

Import Instructions

I. Document Templates

Can be found at <https://test.kuali.org/kfs-reg/static/help/default.htm>

In the table of contents search for “**Accounting Line Import Templates**”.

II. Accounting Line Import

Rules

1. The imported file **must** be in standard comma delimited format. The templates are Excel documents, but you must save your files in the **.CSV** format.
2. There is no minimum or maximum number of accounting lines that can be added at one time.
3. Imported lines are appended to the end of any current accounting lines in the section.
4. Current accounting lines in the section are not affected.
5. Lines with errors are not imported. The errors are displayed, however.
6. Templates contain instructions and column headings at the top (2 or 3 lines). These rows must be deleted prior to saving the file in .CSV format.
7. If any field in the accounting string requires a preceding zero (object code 0703 or Ref. Origin Code 01, for example), the data must be entered into the Excel file with an apostrophe preceding the number (entered as '0703 or '01) in order to capture/display the preceding zero properly in the import. Your entry will show just the number (0703 or 01); you won't see the apostrophe displayed.

III. Instructions

The content allowed in some import fields depends on the type of eDoc, but is consistent with what can be input manually via the web interface.

The lines in the imported file must have specific fields in an exact order, based on the document type as indicated below. Required fields are noted with an asterisk '*'.

Step-by-Step Instructions

1. Open the template file that corresponds to the Financial Transaction document type you are working on. There is a template for each document type (there may be multiple document types that use the same template).
2. Save the template to your computer as an excel workbook.
3. Add data to the file. Note required field headings are marked with an asterisk '*' and appear in red.
4. If the file is to be used again in the future, save the file as an excel workbook (don't delete the headers yet). If the file is not to be used again skip this step.
5. Delete the header rows at the top.
6. Save the file again, with a new name, in .CSV format.
7. Import the .CSV file to your eDoc:
 - From your eDoc, click BROWSE (Accounting Lines tab, top right area)
 - From the Choose file window, select the .CSV file to be imported and click OPEN
 - The name of the file you selected will appear next to the BROWSE button
 - Click ADD
8. When finished, archive or delete the .CSV file.

When the file is needed again:

1. Open the saved Excel workbook with the data from step 4 above.
2. Edit the file as necessary.
3. Follow steps 4-8 above.

Advance Deposit
Cash Receipt
Credit Card Receipt
Disbursement Voucher
Service Billing

TEMPLATE: AD_CR_CCR_DV_SB_Import.xls

Utilize the format:

1. Chart Code *
2. Account Number *
3. Sub-Account Number
4. Object Code *
5. Sub-Object Code
6. Project Code
7. Organization Reference Id
8. Line Description
9. Amount *

Auxiliary Voucher

TEMPLATE: AV_Import.xls

Utilize the format:

1. Chart Code *
2. Account Number *
3. Sub-Account Number
4. Object Code *
5. Sub-Object Code
6. Project Code
7. Organization Reference Id
8. Debit
9. Credit

Note: Unused Debit or Credit Amount fields for each accounting line must be blank. Do not enter zero in the unused field.

Budget Adjustment/Year End Budget Adjustment

TEMPLATE: BA_YEBA_Import.xls

Utilize the format:

1. Chart Code *
2. Account Number *
3. Sub-Account Number
4. Object Code *
5. Sub-Object Code
6. Project Code
7. Organization Reference Id
9. Current Budget Adjustment Amount *
10. Base Budget Adjustment Amount
11. Month 1 Budget Amount *
12. Month 2 Budget Amount *
13. Month 3 Budget Amount *
14. Month 4 Budget Amount *
15. Month 5 Budget Amount *
16. Month 6 Budget Amount *
17. Month 7 Budget Amount *
18. Month 8 Budget Amount *
19. Month 9 Budget Amount *
20. Month 10 Budget Amount *
21. Month 11 Budget Amount *
22. Month 12 Budget Amount *

Notes: Monthly Budget Amount fields may not be blank. Either an amount or zero must be entered in each of the 12 monthly budget amount columns for each accounting line in the import file.

Base Budget Amount field may not be zero. If you are not adjusting the base budget, leave this field blank on each accounting line in the import file.

Distribution of Income and Expense/ Year End Distribution of Income and Expense

Internal Billing

Transfer of Funds/ YearEnd Transfer of Funds

Pre-Encumbrance (set up encumbrance)

TEMPLATE: DI_YEDI_IB_TF_PE_Encumbrance_only_Import.xls

Utilize the format:

1. Chart Code *
2. Account Number *
3. Sub-Account Number
4. Object Code *
5. Sub-Object Code
6. Project Code
7. Organization Reference Id
8. Amount *

General Error Correction/YearEnd General Error Correction

TEMPLATE: GEC_YEGEC_Import.xls

Utilize the format:

1. Chart Code *
2. Account Number *
3. Sub-Account Number
4. Object Code *
5. Sub-Object Code
6. Project Code
7. Organization Reference Id
8. Reference Origin Code *
9. Reference Number *
10. Line Description
11. Amount *

Indirect Cost Adjustment

TEMPLATE: ICA_Import.xls

Utilize the format:

1. Chart Code *
2. Account Number *
3. Sub-Account Number
4. Sub-Object Code
5. Project Code
6. Organization Reference Id
7. Amount *

Non-Check Disbursement

TEMPLATE ND_Import.xls

Utilize the format:

1. Chart Code *
2. Account Number *
3. Sub-Account Number
4. Object Code *
5. Sub-Object Code
6. Project Code
7. Organization Reference Id
8. Reference Number *
9. Line Description
10. Amount *

Pre-Encumbrance (dis-encumbrance)

TEMPLATE: PE_Disencumbrance_only_Import.xls

Utilize the format:

1. Chart Code *
2. Account Number *
3. Sub-Account Number
4. Object Code *
5. Sub-Object Code
6. Project Code
7. Organization Reference Id
8. Reference Number *
9. Amount *