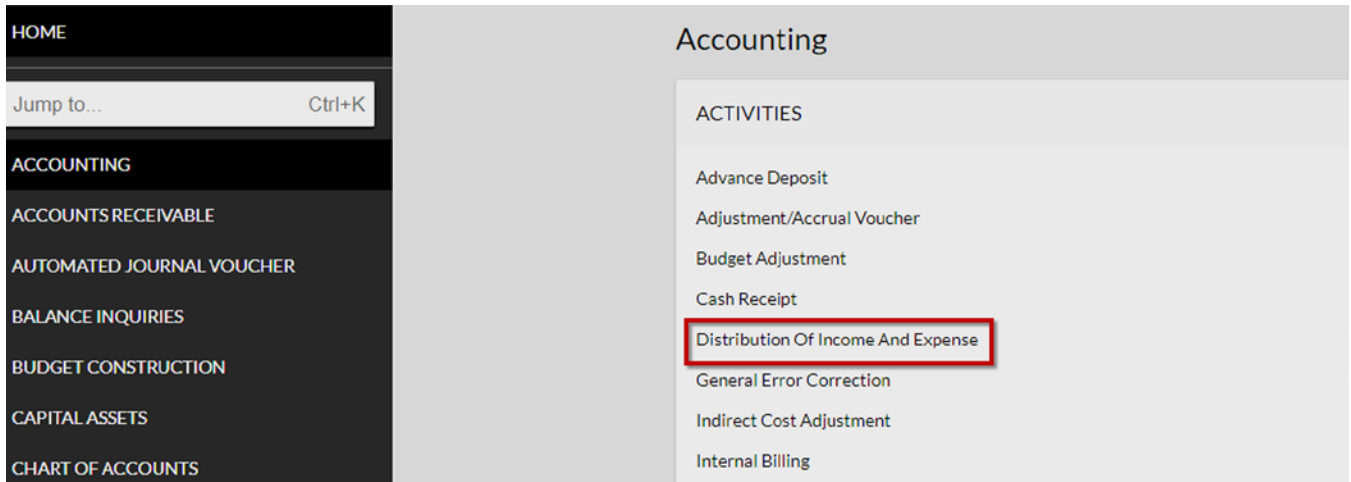


How to Import Lines to KFS

Step 1: Log into Kuali on the [Administrative Applications and Resources \(AAR\) webpage](#).

Step 2: On the Kuali home page, choose the document type you are completing. For this example, we clicked into “Distribution of Income and Expense.”



Step 3: To access the data import template click on “Import Templates” next to the Accounting Lines section title:



Step 6: After “Add” is clicked the data is imported into the document as shown below.

ACCOUNTING LINES Import Templates									
FROM									
HIDE DETAILS IMPORT LINES									
* CHART	* ACCOUNT	SUB-ACCOUNT	* OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	* AMOUNT	LINE DESCRIPTION	ACTIONS
CO							0.00		+
1	CO Colorado State University	1357020 Procurement Services	4380 Other Sales-Services-Auxiliary...				20.00		⌵ ↺ 🗑
2	CO Colorado State University	1357020 Procurement Services	4380 Other Sales-Services-Auxiliary...				100.00		⌵ ↺ 🗑
3	CO Colorado State University	1357020 Procurement Services	4380 Other Sales-Services-Auxiliary...				50.00		⌵ ↺ 🗑
4	CO Colorado State University	1357020 Procurement Services	4380 Other Sales-Services-Auxiliary...				500.00		⌵ ↺ 🗑
TOTAL:							670.00		

Step 7: If you have templates to import in the From and To section follow steps 1-6 for the next section.

Step 8: Complete a final review of the document to ensure all required fields are completed and support is attached in PDF, then Save and Submit.