

How To - Journal Entry Imports Video Tutorial (4 mins)

Last Modified on 03/26/2026 4:38 pm EDT

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.

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.*
