

How To - Importing A/R Invoices

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How To - Importing A/R Invoices

Daily > A/R Invoice Batch List > New drop-down menu > Import

1. Choose your **Import Name** from the drop-down menu options. This will automatically populate the Connection String and Command Text fields (as defined in *Settings > Accounts Receivable > A/R Invoice Imports*).
2. Select the **Period**.
3. Click **Import**.

The screenshot shows the 'Import A/R Invoice' window. At the top, there are 'Settings' and 'Log' buttons. Below them, the 'Import Name' dropdown is set to 'SGA AR Invoice import'. The 'Connection string' field contains a complex string: 'Provider=Microsoft.JET.OLEDB.12.0; Data Source="K:\SGAadmin\Acct Entry\Invoices - Client Billing\Billing Master\BillingMaster.xlsm"; Extended Properties="Excel 12.0; HDR=Yes"'. Below this is an 'Edit' link. The 'Command text' field contains 'SELECT * FROM [SGAInvImports]'. The 'Period' dropdown is set to '02/2025 February'. At the bottom, there are three buttons: 'Import' (highlighted with a red arrow), 'Validate', and 'Exit'.

5. **Select** your file or **Drag and Drop** your file into the box.

The screenshot shows a file upload dialog box. The title bar reads 'Unable to access file. Upload BillingMaster.xlsm to continue'. Inside the dialog, there is a green '+ Select files...' button and a grey 'X Clear files' button. Below these is a large yellow rectangular area with the text 'Drop files here...'. At the bottom, there are two buttons: a blue 'OK' button and a grey 'Cancel' button.

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

7. If the **“Use Schema”** box is checked within the setup of the Import Name (as defined within *Settings > Accounts Receivable > A/R Invoice Imports*), then you may be asked if you **would like to select a Schema**.

A dialog box titled "Upload schema file" with a dark blue header. The main area is white and contains the text "Would you like to select a Schema.ini file for this import?". At the bottom right, there are two buttons: "Yes" and "No".

Upload schema file

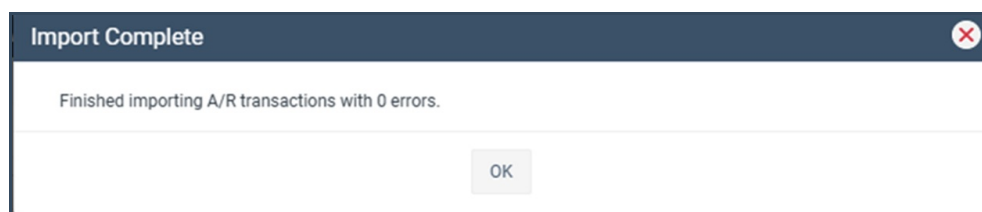
Would you like to select a Schema.ini file for this import?

Yes No

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, choose **YES**, select that file, and the import will complete. If you do not, you will choose NO, and the import will proceed then.

8. The **Import Complete** message will display once the import is complete with no errors.

A dialog box titled "Import Complete" with a dark blue header and a red close button in the top right corner. The main area is white and contains the text "Finished importing A/R transactions with 0 errors." At the bottom center, there is an "OK" button.

Import Complete

Finished importing A/R transactions with 0 errors.

OK

9. You may **Import** additional files, or once all the files have been imported, you may **Exit** the screen.

