,918.69		Ref Batch: 524788/Reclass Jan Expense on Corp CC to Metro/DAXKO LLC	2/28/2022
7	01-01-01-2400-000000	Purchased Services	2,270.09		Ref Batch: 524788/Reclass Jan Expense on Corp CC to Metro/DAXKO LLC	2/28/2022
8	01-01-01-2400-000000	Purchased Services	2,270.09		Ref Batch: 524788/Reclass Jan Expense on Corp CC to Metro/DAXKO LLC	2/28/2022
9	01-01-01-2400-000000	Purchased Services	5,513.07		Ref Batch: 524788/Reclass Jan Expense on Corp CC to Metro/DAXKO LLC	2/28/2022
10	01-01-01-2400-000000	Purchased Services	139.99		Ref Batch: 524788/Reclass Jan Expense on Corp CC to Metro/LINKEDIN 6533663026	2/28/2022
11	01-01-01-2400-000000	Purchased Services	356.25		Ref Batch: 524788/Reclass Jan Expense on Corp CC to Metro/LISTEN360 INC	2/28/2022
12	01-01-01-2400-000000	Purchased Services	356.25		Ref Batch: 524788/Reclass Jan Expense on Corp CC to Metro/LISTEN360 INC	2/28/2022
13	01-01-01-2400-000000	Purchased Services	356.25		Ref Batch: 524788/Reclass Jan Expense on Corp CC to Metro/LISTEN360 INC	2/28/2022
14	01-01-01-2400-000000	Purchased Services	356.25		Ref Batch: 524788/Reclass Jan Expense on Corp CC to Metro/LISTEN360 INC	2/28/2022
15	01-01-01-2400-000000	Purchased Services	356.25		Ref Batch: 524788/Reclass Jan Expense on Corp CC to Metro/LISTEN360 INC	2/28/2022
16	01-01-01-2400-000000	Purchased Services	356.25		Ref Batch: 524788/Reclass Jan Expense on Corp CC to Metro/LISTEN360 INC	2/28/2022
17	01-01-01-2400-000000	Purchased Services	356.25		Ref Batch: 524788/Reclass Jan Expense on Corp CC to Metro/LISTEN360 INC	2/28/2022
18	01-01-01-2400-000000	Purchased Services	356.25		Ref Batch: 524788/Reclass Jan Expense on Corp CC to Metro/LISTEN360 INC	2/28/2022
14 -	🕩 🗌 Sheet1 🖉 🕼 🗸	1			4	

An account is defined by specifying the column heading instead of the column count.

Name: z_Exa			mple-Pay	roll				
General Accour			Colu	mns	Update			
Relative	account:		Acco	ount	~			
Structur	1							
10 X	>							
Chars Before	Colum	~	Star.∷	Lengt.::	Pad Char	Justify	~	Chars After
	Account					Left		

The same method applies to the additional items to import.

Edit Import View Help					
Eutemport Oview Help					
Name: z_Exam	nple-Payroll				
General Account	Columns Update				
Amount format:	Separate columns for deb	its ar 🖌			
Debit amount:	Debit Credit	amount: Cr	edit		
Specify date	Column: Date	Separa	te batche	es by date	
Specify period	Column. Date	Format	date	✓ □Separate batches by period	
Specify comments	Column: Comments				
Comments before:					
Object Type Column:	Object	Column:			
Specify deposit date	Column:				
Specify deposit			۱		
reference	Column:	ZAuto N	unber (A	Assign Batch as Deposit Reference)	
Separate batches on	Column:				
A	В	с	V D	E	F
1 Account	Account Description	Debit	Credit	Comments	Date
2 01-01-01-2400-000000	Purchased Services	1,297.19		Ref Batch: 524788/Reclass Jan Expense on Corp CC to Metro/DAXKO LLC	2/28/2022
3 01-01-01-2400-000000	Purchased Services	2,270.09		Ref Batch: 524788/Reclass Jan Expense on Corp CC to Metro/DAXKO LLC	2/28/2022
4 01-01-01-2400-000000	Purchased Services	6,161.67		Ref Batch: 524788/Reclass Jan Expense on Corp CC to Metro/DAXKO LLC	2/28/2022
5 01-01-01-2400-000000	Purchased Services	3,891.58		Ref Batch: 524788/Reclass Jan Expense on Corp CC to Metro/DAXKO LLC	2/28/2022
6 01-01-01-2400-000000	Purchased Services	2,918.69		Ref Batch: 524788/Reclass Jan Expense on Corp CC to Metro/DAXKO LLC	2/28/2022
7 01-01-01-2400-000000	Purchased Services	2,270.09		Ref Batch: 524788/Reclass Jan Expense on Corp CC to Metro/DAXKO LLC	2/28/2022
8 01-01-01-2400-000000	Purchased Services	2,270.09		Ref Batch: 524788/Reclass Jan Expense on Corp CC to Metro/DAXKO LLC	2/28/2022
9 01-01-01-2400-000000	Purchased Services	5,513.07		Ref Batch: 524788/Reclass Jan Expense on Corp CC to Metro/DAXKO LLC	2/28/2022
10 01-01-01-2400-000000	Purchased Services	139.99		Ref Batch: 524788/Reclass Jan Expense on Corp CC to Metro/LINKEDIN 6533663026	2/28/2022
11 01-01-01-2400-000000	Purchased Services	356.25		Ref Batch: 524788/Reclass Jan Expense on Corp CC to Metro/LISTEN360 INC	2/28/2022
12 01-01-01-2400-000000	Purchased Services	356.25		Ref Batch: 524788/Reclass Jan Expense on Corp CC to Metro/LISTEN360 INC	2/28/2022
13 01-01-01-2400-000000	Purchased Services	356.25		Ref Batch: 524788/Reclass Jan Expense on Corp CC to Metro/LISTEN360 INC	2/28/2022
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17 01-01-01-2400-000000	Purchased Services	356.25		Ref Batch: 524788/Reclass Jan Expense on Corp CC to Metro/LISTEN360 INC	2/28/2022
18 01-01-01-2400-000000	Purchased Services	356.25		Ref Batch: 524788/Reclass Jan Expense on Corp CC to Metro/LISTEN360 INC	2/28/2022
H + > H Sheet1 / 😭 /	1				

When using column headings on the import, you are not as restricted in how you can bring the transaction information into SGA. Below is an example using one of the existing journal entry batches (#7467412). In the original import, the same account, comment, and date are repeated on individual rows for each amount. The journal entry has 78 different rows. If we import the total amount per account, comment, and date, the number of rows can be reduced to 45. Here is how that setup could look.

This example JE Import is created on your live data, so you can review it if you wish.

Note: I changed the amount from the above sheet to reflect one column so that you could see that setup.

Name: z_Ex: General Account	ample-Payroll Summarized Columns Update						
Connector Type:	OLEDB 🗸						
Connection string:	Provider-Microsoft.ACE.OLEDB.12.0; Data Source="; Extended Properties="Excel 12.0; HDR=Yes"						
Command text:	SELECT [Account].BUM[[Amount]) AS [Total], [Comments], [Date] FROM [Sheet1S] GROUP BY [Account], [Comments], [Date]						
Start Row:	1 Reference colu	nns by: N	ame 🗸				
A A	В	С	D	E			
1 Account	Account Description	Amount	Comments	Date			
2 01-01-01-2400-000000	Purchased Services	1,297.19	Ref Batch: 524788/Reclass Jan Expense on Corp CC to Metro/DAXKO LLC	2/28/2022			
3 01-01-01-2400-000000	Purchased Services	2,270.09	Ref Batch: 524788/Reclass Jan Expense on Corp CC to Metro/DAXKO LLC	2/28/2022			
4 01 01 01 2400 000000	Burchasod Sopulsos	6 161 67	Pof Patch: 524799/Paclace Jan Exponse on Corn CC to Motro/DAVKO LLC	2/20/2022			

The account tab looks the same.

Name:		z_Exa	imple-Pay	roll Summ	narized		
Gener	al Ac	count	Colu	mns	Update		
	account:	Account 🗸					
Structure	e: 😿 1	Ι.					
Chars Before	Column	~	Star.∷	Lengt.::	Pad Char	Justify	 Char After
	Account					Left	

The Amount Format is set to one column. Here, the sign of the amount will determine the debit or credit indication.

The Amount Item is set to **Total** since that was the name given in the General tab.

Edi	t Import 🚯 View Help				
N	lame: z_Exam General Account	ple-Payroll Summarized Columns Update			
	Amount format:	One column per row Total	~		
Ľ	Specify date	Column: Date	Separate	e batches by date	
	Specify period	Column: Date	Format:	date V Separate batches by period	
	Specify comments	Column: Comments			
c	comments before:				
0	bject Type Column:	Object C	olumn:		
	Specify deposit date	Column:			
		Column:			
	Specify deposit	Column:	ZAuto Nu	mber (Assign Batch as Deposit Reference)	
			Auto Nu	niber (Assign Batch as Deposit Reference)	
	Separate batches on	Column:			
	А	В	С	D	E
1	Account	Account Description	Amount	Comments	Date
2	01-01-01-2400-000000	Purchased Services	1,297.19	Ref Batch: 524788/Reclass Jan Expense on Corp CC to Metro/DAXKO LLC	2/28/2022
3	01-01-01-2400-000000	Purchased Services	2,270.09	Ref Batch: 524788/Reclass Jan Expense on Corp CC to Metro/DAXKO LLC	2/28/2022
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6	01-01-01-2400-000000	Purchased Services	2,918.69	Ref Batch: 524788/Reclass Jan Expense on Corp CC to Metro/DAXKO LLC	2/28/2022
7	01-01-01-2400-000000	Purchased Services	2,270.09	Ref Batch: 524788/Reclass Jan Expense on Corp CC to Metro/DAXKO LLC	2/28/2022
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