



Import Budget Tables - BUD7100

Table of Contents

Import Budget Tables - BUD7100 1

Import Budget Tables - BUD7100

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.

Modify a record:

[Select a student](#)

The following receiving options selected on the Options > Purchasing Options page in District Administration determine how information is displayed as well as if certain requisition items can be received on this page.


- If **Use Blind Receiving** is selected, order quantities are not shown on this page.
- If **Allow Partial Receiving** is not selected, only complete requisition items can be received.
- If **Allow Receiving Overage** is not selected, only the original item quantity ordered or less can be received.

Field	Description
Campus ID	
Pass/Fail	

Click **Save**.

**NOTE:

Other functions and features:

 Delete a row. Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.



Back Cover