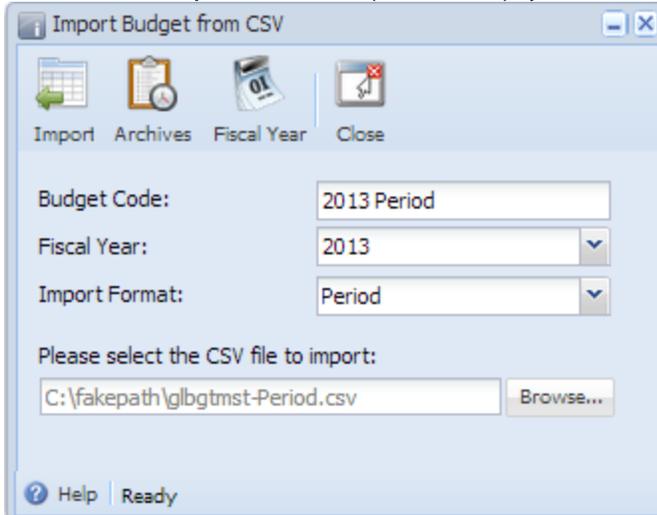


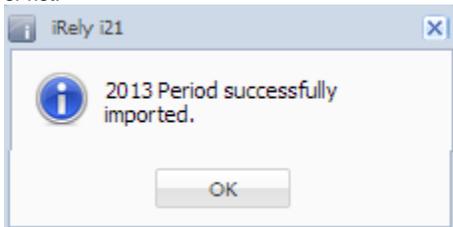
# How To Import Budget from CSV

Here's how to import Budget from CSV:

1. From **General Ledger Activities** click **Import Budget from CSV**.
2. Enter **Budget Code**. This is user defined field.
3. Click on **Fiscal Year** combo box button to show all fiscal year present from i21. Select fiscal year.
4. Click on **Import Format** combo box button and select format for the budget to be imported. There are two types available: **Period** and **Full Year**.
5. Click on **Browse** button to open and select the file to be imported.
6. Select file and click **Open** button. The file path will be displayed on the **Source Path** field.



7. Click **Import** toolbar button to start the import process. Once the importing is done, a message will prompt showing if the importing is successful or not.



There are two different CSV formats for each type. Be sure that the template of the CSV file to be imported matches the selected import format type.