

## Import excel in MBP-2

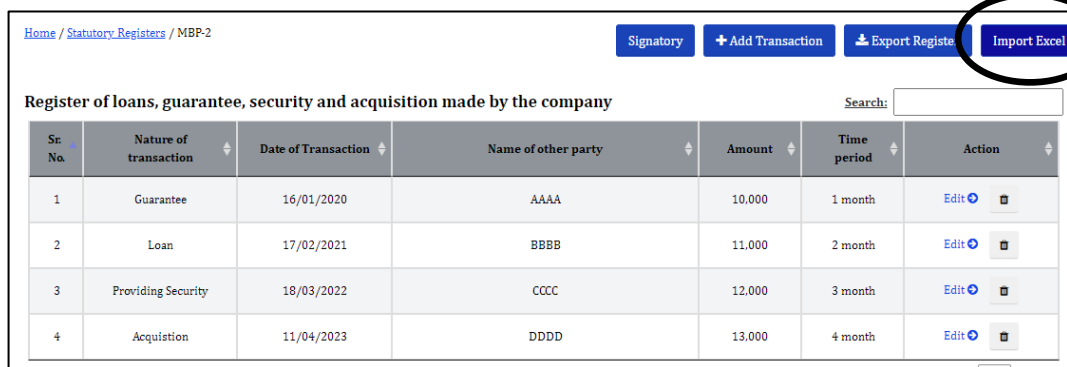
Dear users,

Greetings of the Day!

We have added the facility of importing data using excel in statutory register MBP-2.

### Steps to be followed:

**Dashboard ⇒ Clients ⇒ Select Clients ⇒ Compliance Manager ⇒ Reports ⇒ Statutory Register ⇒ MBP-2**



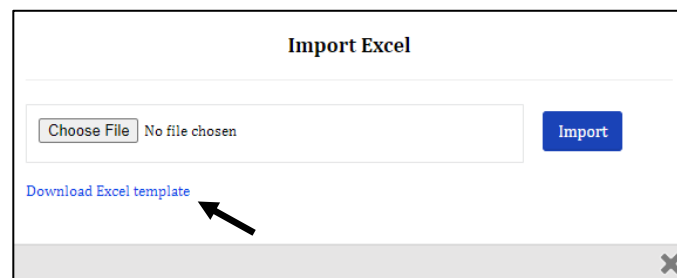
Home / Statutory Registers / MBP-2

Signatory   + Add Transaction   Export Register   **Import Excel**

Register of loans, guarantee, security and acquisition made by the company

Search:

Sr. No.	Nature of transaction	Date of Transaction	Name of other party	Amount	Time period	Action
1	Guarantee	16/01/2020	AAAA	10,000	1 month	Edit
2	Loan	17/02/2021	BBBB	11,000	2 month	Edit
3	Providing Security	18/03/2022	CCCC	12,000	3 month	Edit
4	Acquisition	11/04/2023	DDDD	13,000	4 month	Edit



**Import Excel**

Choose File No file chosen **Import**

[Download Excel template](#)

The excel file can be downloaded from this option as shown in the above image.

You can enter the data in the template file.

**Please note that in the 1<sup>st</sup> column, you have to select the data from the dropdown only.**

**Also the dates are to be entered in the same format of excel.**

After completing the file you can choose that file as shown in the 2<sup>nd</sup> figure and import the same.