



# Import Finance Tables - FIN7100



# Table of Contents

**Import Finance Tables - FIN7100** ..... 1



# Import Finance Tables - FIN7100

## 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
<b>Import Path</b>	<p>The following is displayed: (none selected). Click <b>Browse</b> to perform one of the following functions.</p> <p>Click <b>Open</b> to select the file name, or click <b>Cancel</b> to close the dialog box without processing.</p> <p>Click <b>Submit</b> 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 <b>Submit</b> to accept the import file name and return to the Import Budget Tables page.</p>
<b>Execute</b>	<p><input type="checkbox"/> Click <b>Execute</b> to import finance tables. A message is displayed indicating that you are about to import finance tables and confirming that you want to continue.</p> <ul style="list-style-type: none"> <li>• Click <b>Yes</b> to continue the import. Type a password for the exported file and then click <b>Execute</b>.</li> <li>• Click <b>No</b> to cancel the import.</li> </ul> <p>A message is displayed indicating that the import process completed successfully. Click <b>OK</b>.</p>



## Back Cover