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Import Accounting Lines Overview

The Kuali Financial System (KFS) Accounting Lines Import feature allows the user to populate multiple accounting lines into the applicable KFS eDoc using a comma-separated values (CSV) file. This import feature can be useful to import multiple accounting lines instead of entering each line individually and provides a convenient way of creating the accounting line information in a spreadsheet where it is potentially easier to review. Please refer to the specific KFS eDoc User Guides for more information about the accounting line fields that are unique to those documents.

The following table lists the appropriate accounting line import templates for the commonly used KFS Financial Processing eDocs. Different eDoc types use different import templates, but in some cases multiple eDocs use the same Standard Import template. Using the incorrect template for the CSV file causes the import to fail.

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Accounting Line Import Template</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advance Deposit (AD)</td>
<td>Standard_Import.xls</td>
</tr>
<tr>
<td>Budget Adjustment (BA)</td>
<td>BA_YEBA_Import.xls</td>
</tr>
<tr>
<td>Credit Card Receipt (CCR)</td>
<td>Standard_Import.xls</td>
</tr>
<tr>
<td>Disbursement Voucher (DV)</td>
<td>DV_Import.xls</td>
</tr>
<tr>
<td>Distribution of Income and Expense (DI)</td>
<td>Standard_Import.xls</td>
</tr>
<tr>
<td>General Error Correction (GEC)</td>
<td>GEC_YEGEC_Import.xls</td>
</tr>
<tr>
<td>Internal Billing (IB)</td>
<td>Standard_Import.xls</td>
</tr>
<tr>
<td>Pre-Encumbrance-Encumbrance Lines only (PE)</td>
<td>Standard_Import.xls</td>
</tr>
<tr>
<td>Pre-Encumbrance-Disencumbrance Lines only (PE)</td>
<td>PE_Disencumbrance_Only_Import.xls</td>
</tr>
<tr>
<td>Service Billing (SB)</td>
<td>Standard_Import.xls</td>
</tr>
<tr>
<td>Single Sided Budget Adjustment (SSBA)</td>
<td>BA_YEBA_Import.xls</td>
</tr>
<tr>
<td>Transfer of Funds (TF)</td>
<td>Standard_Import.xls</td>
</tr>
</tbody>
</table>

**Accounting Line Import Templates**

The first 3 rows of the different accounting line import templates are displayed below. The required field headings are marked with an asterisk and appear in red.

- **BA_YEBA_Import.xls** for Budget Adjustment (BA) and Single Sided Budget Adjustment (SSBA)

- **DV_Import.xls** for Disbursement Voucher (DV)

  - **Note**: **Goods/Services** and **Invoice Received Dates** are not marked as required fields however the Disbursement Voucher User Guide specifies those fields as required for the University of Hawaii (UH) to calculate interest charges for late payments and fiscal year end accounts payable liability purposes.
• **GEC_YEGEC_Import.xls** for General Error Correction (GEC)

![GEC_YEGEC_Import.xls](image1)

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. *Indicates Required field

• **PE_Disencumbrance_Only_Import.xls** for Pre-Encumbrance (PE) Disencumbrance Lines only

![PE_Disencumbrance_Only_Import.xls](image2)

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. *Indicates Required field

• **Standard_Import.xls** for Advance Deposit (AD), Credit Card Receipt (CCR), Distribution of Income and Expense (DI), Internal Billing (IB), Pre-Encumbrance (PE) Encumbrance Lines only, Service Billing (SB), Transfer of Funds (TF)

![Standard_Import.xls](image3)

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. *Indicates Required field

---

### How to Import Accounting Lines

For Financial Processing documents the accounting line import templates can be accessed directly from the eDoc Accounting Lines tab. Although an account import template is available for the Requisition (REQS), the [Creating a Requisition User Guide](#) recommends manually adding accounting lines or using the “setup distribution” feature to distribute accounting lines to the current items.

**Step 1.** From the KFS Main Menu, select the Financial Processing document type you are completing then click on the question mark icon [ ] to the right of the Accounting Lines section header in the Accounting Lines tab.

![Accounting Lines](image4)

- The system opens the on-line help Overview for the Data Import Templates and lists the available templates used to import multiple accounting lines and other data.
Step 2. Click on the accounting line import template that corresponds to the document type you are working on.

- For this example since the accounting line import template was accessed from the Distribution of Income and Expense (DI) Accounting Lines tab, the Standard_Import.xls was selected.

- The following KFS Standard_Import.xls user documentation was displayed which includes a link to the Standard_Import.xls template as well as information regarding the template format.
Step 3. Click on the Standard_Import.xls link. From the Opening Standard_Import.xls pop up window, click on the “OK” button and the import template spreadsheet is displayed.

If you receive the Protected View warning displayed below, click on “Enable Editing”.

Note: The screenshot to the left was displayed when using the Firefox web browser. Depending on your Firefox settings or if you are using a different web browser, the Opening Standard_Import.xls pop up window might not be displayed.

- The first 3 rows provide instructions on how to complete the template.
  - The required field headings are marked with an asterisk and appear in red.
  - Do not delete the Chart column, ACCOUNTS_CAN_CROSS_CHARTS_IND parameter for UH=YES.

Step 4. Enter the data for the required fields and any other optional fields as applicable starting at row 4.

Important notes for entering data:
- If working with codes that start with a 0 (zero), please ensure the field is in "Text" format or enter an apostrophe (' ) before the code, otherwise the leading zeros will be "dropped" when the data is imported into the document.
- Amounts should not have commas. If the Amount field is in "Number" format, ensure the "Use 1000 Separator (,)" check box is blank, or change the field to "Text" format.

- Do not use commas in the Line Description because the CSV format uses the comma to separate values into different fields.
- If a formula for the Amount column was added, delete the line with the Amount column total before performing Step 7.

Step 5. After the properly formatted data have been entered and if the import file is to be used again in the future, save the file as an Excel workbook (see Helpful Tip below), then proceed with the next step. Skip this step if the file will not be used again.
Step 6. Delete the first three rows of the import template spreadsheet.

Step 7. Use the “Save As” option in the Excel File tab, enter the File name (see Helpful Tip below), then from the Save as type drop down menu, select CSV (Comma delimited) to save the spreadsheet in comma-separated values (CSV) format.

- Click on the Save button. If you receive the following warning message, click on “Yes” to keep the workbook in CSV format.

- If you receive the following warning message upon closing the saved CSV file, click on Don’t Save to exit the document. Clicking Save will require you to repeat the above “Save As” step.

Important Note: If using the import lines feature to populate more than one section in the Accounting Lines tab (e.g. From and To), a separate CSV file needs to be created for each section.

Helpful Tip: When saving the Excel or CSV file, include the document type and accounting line section (From or To; Income or Expense; Enc or Disenc; etc) in the file name to distinguish the files and prevent importing the CSV file into the incorrect accounting lines. For the above example, the document type DI and From was added to the CSV file name (Standard_Import DI RCUH Advance Exp Reclass From).
Step 8. Click on the import lines button in the respective section of the Accounting Lines tab to populate the accounting lines using the saved CSV file. For the DI example below the From section accounting lines will be imported.

![Accounting Lines](image)

Step 9. Click on Browse to select the CSV file to upload.

- Go to the location of the saved CSV, select the file to upload and click Open.
  ![Browse](image)

- The selected file name is displayed after the Browse button. Review the file name to ensure the correct file has been selected.
  - If the selected file is not correct, click on cancel import and restart the file selection process.
Step 10. Click the add button after the file name and the accounting line(s) is populated as specified in the CSV file.

Step 11. Repeat the above steps if more than one Accounting Lines section is to be populated using the import feature.

- For the same DI example, the To section import lines was clicked and the Standard_Import DI RCUH Advance Exp Reclass To.csv file was selected.
After clicking the add button, the accounting lines in the To section were populated.

<table>
<thead>
<tr>
<th>* Chart</th>
<th>* Account</th>
<th>Sub-Account</th>
<th>* Object</th>
<th>Sub-Object</th>
<th>Project</th>
<th>Org Ref Id</th>
<th>* Amount</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>SW</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
<td></td>
</tr>
</tbody>
</table>

**Step 12. Complete and submit the document.**

**How to Correct Imported Accounting Lines**

If incorrect accounting lines were imported or error messages are received when saving or submitting the document due to invalid or missing data, use one of the correction options below:

- Manually edit the individual accounting lines.
- Delete the incorrect accounting line and manually add the correct accounting line if applicable.
  - **Note:** The manually added accounting line number will start with the next consecutive line number after the last accounting line number (e.g. import added 3 accounting lines, therefore line #3 was the last accounting line, incorrect accounting line #2 was deleted, new manually added accounting line is line #4).
- Delete all imported accounting lines, then create or use a CSV file with the correct accounting lines and import the correct CSV file.
  - **Note:** The accounting line numbers will start with the next consecutive line number after the last incorrect accounting line number (e.g. previous incorrect import added 2 accounting lines, therefore line #2 was the last accounting line, new correct import accounting lines will start with line #3 - see Example 2).
- Cancel the eDoc, create a new document, create or use a CSV file with the correct accounting lines and import the correct CSV file.
Accounting Line Import Examples and Scenarios

Example 1 – Disbursement Voucher (DV) Import Accounting Lines for Multiple Invoices

DV 7247673 was initiated to generate a check payment to the Board of Water Supply for water and sewer services at multiple Manoa Campus locations.

- **DV_Import.xls** template Required fields, UH required Goods/Services and Invoice Received Dates and optional Invoice Number and Invoice Date fields were completed for each Manoa Campus location.

![Template Spreadsheet](image1)

- The first 3 rows of the template spreadsheet were deleted and the file was saved in CSV format.

![CSV Format](image2)
- Import lines was clicked and the Browse feature was used to select the CSV file.

- After clicking the add button, the Accounting Lines were populated with the CSV file data.
The remaining tabs of DV 7247673 were completed with the required data and attachments, successfully saved, submitted and routed for Account Supervisor approval.
Example 2 – General Error Correction (GEC) Import From - Delete Incorrect Lines and Import Corrected CSV

GEC 7247674 was initiated to correct Destiny Non-credit tuition and fee **Income refund (debit)** transactions posted to WI 2301029 WCC C3T account in error. Transactions should have posted to WI 3301775 CCE Ocean Safety.

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Chart Code</th>
<th>Account Number</th>
<th>Sub-Account Number</th>
<th>Object Code</th>
<th>Balance Type Code</th>
<th>Type Code</th>
<th>Document Type</th>
<th>Document Number</th>
<th>Delete Code</th>
<th>Document Number</th>
<th>Transaction Description</th>
<th>Debit Credit Code</th>
<th>Transaction Date</th>
<th>Organization Document Number</th>
<th>Project Code</th>
<th>Organization Reference ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>2022</td>
<td>WI</td>
<td>2301029</td>
<td>0035</td>
<td></td>
<td>A</td>
<td>C</td>
<td>D</td>
<td>D7</td>
<td>I</td>
<td>G1</td>
<td>Destiny Transactions</td>
<td>135</td>
<td>11/16/2021</td>
<td></td>
<td>0254</td>
<td></td>
</tr>
<tr>
<td>2022</td>
<td>WI</td>
<td>2301029</td>
<td>0035</td>
<td></td>
<td>A</td>
<td>C</td>
<td>D</td>
<td>D7</td>
<td>I</td>
<td>G1</td>
<td>Destiny Transactions</td>
<td>135</td>
<td>11/16/2021</td>
<td></td>
<td>0254</td>
<td></td>
</tr>
<tr>
<td>2022</td>
<td>WI</td>
<td>2301029</td>
<td>0035</td>
<td></td>
<td>A</td>
<td>C</td>
<td>D</td>
<td>D7</td>
<td>I</td>
<td>G1</td>
<td>Destiny Transactions</td>
<td>143101</td>
<td>11/23/2021</td>
<td></td>
<td>0251</td>
<td></td>
</tr>
</tbody>
</table>

- **GEC_YEGEC_Import.xls** template Required fields and optional fields Org Ref ID and Line Description were completed for the **From** section.

- The first 3 rows of the **From** template spreadsheet were deleted and the file was saved in CSV format.

  - **Note**: Although the CSV file does not display the leading zeros for the Object Code and Org Ref ID fields, when the CSV file data is imported, the Accounting Lines include the leading zeroes as properly formatted in the import template. See screenshot of Accounting Lines tab on page 16.
• **GEC_YEGEC_Import.xls** template Required fields and optional fields Org Ref ID and Line Description were completed for the **To** section.

![GEC_YEGEC_Import.xls](image)

• The first 3 rows of the **To** template spreadsheet were deleted and the file was saved in CSV format.

  ![GEC_YEGEC_Import.xls](image)

  o **Note**: Although the CSV file does not display the leading zeros for the Object Code and Org Ref ID fields, when the CSV file data is imported, the Accounting Lines include the leading zeroes as properly formatted in the import template.

• **From** section import lines was clicked and the **Browse** feature was used to select the **From** CSV file.

![Kuali financial systems](image)
After clicking the **add** button, the **From** Accounting Lines were populated with the CSV file data.

- **Note**: Object Code and Org Ref ID leading zeros are included.

GEC 7247674 was saved and the General Ledger Pending Entries tab was reviewed to verify the **From** entries to be posted in the General Ledger upon final approval.

- General Ledger Pending Entries Seq #1 and Seq #3 for WI 2301029 Object Code 0035 Object Type IN (Income) **incorrectly displayed D/C=D (debit)** but **should be D/C=C (credit)** to offset the original debit transactions posted on 11/16/2021.

- WI 2301029 Object Code 0035 Object Type IN (Income) should be in the **To section to record credit entries**.
- From section incorrect accounting lines #1 and #2 were deleted and correct From WI 3301775 csv file was selected for import.

- After clicking the add button, the From Accounting Lines were populated with the CSV file data.
  
  **Note:** The accounting line numbers start with #3, the next consecutive line number after the last incorrect accounting line #2 was deleted.
To section import lines was clicked and the Browse feature was used to select the correct To WI 2301029 CSV file.

After clicking the add button, the To Accounting Lines were populated with the CSV file data.

GEC 7247674 was saved and the General Ledger Pending Entries tab was reviewed to verify the From and To entries to be posted in the General Ledger upon final approval.

- General Ledger Pending Entries Seqs #1 and #3 for WI 3301775 Object Code 0035 Object Type IN (Income) correctly displayed D/C=D (debit) and Seqs #5 and #7 for WI 2301029 Object Code 0035 Object Type IN (Income) correctly displayed D/C=C (credit) to offset the original debit transactions posted on 11/16/2021.

Since the General Ledger Pending Entries were correct, GEC 7247674 was submitted and routed to the FA for approval.
Example 3 – Pre-Encumbrance (PE) - Disencumbrance Only Import and Manually edit/correct imported line

PE 7247676 was initiated to disencumber PE eDocs 6719316 $3,936.00 and 6748803 $1,060.00 encumbered in FY2021. Site licenses were provided and billed in FY2021 however PEs were not disencumbered; therefore the Outstanding amounts were carried forward to FY2022.

- In FY2021 PE 6719316 to encumber funds for Interdepartmental Order (IDO) 116003 and PE 6748803 to encumber funds for IDO 116004 were processed on 03/29/2021 and 04/07/2021 respectively.

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Chart Code</th>
<th>Account Number</th>
<th>Sub-Account Number</th>
<th>Object Code</th>
<th>Balance Type</th>
<th>Object Type Code</th>
<th>Document Type</th>
<th>Origin Code</th>
<th>Document</th>
<th>Description</th>
<th>Date</th>
<th>Credit Code</th>
<th>Amount</th>
<th>Transaction Date</th>
<th>Organization Code</th>
<th>Project Code</th>
<th>Organization Reference ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>2021</td>
<td>H1</td>
<td>6110330</td>
<td>72127</td>
<td>PE</td>
<td>EX</td>
<td>02</td>
<td>PE</td>
<td>01</td>
<td>6719316</td>
<td>MgS-WSDC19</td>
<td>3,936.00</td>
<td>02/29/2021</td>
<td>IDO 116003</td>
<td>116003</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2021</td>
<td>H1</td>
<td>6110330</td>
<td>72127</td>
<td>PE</td>
<td>EX</td>
<td>10</td>
<td>PE</td>
<td>01</td>
<td>6748803</td>
<td>OFC STANDARD LIC WITH MAC</td>
<td>1,060.00</td>
<td>04/07/2021</td>
<td>IDO 116004</td>
<td>116004</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- In FY2021 ITS processed SB 6738545 on 04/05/2021 and SB 6774426 on 04/16/2021 to charge HI 6110330 7217 for IDOs 116003 and 116004 respectively.

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Chart Code</th>
<th>Account Number</th>
<th>Sub-Account Number</th>
<th>Object Code</th>
<th>Balance Type</th>
<th>Object Type Code</th>
<th>Document Type</th>
<th>Origin Code</th>
<th>Document</th>
<th>Description</th>
<th>Date</th>
<th>Credit Code</th>
<th>Amount</th>
<th>Transaction Date</th>
<th>Organization Code</th>
<th>Project Code</th>
<th>Organization Reference ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>2021</td>
<td>H1</td>
<td>6110330</td>
<td>72127</td>
<td>AC</td>
<td>EX</td>
<td>10</td>
<td>SB</td>
<td>01</td>
<td>6738545</td>
<td>066 - Site License</td>
<td>3,936.00</td>
<td>04/05/2021</td>
<td>116003</td>
<td>116003</td>
<td></td>
<td></td>
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<tr>
<td>2021</td>
<td>H1</td>
<td>6110330</td>
<td>72127</td>
<td>AC</td>
<td>EX</td>
<td>10</td>
<td>SB</td>
<td>01</td>
<td>6774426</td>
<td>066 - Site License</td>
<td>1,060.00</td>
<td>04/16/2021</td>
<td>116004</td>
<td>116004</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- The FY2021 Outstanding amounts for PEs 6719316 and 6748803 were carried forward to FY2022.
• **PE_Disencumbrance_Only_Import.xls** template Required fields and optional field Org Ref ID were completed.
  o **Note:** The Ref Number fields for both Rows 4 and 5 were completed with PE number 6719316, however Row 5, Org Ref ID 116004 $1,060.00 Ref Number should be 6748803.

![Excel screenshot](image1)

• The Ref Number error was not noticed, first 3 rows of the template spreadsheet were deleted and the file was saved in CSV format.

![Excel screenshot](image2)

• **PE 7247676 Disencumbrance** section import lines was clicked and the **Browse** feature was used to select the CSV file.

![Image](image3)
- After clicking the **add** button, the **Disencumbrance** Accounting Lines were populated with the CSV file data.
- PE 7247676 was successfully saved with incorrect Reference Number 6719316 for Line 2; correct Reference Number should be 6748803 for IDO 116004 $1,060.00.
- The **Open Encumbrance Lookup** with **Include Pending Ledger Entry=All, Include Zeroed Out Encumbrances=Include** was reviewed to confirm that the **saved PE 7247676** disencumbrance entries will correctly zero out the Outstanding Amounts.

  - Due to the **incorrect Reference Number 6719316** in Line 2, the Outstanding Amount for PE 6719316=($1,060.00) and the Outstanding Amount for PE 6748803=$1,060.00.

- **PE 6747676 Line 2 Reference Number** was **manually edited** to reflect correct PE number 6748803 and successfully saved.
The Open Encumbrance Lookup with Include Pending Ledger Entry=All, Include Zeroed Out Encumbrances=Include was reviewed to confirm that the corrected PE 7247676 disencumbrance entries will zero out the Outstanding Amounts.

- With the corrected Reference Number 6748803 for Line 2, the Outstanding Amount=zero for PE 6719316 and PE 6748803.

- Since the Open Encumbrance Outstanding Amounts=zero, PE 7247676 was submitted and routed to the FA for approval.
Example 4 – Single Sided Budget Adjustment (SSBA) Import To/Increase with errors

SSBA eDoc number 7247672 was initiated to input FY22 Student Help and Supplies Budget for Institutional Support TFSF accounts. The import lines feature was used to populate the To/Increase section of the Accounting Lines tab.

- **BA_YEBA_Import.xlsx** template was completed and a formula was added to the Current Amount column to confirm the Institutional Support TFSF total budget.

![Excel Spreadsheet](image1)

- The first 3 rows of the template spreadsheet were deleted and the file was saved in CSV format.
  - **Note:** The line with the Current Amount column total was **not deleted**.

![Excel Spreadsheet](image2)
- To/Increase section import lines was clicked and the Browse feature was used to select the CSV file.

- After clicking the add button, the To/Increase section was populated with the CSV file data including the Current Amount column total in line 7.
- After clicking save, 4 errors were found for line 7, the Current Amount column total that was not deleted.
  - **Note**: A delete button is available in the Actions column for the user to delete the line.
After incorrect accounting line 7 was deleted, SSBA 7247672 was successfully saved, submitted and routed for FA approval.