

Helpful Hints for Standard Imports:

Importing GL Accounts, Custom Accounts, Assumptions and Exchange Rates

Import Template Formatting Hints:

- Find and replace all blank or null cells on the template with zeros.
- Format data in the Accounts, Plans, Splits, and Dimensions columns as text.
- Format the values listed under the time periods as numbers.
- Also, format time period headers as mm/01/yyyy.
- Delete all columns and rows outside of the data area. Sometimes when the data is manipulated to fit into the template, formatting is retained in cells where no data exists; this can cause problems with the upload.
- If any of the values exported from your GL system are displayed as negative numbers, and should appear in Adaptive Planning as a positive numbers, convert the values to positive numbers in the template prior to import.
- If you are not importing dimensions, delete the column called “Region”. If you do not delete this column, you may encounter errors with your import.
- Import the periodic amount for P&L accounts and the ending monthly balance for Balance Sheet accounts.
- If you are not importing splits, leave the “Split Label” column blank but **DO NOT** delete it. The “Split Label” column must be present in the template for the import to work properly.
- **DO NOT** delete or modify the Instructions tab or the Versions tab in the workbook. Modifications can be made only on the “Actuals” tab.
- If splits exist for a particular plan/account combination, you must specify which split you are importing the data into in your template.

STEPS TO IMPORT DATA

- Obtain output file from your GL system or other external system
- Download the import template from Adaptive Planning
- The template must include Plan and Account
- Once your template is ready to upload, save the file to a convenient location on your computer.
- Make sure that you have selected the correct version (Actuals or Plan).
- If you are importing to a plan version, make sure that you select the appropriate version in the version selector.
- Browse for the template file, select and upload.
- Accounts, Plans, and Dimensions on the import template have to be mapped to identifiers in Adaptive Planning.

*This document is intended as a quick reference tool. If you would like additional information about the import process, see the **Importing and Exporting Data** guide. Here is the link to the **Importing and Exporting Data** guide:*
<http://www.adaptiveplanning.com/docs/Training/Importing%20and%20Exporting%20Data.pdf>