# 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:

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. |
| **Execute** | ☐ 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.<br>•<br>Click **Yes** to continue the import. Type a password for the exported file and then click **Execute**.<br>•<br>Click **No** to cancel the import.<br>A message is displayed indicating that the import process completed successfully. Click **OK**. |

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