University of Hawaii
Import Lines

Version 3.01
Using the Import Lines Feature

Process

The KFS line import feature allows the user to populate multiple accounting or purchasing item lines into the applicable KFS transaction document using a comma separated values (.csv) file.

This feature may be especially useful on KFS Requisition or Purchase Order documents where many items are to be ordered. Accordingly, the guide below provides step-by-step instructions on how to use the line import feature to populate the item lines in a Requisition document.

Similarly, the import feature can be useful in distributing expenses to several accounts so the second half of the guide provides instructions on how to use the line import feature to populate the accounting lines in a Distribution of Income and Expense document.

Instructions for the line import feature on other KFS documents may be found by clicking on the respective template at:

### KFS REQUISITION DOCUMENT-
Importing Item Lines

<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
</table>
| 1.     | Access any of the **Financial Processing** or **Purchasing / Accounts Payable** eDocs on the **Main Menu** tab.  
For this example we will import items into a **Requisition** eDoc. |
| 2.     | In the **Requisition** eDoc, click on the “help” icon next to **Add Item** in the **Items** tab. |
3. A window opens that reveals different Financial Processing and Purchasing /Accounts Payable eDocs have different Data Import Templates; make sure you use the correct template for the eDoc you are creating. There are two templates applicable to Requisitions: PURAP_Item_Import.xls and PURAP_Account_Import.xls. In this example we will import items into a Requisition document type.

Click the Data Import Template: PURAP_Items_Import.xls.

Note: PURAP: Purchasing and Accounts Payable
Given this explanation, we know we are using the correct template for adding items on a Requisition eDoc.

Click on the **PURAP_Items_Import.xls** link. Then click the “OK” button when the Opening PURAP_Items_Import.xls window pops up.
<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
</table>
| 5.     | The template opens in Microsoft Excel where you will populate the fields with the correct information as needed.  

**Note:** Follow the directions at the top of the spreadsheet. Some documents require that you delete the top two or three rows before saving the document as in the example above.  

Also note in the example above, you will first click the button that reads “Enable Editing” so you can enter your data. |

<p>| 6.     | Once you have entered all of the item line information, be sure there are no blank rows or you will get an error on your import. Also be sure to follow the directions at the top of the spreadsheet as mentioned above. You are now ready to save your document. |</p>
<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.</td>
<td>To save your file, click the “Office button” or “File tab” (depending on the version of Excel installed on your device) and click the “Save As” option.</td>
</tr>
<tr>
<td>8.</td>
<td>Rename your document as appropriate and save the file as a CSV (Comma Separated Value) file type. Be sure to note the location of the saved document because you will need that information to import the file.</td>
</tr>
<tr>
<td>9.</td>
<td>Click the “Save” button when done.</td>
</tr>
<tr>
<td>10.</td>
<td>Return to your Requisition eDoc in KFS and click the “import lines” button in the Add Item section of the Items tab.</td>
</tr>
<tr>
<td>11.</td>
<td>Click the “Browse” button to locate the document you just saved.</td>
</tr>
</tbody>
</table>
**Step #** 12. Once you have located your file you will need to upload the file into **KFS**. Click the “**Open**” button.

**Step #** 13. Click the “**Add**” button beside the filename to upload the file you are importing.
### Step # | Procedure
--- | ---
14. | Your Item Lines have been added into your eDoc.
15. | Make sure you have completed all of the other required fields before submitting the eDoc.
16. | You have successfully completed Using the Import Feature for importing Item Lines into your Requisition eDoc.
**End of Procedure.**

Notice the descriptions and amounts in the Excel file match the descriptions and the amounts in your Requisition.
For this example we will use the import feature in a Distribution of Income and Expense (DI) eDoc for distributing $2500 of Office Supplies paid by the Dean’s office. The image above shows the expense amount in the From section is already completed. We will import accounting lines into the To section of the Accounting Lines tab in order to distribute the supplies expense to several accounts.

In the DI eDoc, click on the “help” icon next to Accounting Lines in the Accounting Lines tab.
<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>19.</td>
<td>A window opens showing the <strong>Financial Processing eDoc Data Import Templates</strong>. Make sure you use the correct template for the eDoc you are creating. The applicable template for the DI eDoc is: <a href="#">DI_YEDI_IB_TF_YETF_PE_Encumbrance_Only_Import.xls</a></td>
</tr>
</tbody>
</table>

Click the Data Import Template: [DI_YEDI_IB_TF_YETF_PE_Encumbrance_Only_Import.xls](#).

**Note:** If you are uncertain which template to use you can see a descriptive list by clicking on: [Links to Default Data Import Templates](#)
Step # | Procedure
--- | ---
20. | The description provided shows us we are using the correct template for adding accounting lines into a DI eDoc.

Click on the **DI_YEDI_IB_TF_YETF_PE_Encumbrance_Only_IMPORT.xls** link.
### Step # Procedure

**21.** Click the “OK” button when the window pops up with the heading: Opening DI_YEDI_IB TF_YETF_PE_Enncumbrance_Only_Import.xls.

**Note:** Follow the directions at the top of the spreadsheet. Some documents require that you delete the top two or three rows before saving the document as in the example above. In the example above, you will first click the button that reads “Enable Editing” so you can enter your data.

<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>22.</strong></td>
<td>The template opens in Microsoft Excel where you will populate the fields with the correct information as needed. <strong>Note:</strong> Follow the directions at the top of the spreadsheet. Some documents require that you delete the top two or three rows before saving the document as in the example above. In the example above, you will first click the button that reads “Enable Editing” so you can enter your data.</td>
</tr>
</tbody>
</table>
### Step # | Procedure
--- | ---
23. | Once you have entered all of the accounting line information, be sure there are no blank rows or you will get an error on your import. Also be sure to follow the directions at the top of the spreadsheet as mentioned above. You are now ready to save your document.

24. | To save your file, click the “Office button” or “File tab” (depending on the version of Excel installed on your device) and click the “Save As” option.

25. | Rename your document as appropriate and save the file as a CSV. (Comma Separated Values) file type. Be sure to note the location of the saved document because you will need that information to import the file.

26. | Click the “Save” button when done.
Step # | Procedure
--- | ---
27. | Return to your DI eDoc in KFS and click the “**import lines**” button in the **To** section of the **Accounting Lines** tab.
28. | Click the “**Browse**” button to locate the document you just saved.
Step # | Procedure
--- | ---
29. | Once you have located your file you will need to upload the file into **KFS**. Click the “Open” button.

30. | Click the “Add” button beside the filename to upload the file you are importing.
Step # | Procedure
--- | ---
31. | The images above shows your **Account Lines** have been added into your eDoc.
32. | Make sure you have completed all of the other required fields before submitting the eDoc.
33. | You have successfully completed Using the Import Feature for importing **Accounting Lines** into your **Distribution of Income and Expense** eDoc.

End of Procedure.

Notice the chart code, account numbers, object codes and amounts in the Excel file have been populated in the appropriate fields in the DI.