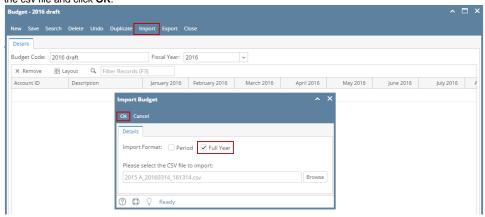# How to Import Budget

The following will guide you on how to import budget information.

Import Full Year Budget

a. Say here is the csv file you want to import.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	40000	1000	A	1500	1500	1500	1500	1500	1500	1500	1500	1500	1500	1500	1500	
2	50000	1000	A	600	600	600	600	600	600	600	600	600	600	600	600	
3																

b. Create a new budget record (See How to Add new budget record) or open a budget record (See How to Search and Open budget record) to where you want to import the above budget information.

c. Click **Import**. The Import mini-screen will be opened. Say you will be importing a full year budget, check **Full Year checkbox**, browse for the csv file and click **OK**.

d. Budget information will then be imported to the opened budget record.

The following will guide you on how to import budget information.

Import Full Year Budget

1. Say here is the csv file you want to import.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	40000	1000	A	1500	1500	1500	1500	1500	1500	1500	1500	1500	1500	1500		
2	50000	1000	A	600	600	600	600	600	600	600	600	600	600	600		
3																

2. Create a new budget record (See How to Add new budget record) or open a budget record (See How to Search and Open budget record) to where you want to import the above budget information.

3. Click **Import**. The Import mini-screen will be opened. Say you will be importing a full year budget, check **Full Year checkbox**, browse for the csv file and click **OK**.

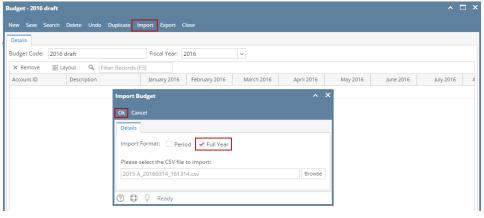**4.** Budget information will then be imported to the opened budget record.

Budget - 2016 draft

New Save Search Delete Undo Duplicate Import Export Close

Details

Budget Code: 2016 draft   Fiscal Year: 2016 ⌄

× Remove   ⊞ Layout   🔍 Filter Records (F3)

Account ID	Description	January 2016	February 2016	March 2016	April 2016	May 2016	June 2016	July 2016	August 2016	September 2016	October 2016	November 2016	December 2016
40000-1000	Sales-Location A	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
50000-1000	Purchases Default-Locatio...	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00