Import Finance Tables - FIN7100

Table of Contents

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Finance > Utilities > Import Finance Tables

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

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 Payroll applications using the respective Import utilities.

Import finance tables:

❑ Click **Choose File**. Locate and select the file on your computer or network. The file name is displayed next to **Choose File**.

Enter the Password to be used for the Archive	Type the archive password to be used when importing the file.

❑ 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**.

Back Cover