Import format requirements for Business Manager

Field Name	Required	Description	Example	Length	Other Requirements or Comments
Name	Yes	Cost Account Name	Midtown School District	Minimum 1 Maximum 75	
Code	No	Cost Account Code	1234	Maximum 75	
Description	No	Description of Cost Account	Marketing Department	Maximum 50	No character or format restrictions
PasswordCode	No	The password for the Cost Account	4444	4	Must be 4 characters long. No character or format restrictions
PasswordEnabled	No	Is the Cost Account Password-protected?	TRUE		TRUE = Yes FALSE = No Must be in uppercase
Status	Yes	The status of the Cost Account	TRUE		TRUE = Active FALSE = Inactive Must be in uppercase
ParentName	No	The Name of the Sub Cost Account	Atlantic Middle School	Maximum 50	Cost Accounts support a 3-level hierarchy: Cost Account > Sub Cost
NextParentName	No	The Name of the Sub Sub Cost Account	Atlantic Math Department	Maximum 50	Cost Accounts support a 3-level hierarchy: Cost Account > Sub Cost
Billable	No	Is the Cost Account Billable?	TRUE		TRUE = Yes FALSE = No Must be in uppercase
AccessLevel	No	Cost account to be created at what access level E, D, or L	E	1	E = Enterprise D = Division L = Location
AccessLevelValue	No	The value of the access level specified in the AccessLevel field.	Pitney Bowes		For example, if AccessLevel is E, this fields should be filled in with the enterprise name. If multiple divisions or locations are being specified, they should be comma-separated. For example: (Location1,Location2,Location3,)

Note: All the fields must be present, including the fees, even if there is no data.