



Import Finance Tables - FIN7100

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Finance > Utilities > Import Finance Tables

This utility is used to import finance tables that were previously exported. When importing finance tables, ensure the file ID of the archived file is the same as that of the logged-on file ID.

Note: Finance and payroll files that were previously exported during payroll processing or the interface of payroll to finance must be imported separately into both the Finance and Human Resources applications using the Import option for that program.

Import finance 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	Execute the process. ☐ Click Execute to import finance tables. A message is displayed indicating that you are about to import finance tables and confirming that you want to continue. - Click Yes to continue the import. Type a password for the exported file and then click Execute. - Click No to cancel the import. A message is displayed indicating that the import process completed successfully. Click OK.