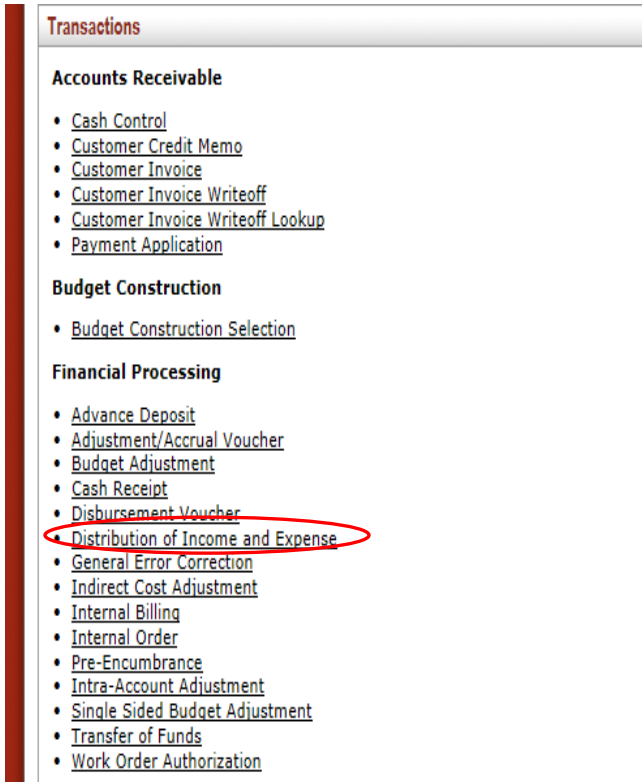


How to Import Lines to KFS

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


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



The screenshot shows the 'Transactions' menu in Kuali. The menu is organized into three main sections: 'Accounts Receivable', 'Budget Construction', and 'Financial Processing'. Under 'Financial Processing', the item 'Distribution of Income and Expense' is circled in red. Other items in the 'Financial Processing' section include 'Advance Deposit', 'Adjustment/Accrual Voucher', 'Budget Adjustment', 'Cash Receipt', 'Disbursement Voucher', 'General Error Correction', 'Indirect Cost Adjustment', 'Internal Billing', 'Internal Order', 'Pre-Encumbrance', 'Intra-Account Adjustment', 'Single Sided Budget Adjustment', 'Transfer of Funds', and 'Work Order Authorization'.

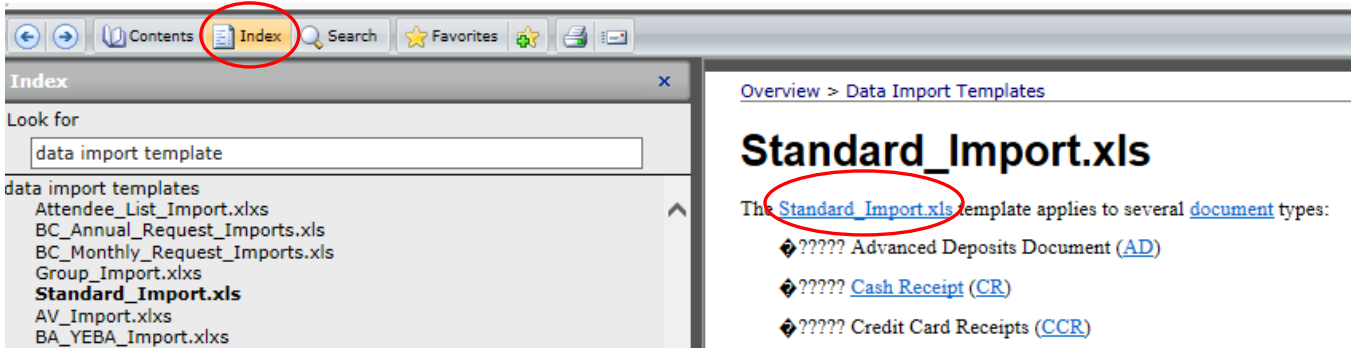
- Accounts Receivable**
 - Cash Control
 - Customer Credit Memo
 - Customer Invoice
 - Customer Invoice Writeoff
 - Customer Invoice Writeoff Lookup
 - Payment Application
- Budget Construction**
 - Budget Construction Selection
- Financial Processing**
 - Advance Deposit
 - Adjustment/Accrual Voucher
 - Budget Adjustment
 - Cash Receipt
 - Disbursement Voucher
 - Distribution of Income and Expense**
 - General Error Correction
 - Indirect Cost Adjustment
 - Internal Billing
 - Internal Order
 - Pre-Encumbrance
 - Intra-Account Adjustment
 - Single Sided Budget Adjustment
 - Transfer of Funds
 - Work Order Authorization

Step 3: To access the data import template click "?":



The screenshot shows the 'Distribution Of Income And Expense' document type page. The title 'Distribution Of Income And Expense' is at the top, with a red circle around a help icon (a question mark in a square). Below the title is a 'Document Overview' section with a 'hide' button. The 'Document Overview' section contains fields for '* Description:' and 'Organization Document Number:'. Below this is a 'Financial Document Detail' section, and at the bottom is an 'Accounting Lines' section with a 'hide' button.

Step 4: Once you click on the “?” click on “Index” and type “data import template”. Click on the template needed. For example, “Standard_Import.xls”.



Once the spreadsheet has been downloaded, enter needed information into the template. Prior to importing, remove the first three rows and save in CSV format. Below is the first 3 rows of the Standard Import template:

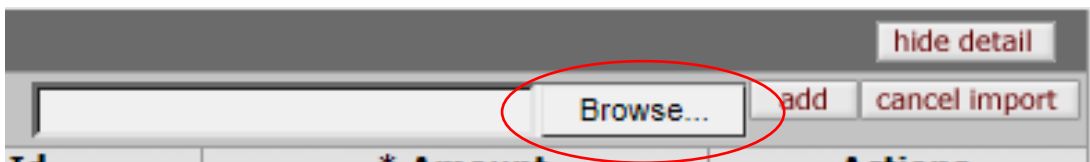
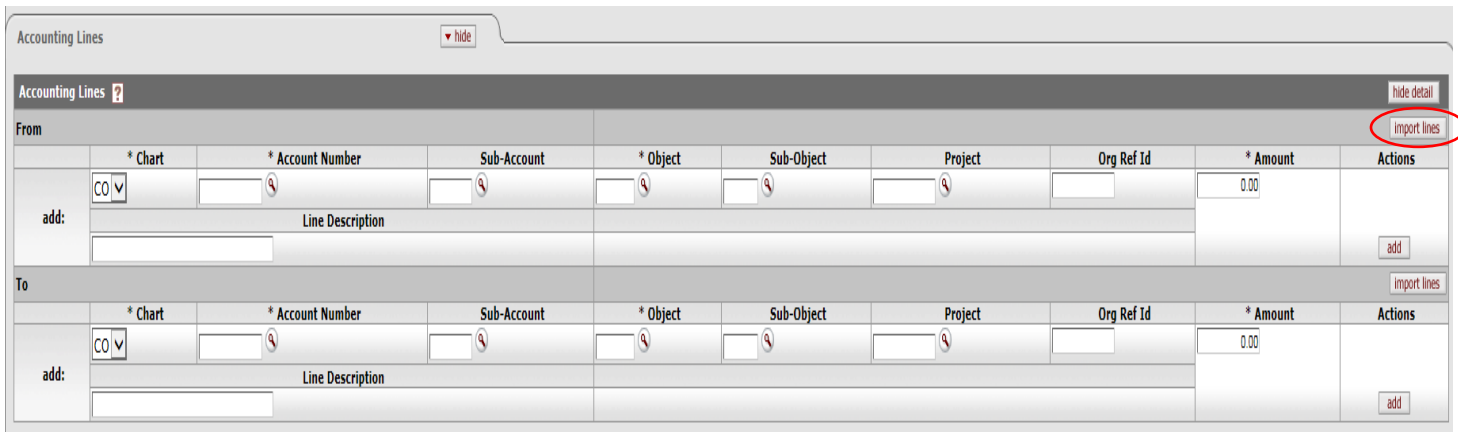
If your institution has set the ACCOUNTS_CAN_CROSS_CHARTS_IND parameter to NO, delete the Chart column before using this template.

Delete the first three rows of text before saving your document to import in csv format.

*** Indicates Required field**

Chart* **Account*** **Sub-Acct** **Object*** **Sub-Obj** **Project** **Org Ref ID** **Line Descr.** **Amount***

Step 5: Click “import lines”, then browse, find the CSV file, click “open” and then click “add”.



Step 6: After add is clicked the data is imported into the document as shown below.

From	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
add:	CO							0.00	add
1	PB	0261132		4380					add inquiry refresh delete
2	PB	0261132		4380					add inquiry refresh delete
3	PB	0261197		4380					add inquiry refresh delete
4	PB	0261197		4380					add inquiry refresh delete

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, save and submit.