

Tips Of The Week

Using the Import Accounting Line Feature

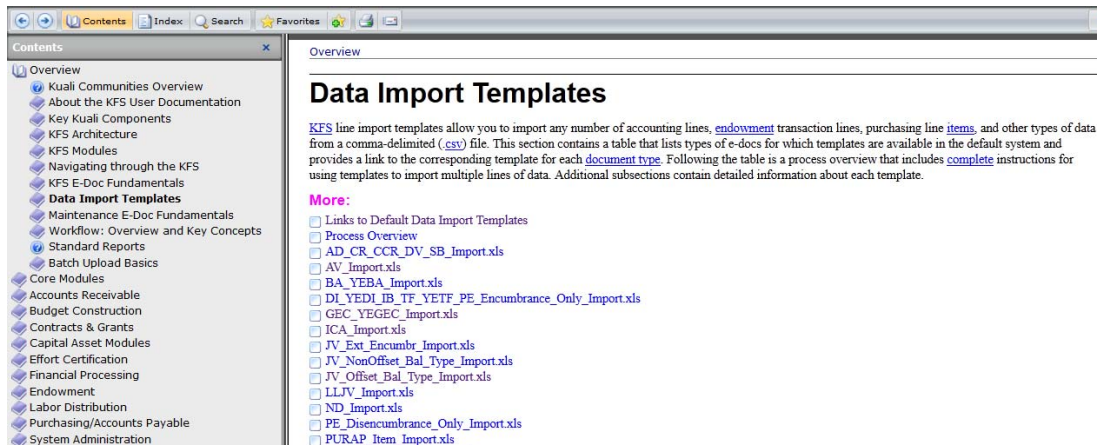
You may enter accounting lines one by one in **KFS** or may enter multiple accounts at once using the **Import Accounting Lines** feature available on all of the **Financial Processing** e-docs.

Steps:

1. Access any of the **Financial Processing** e-docs located on the **Main Menu** tab.
2. Click the “**help**” button on the **Accounting Lines** tab.



3. Different **Financial Processing** e-docs have different templates, make sure you use the correct template for the e-doc you are creating.



4. Click the Data Import Template link that matches the e-doc. The **GEC_YEGEC_Import.xls** template has been selected in this example, since the **General Error Correction** e-doc was used.

Tips Of The Week

[Overview](#) > [Data Import Templates](#)

GEC_YEGEC_Import.xls

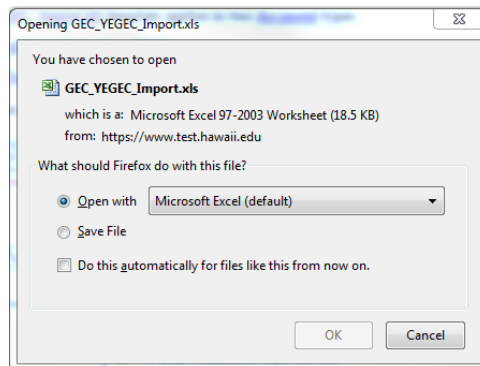
The [GEC_YEGEC_Import.xls](#) template applies to two [document](#) types:

- [General Error Correction \(GEC\)](#)
- [Year-End General Error Correction \(YEGEC\)](#)

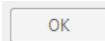
The basic format of the template is shown below.

	A	B	C	D	E	F	G	H	I	J	K
1	If your institution has set the ACCOUNTS_CAN_CROSS_CHARTS_IND parameter to NO, delete the Chart column before using this template.										
2	Delete the first three rows of text before saving your document to import in csv format.										
3	Chart*	Account*	Sub-Acct	Object*	Sub-Obj	Project	Org Ref ID	Ref Origin Code*	Ref Number*	Line Descr	Amount*
4											
5											

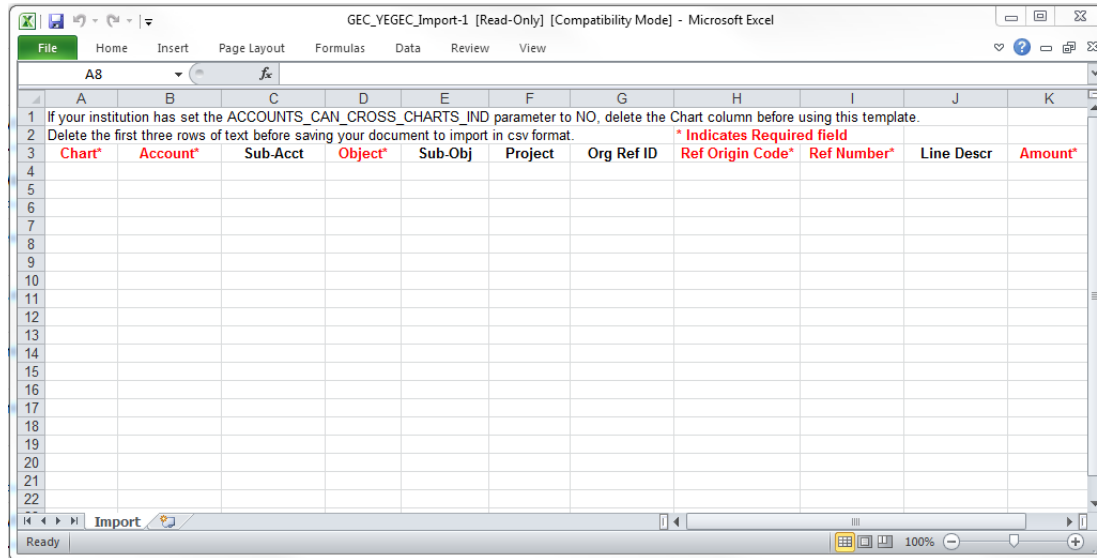
5. Click on the "[GEC_YEGEC_Import.xls](#)" link.



6. Click the "OK" button.



Tips Of The Week



6. The template opens in **Microsoft Excel**, the template allows you to add multiple accounting lines into the e-doc. You may populate the fields with the correct information as needed.

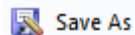
7. **Note:** Follow the directions at the top of the spreadsheet. Some documents require that you delete the top **two** or **three** rows before saving the document.

8. **Note:** There should be **no** blank rows between the rows with the data in them.

9. Once you have entered all of the accounting line information and followed the directions at the top of the spreadsheet, you may save your document. Click the **“Office button”** or **“File tab”** depending on the version of Excel installed on your device.



10. Click the **“Save As”** option.



Tips Of The Week

11. You may rename your document if needed.
12. The document must be saved as **CSV. (Comma Separated Value)** file type.
14. Click the **“Save”** button.
15. Keep track of the location where the document was saved to. You will need to located that document in the next few steps.
16. Return to your e-doc in **KFS**.

Accounting Lines ▼ hide

Accounting Lines hide detail

From import lines

	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	
add:	* Reference Origin Code	* Reference Number	Line Description						<input type="button" value="add"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>						

To import lines

	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	
add:	* Reference Origin Code	* Reference Number	Line Description						<input type="button" value="add"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>						

17. Click the **“import lines”** button.
18. Click the **“Browse”** button to locate the document you just saved.
19. Once you have located your file you will need to upload the file into **KFS**.
20. Click the **“Open”** button.
21. Click the **“Add”** button.

Tips Of The Week

Accounting Lines ▼ hide

Accounting Lines hide detail

From import lines

	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
add:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	<input type="button" value="add"/>
	* Reference Origin Code	* Reference Number	Line Description						
	<input type="text"/>	<input type="text"/>	<input type="text"/>						
1	MA UH-Manoa	7000001 PROGRAM IN EECB	<input type="text"/>	3200 SUPPLIES, OFFICE	<input type="text"/>	<input type="text"/>	<input type="text"/>	110.20	<input type="button" value="delete"/> <input type="button" value="bal inquiry"/>
	* Reference Origin Code	* Reference Number	Line Description						
	<input type="text"/>	<input type="text"/>	<input type="text"/>						
2	MA UH-Manoa	7000001 PROGRAM IN EECB	<input type="text"/>	3200 SUPPLIES, OFFICE	<input type="text"/>	<input type="text"/>	<input type="text"/>	56.35	<input type="button" value="delete"/> <input type="button" value="bal inquiry"/>
	* Reference Origin Code	* Reference Number	Line Description						
	<input type="text"/>	<input type="text"/>	<input type="text"/>						
3	MA UH-Manoa	7000001 PROGRAM IN EECB	<input type="text"/>	3200 SUPPLIES, OFFICE	<input type="text"/>	<input type="text"/>	<input type="text"/>	248.58	<input type="button" value="delete"/> <input type="button" value="bal inquiry"/>
	* Reference Origin Code	* Reference Number	Line Description						
	<input type="text"/>	<input type="text"/>	<input type="text"/>						
								Total: 415.13	

22. Your **Accounting Lines** have been added into your e-doc.

23. Make sure you have completed all of the other required fields before submitting the e-doc.