



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.

Import budget tables:


Field	Description
Import Path	<p>The following is displayed: (none selected). Click Browse to perform one of the following functions.</p> <p>Click Open to select the file name, or click Cancel to close the dialog box without processing.</p> <p>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.</p>

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