

# How do I import transactions? [Redirected]

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## Importing your information into Farmbrite

If you are migrating to Farmbrite from another farm management system or from Excel or Google docs and want an easy way to add your existing transactions to Farmbrite, you should consider our import feature. By simply mapping your data from another system to a CSV format you can easily create your basic records.

## Importing records

To access the import feature, select the arrow on the right side of the "Record Transaction" button and choose the Import Transactions option. Follow the importing instructions. You will be guided through importing your data.

(Note: Currently only top level information can be imported.)

- Category
- Vendor
- Amount
- Description
- Date

The screenshot shows the Farmbrite application interface with the 'Import Records' dialog box open. The dialog box has a title bar with 'fb' and 'Account - Chris - Help'. It contains three steps: 1. Upload File, 2. Data Mapping, and 3. Results. Step 1 is active and includes instructions: 'Step 1. Download the CSV Template File', 'Step 2. Update the CSV template with your records' (with sub-points: 'Using a program such as Excel, Google Sheets, Open Office or similar', 'Leaving a header row in the file', 'Save the file as a Comma Separated Value file (.csv)', 'Important: Dates must be in a MM/DD/YYYY format - example: 12/31/2021'), and 'Step 3. Upload & Import File'. A 'Choose File' button is highlighted with a green box, and a red arrow points from it to the 'Record a Transaction' button in the background interface. The background interface shows a sidebar with navigation options like Schedule, Tasks, Livestock, Crops, Resources, Accounting, Transactions, P&L Statement, Cash Flow, Market, Contacts, Farm Map, and Reports. The main area displays a '2021 Summary' chart and a table of transactions.

[Learn more about Importing Data](#)