User Guide

BASSnet Procurement –
Import Budget Entry for Missing Accounts

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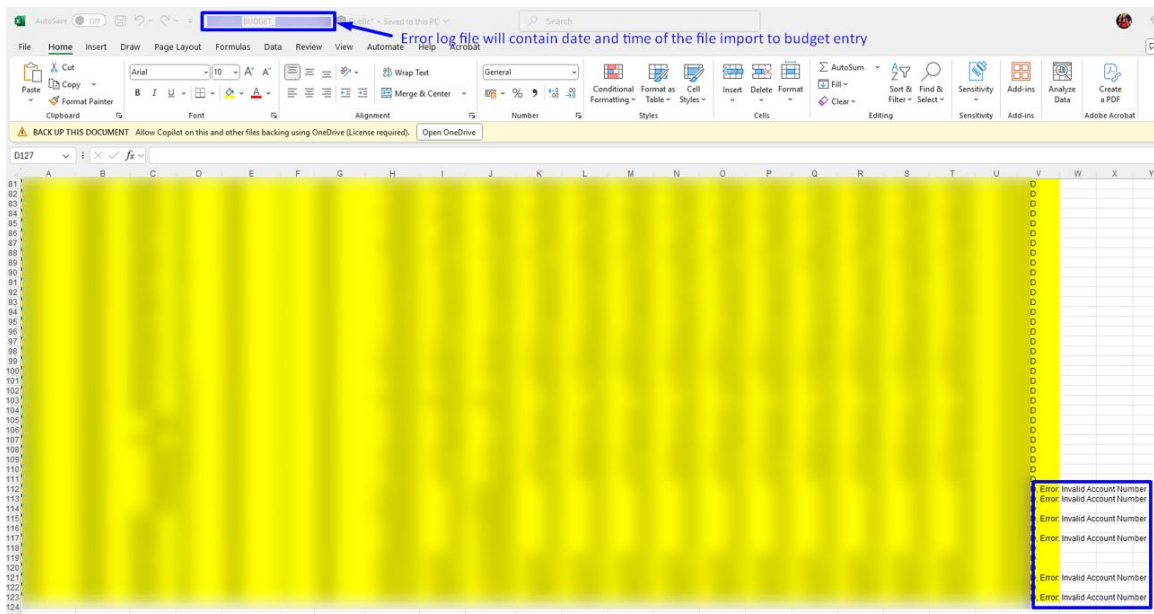
Import Budget Entry

1. Open the **Budget Entry** screen in the BASSnet Procurement module.

2. Click **Import** to import the Budget file.

3. If an error occurs during the import process, check the log file for the error.
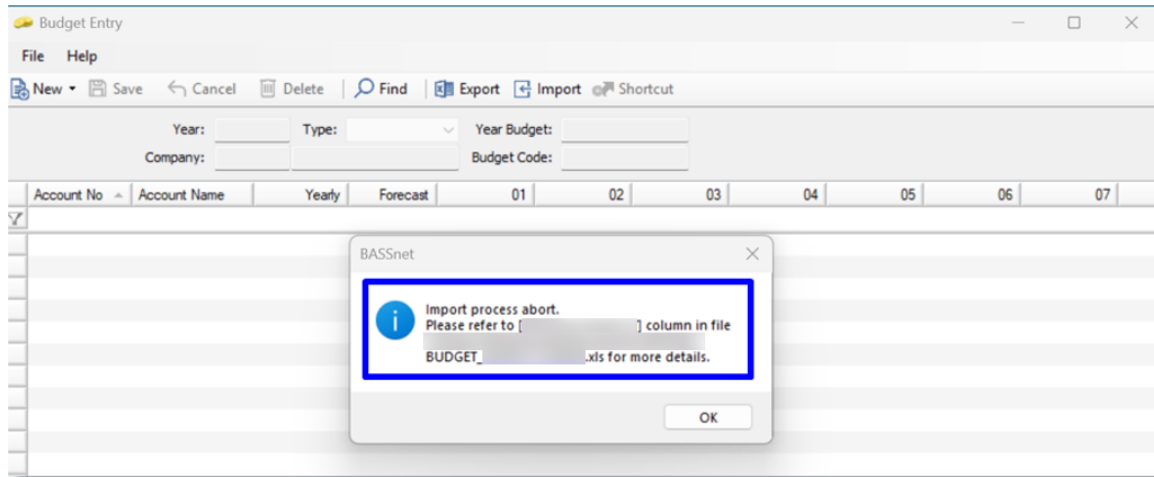
The name of the log file contains the date and time of the import process.

4. Check the log file *Error* to identify the missing account codes.

Note: Since the BASSnet application is able to insert the account codes, please always use the BASSnet application to insert the data.
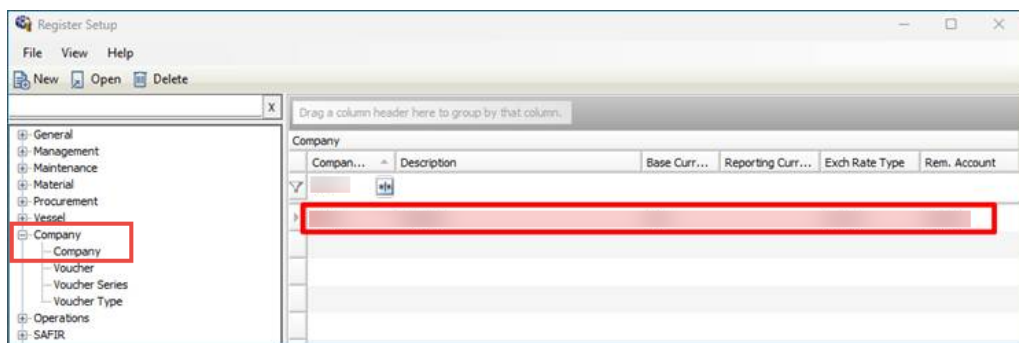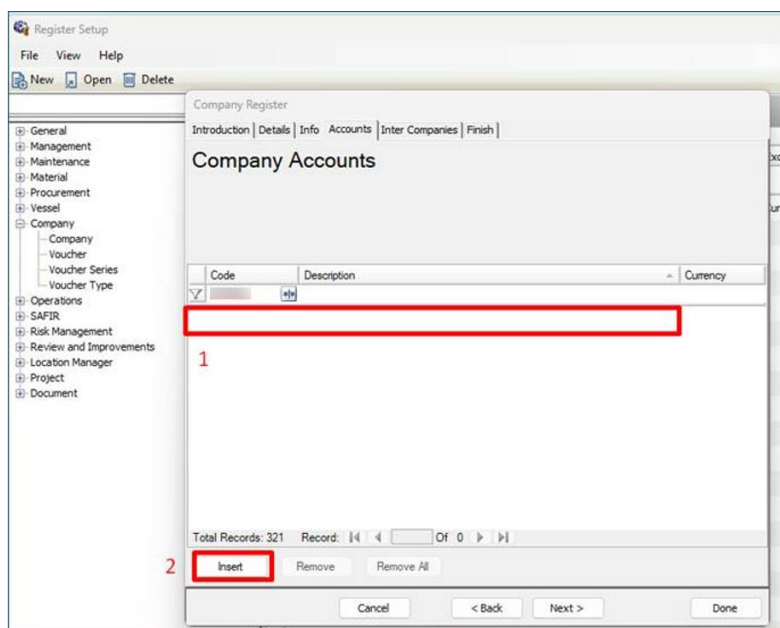
Insert Missing Company Accounts

1. Open the **Administration** module and double click **Register Explorer**.
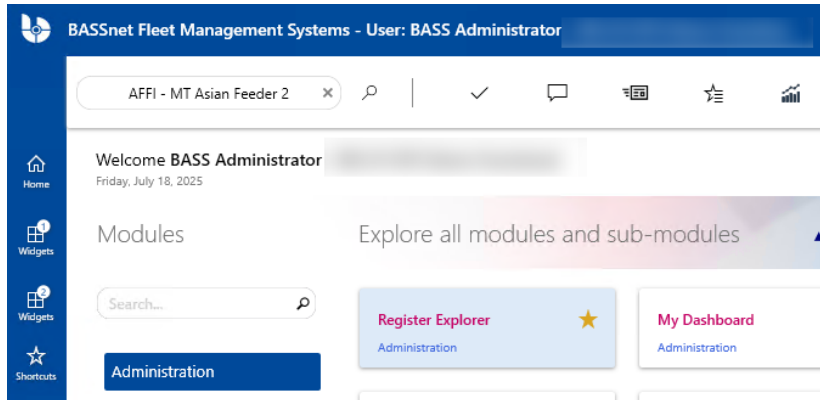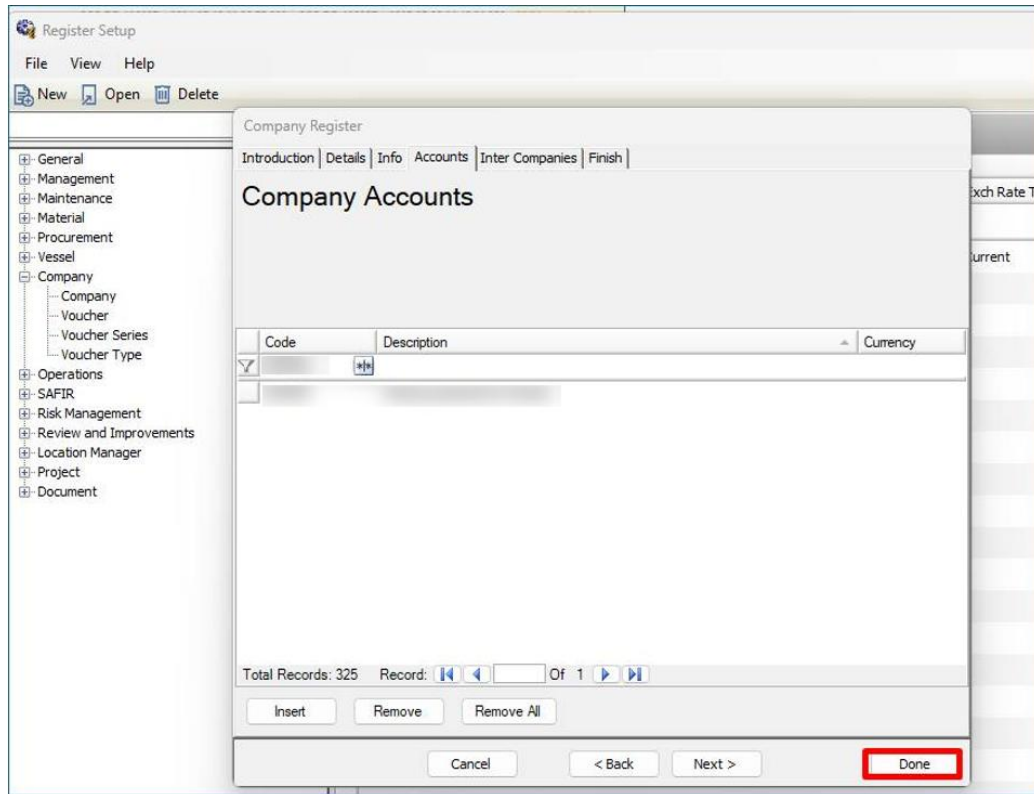

3. Next, open the **Company** register.

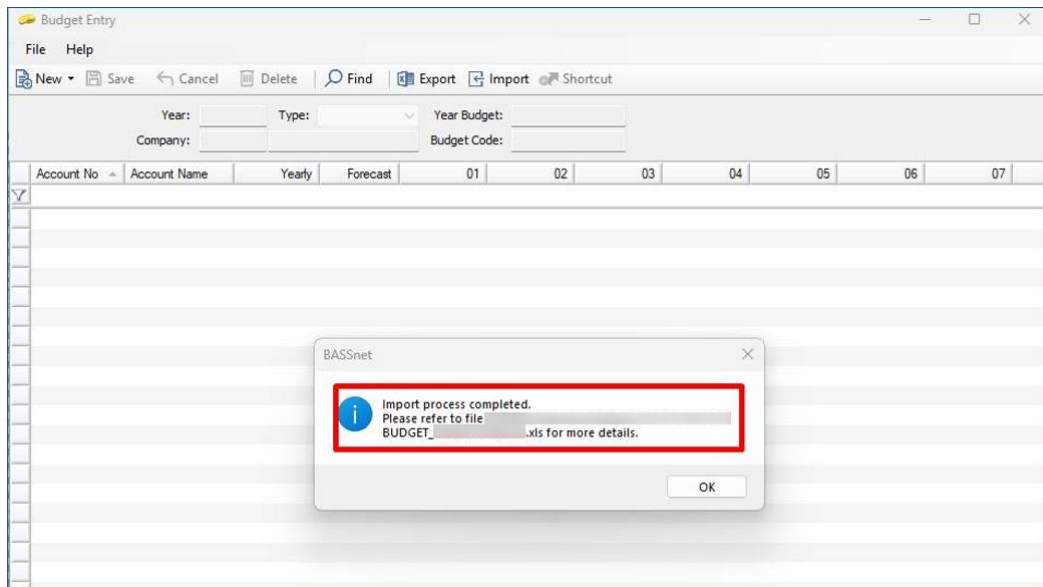4. Then search for the relevant vessel company.

5. Under the **Accounts** tab, click **Insert** to the insert the missing account codes.

6. Select the missing Accounts from the lookup and click **OK**.

7. After inserting all the relevant account codes, click **Done.**

8. Return to the **Budget Entry** screen to re-import the data**.**

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