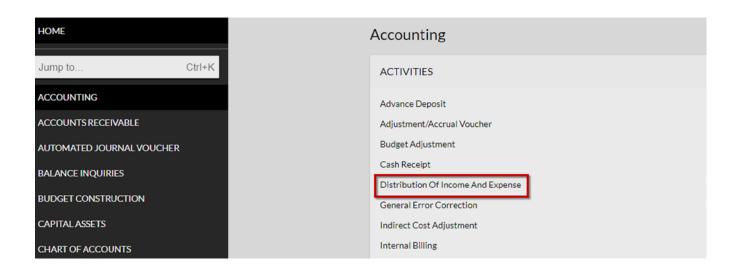
How to Import Lines to KFS

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:

ROM									HIDE DETAILS	IMPORT LIN
CHART	*ACCOUNT	SUB-ACCOUNT	*OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	*AMOUNT	LINE DESCRIP	TION ACTI	IONS
co •	٥	0	٥	0	0			0.00		+
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Step 4: Once you click on "Import Templates" click on "Links to Default Data Import Templates" then click on the template needed. For example, "Standard_Import.xls".

Queries .	Overview > Data Import Temp	lates				
Data Import Templates	Links to Default Data Import Templates					
Sull Francials line import templates allow you to import any number of accounting lines and purchasing line items, and other types of data from a comme delimited (.cov) file. This section contains a table that lists types of documents for which templates are available in the default system and provides a link to the corresponding template for each <u>document type</u> . Following the table is a process overview that includes correlate instructions for unsing templates to import multiple lines of data. Additional adotections contain detailed from the table.	The following table lists t Data import template Document Type		n templates are available in the default system along with links	s to the corresponding templates		
Nore: Ukis tu Delai Dan Innyn Templers Noras Sowiew Oxdena J. nyr Ne Staddar Linport Na Staddar Linport Na St. (Edu Linport Na St. (Edu Linport Na V, Edu Linport Na V, Diport Na V, Martin Martina V, Ma	Advance Deposit (AD) Cash Raceipt (CR) Credit Card Receipts (CCR) Disbursement Voucher (DV) Distribution of Income and Expense (D1) Intra-Account Adjustment (IAA) Pra-Encumbrance - Recumbrance lines only (PE) Procurement Card (PCDO) Service Billing (SB) Transfer of Funds (TF) Year End Distribution of Income and Expense (YED1) Year End Transfer of Funds (YETF)	Standard Jopan da	•			

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

If your institution has set the	ACCOUNTS_CA	N_CROSS_C	HARTS_IND p	arameter to N	NO, delete the Cl	nart column befor	e using this ter	mplate.			
Delete the first three rows o	Delete the first three rows of text before saving your document to import in csv format.									s Required	field
Chart* Account*	Sub-Acct	Object*	Sub-Obj	Project	Org Ref ID	Line Descr.	Amount*				



Step 5: Click "Import Lines", then click "Choose File", find the CSV file and then click "Add".

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

FROM								HIDE DET	AILS IMPORT LIN
CHART	*ACCOUNT	SUB-ACCOUNT	*OBJECT	SUE-OBJECT	PROJECT	ORG REF ID	AMOUNT	LINE DESCRIPTION	ACTIONS
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Colorado State University	Procurement Services		Other Sales-Services-Auxillary/						
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Colorado State University	Procurement Services		Other Sales+Services-Auxiliary/.						1.88.00.00
co •	1357020 🔘	Ø	4380 @	0	0		5	0.00	- C - C
Colorado State University	Procurement Services		Other Sales-Services-Auxiliary/						
co •	1357020 🔘	0	4380 @	0	0		50	0.00	4 C 0
Colorado State University	Procurement Services		Other Sales-Services-Auxiliary/						

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.