

# Import Manual Charges (Database) - New Menu Option Added to Import (16825) [New Feature]

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A new import feature 'Import Manual Charges' has been added to the Import menu in the Database module. The Import Manual Charges feature provides users a method of importing a large amount of manual charges across multiple sites. Once imported, charges are included on the next invoice. For further information including file format requirements, review the Import Manual Charges article [here](#).

The screenshot displays the software's main interface. On the left is a vertical sidebar with icons for various modules: HOME, ACCOUNTS, SALES, OPERATIONS, ACCOUNTING, REPORTS, DASHBOARD, SETUP, and DATABASE. The 'DATABASE' menu is expanded, showing a list of options including 'Import', which is further expanded to show 'Import Manual Charges' as a selected item. In the center, a modal window titled 'IMPORT MANUAL CHARGES' is open. It features a 'SELECT FILE' field with a 'BROWSE...' button, an 'IMPORT NOTE' text area, and an 'IMPORT' button. Below the 'IMPORT' button, a message states 'Charges will be imported and included on the next Invoice'. The background shows a table with columns 'ACCOUNT REQUESTS', 'TASKS', 'QUOTES/CONTRACTS', 'APPOINTMENTS', and 'ACTIVITIES'. The 'QUOTES/CONTRACTS' column contains three entries: 'Encanto Restaurant A-New Business-Acquisition \$ 300.00', 'Starstruck New Business - Required Below Max \$ 300.00', and 'The Perk A-New Customer \$ 0.00'.

Pathway: Database > Import > Import Manual Charges