

How To - Importing A/R Receipts

Last Modified on 09/29/2026 12:09 pm EDT

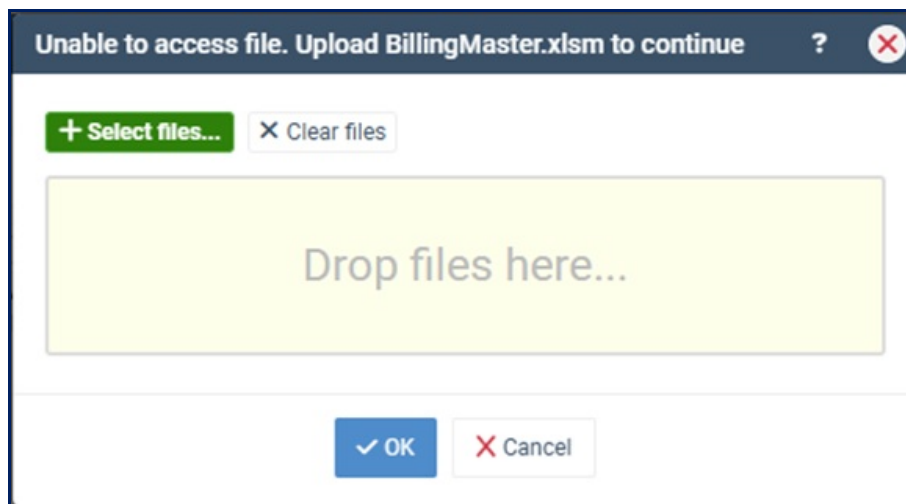
How To - Importing A/R Receipts

Daily > Receipt Batches > 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 Receipt Imports*).
2. Select the **Period**.
3. Optionally, if you want the system to **Create a new Deposit Reference for each receipt**, then check the box. When checked, a new Deposit Reference will be added to each receipt created from imported data. Unique Deposit References separate transactions when displayed in Bank Rec.
4. Click **Import**.

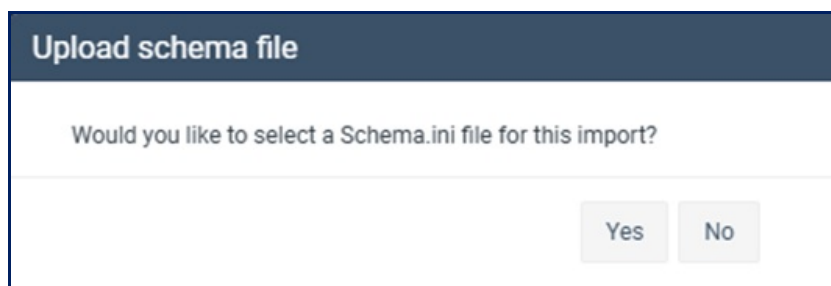
The screenshot shows the 'Import A/R Receipt' window. At the top, there are 'Settings' and 'Log' buttons. Below them, the 'Import Name' dropdown is set to 'SGA Receipt Import'. The 'Connection string' field contains the text: 'Provider=Microsoft.ACE.OLEDB.12.0; Data Source="H:\SGAadmin\Invoices - Client Billing\Billing Master\BillingMaster.xism"; Extended Properties="Excel 12.0;HDR=Yes"'. Below this is an 'Edit' button. The 'Command text' field contains a SQL query: 'SELECT [Payor ID], [INV#], [Amount], 'ACH 02/15/2025' AS [Check Number], 'ACH 02/15/2025' AS [Comments], '02/15/2025' AS [Date] FROM [Receipt Import\$]'. The 'Period' dropdown is set to '02/2025 February'. Below this is a checkbox labeled 'Create new Deposit Reference for each receipt' which is currently unchecked. At the bottom, there are three buttons: 'Import' (with a document icon), 'Validate' (with a green checkmark icon), and 'Exit' (with a red X icon). A red arrow points from the 'Import Name' dropdown to the 'Import' button.

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



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

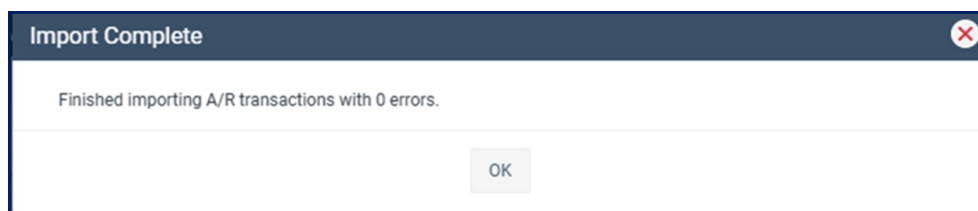
8. If the **"Use Schema"** box is checked within the setup of the Import Name (as defined within *Settings > Accounts Receivable > A/R Receipt Imports*), then you may be asked if you **would like to select a Schema**.



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

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



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

