




### Import (Alt + I)

Import Module enables user to import master module only in the application.



On clicking the  option or on pressing the shortcut( Alt+ I), a popup will be displayed to user as shown below:

Import data to FACE.

No	Type	Description	Download	Import
1	Group Definition	To import accounting groups	↓	⌂
2	Account Definition	To import accounts or ledgers	↓	⌂
3	Account Opening Balance	To import opening balance of accounts or ledgers	↓	⌂
4	Account Address Details	To import address and GSTIN details of customer or supplier	↓	⌂
5	Account Bank Details	To import bank details of customer or supplier	↓	⌂
6	Stock Group Definition	To import stock groups	↓	⌂
7	Item Definition	To import inventory or business related items, goods and services	↓	⌂
8	Cost Center Definition	To import cost center	↓	⌂
9	Charge Definition	To import business related charges	↓	⌂
10	Godown Definition	To import business related godowns	↓	⌂

Import data in sequence as given in above grid only.  
Before importing data, Close the excel file you are going to import data from.

Close

User need to fill master data in particular format which is provided by clicking on that download option.

After that user need to select path of that file by clicking on import and click open. All the data will get imported in respective places.