Import Budget Tables - BUD7100

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Budget > Utilities > Import Budget Tables

This page is used to import budget tables that were previously exported. The export file should contain all budget tables for the file ID with which the user logged on. When importing budget tables, ensure the file ID of the archived file is the same as that of the logged-on file ID.

Import budget tables:

Field	Description
Import Path	The following is displayed: (none selected). Click **Browse** to perform one of the following functions. Click **Open** to select the file name, or click **Cancel** to close the dialog box without processing. Click **Submit** to accept the import file name and return to the Import Budget Tables page. Type the drive and folder name from where you want to import the tables, and then click **Submit** to accept the import file name and return to the Import Budget Tables page.
Execute	Click to execute the process. • A message is displayed indicating that you are about to import budget tables and confirming that you want to continue. Click **Yes** to continue the import. Otherwise, click No to cancel the import. • Type a password for the imported file, and then click **Execute**. • A message is displayed indicating that the import process was completed successfully. Click **OK**.