

DV MUTLIPLE INVOICE IMPORT PROCEDURE

The following procedure will illustrate where to find and use an MS-Excel spreadsheet to import your payment information into the DV Accounting Lines.

1. Select Disbursement Voucher from the Main Menu Screen. Complete the payee information tab. At the Accounting Lines tab, look for the Question Mark next to the Accounting Lines title. Click on to this Question Mark.

The screenshot shows the 'Accounting Lines' window. At the top, there is a 'hide' button. Below it, the title 'Accounting Lines' is followed by a question mark icon and a 'hide detail' button. A 'Source' label is on the left, and an 'import lines' button is on the right. The main area contains a table with the following columns: * Chart, * Account Number, Sub-Account, * Object, Sub-Object, Project, Org Ref Id, * Amount, and Actions. The * Amount column shows '0.00'. Below the table, there is an 'add:' label followed by three input fields: 'Line Description', 'Invoice Number', and 'Invoice Date'. An 'add' button is located at the bottom right of the form.

2. The screen will drop down and give you selection data import information. Select **DV_Import.xls** and the screen will open this information page.

The screenshot shows a web browser window with a 'Contents' sidebar on the left and a main content area. The sidebar lists various navigation options, including 'Overview', 'Kuali Communities Overview', 'About the KFS User Documentation', 'Key Kuali Components', 'KFS Architecture', 'KFS Modules', 'Navigating through the KFS', 'KFS E-Doc Fundamentals', 'Data Import Templates', 'Maintenance E-Doc Fundamentals', 'Workflow: Overview and Key Concepts', 'Standard Reports', 'Batch Upload Basics', 'Core Modules', 'Accounts Receivable', 'Budget Construction', 'Contracts & Grants', 'Capital Asset Modules', 'Effort Certification', 'Financial Processing', 'Endowment', 'Labor Distribution', 'Purchasing/Accounts Payable', and 'System Administration'. The main content area is titled 'Overview' and 'Data Import Templates'. It contains a paragraph of text explaining that KFS line import templates allow importing accounting lines, endowment transaction lines, and purchasing line items from a comma-delimited (.csv) file. Below the text is a 'More:' section with a list of links to various data import templates. A red arrow points to the link 'DV_Import.xls'.

Data Import Templates

KFS line import templates allow you to import any number of accounting lines, [endowment](#) transaction lines, purchasing line [items](#), and other types of data from a comma-delimited (.csv) file. This section contains a table that lists types of e-docs for which templates are available in the default system and provides a link to the corresponding template for each [document type](#). Following the table is a process overview that includes [complete](#) instructions for using templates to import multiple lines of data. A additional subsections contain detailed information about each template.

More:

- [Links to Default Data Import Templates](#)
- [Process Overview](#)
- [AD_CR_CCR_SE_Import.xls](#)
- [DV_Import.xls](#)
- [AV_Import.xls](#)
- [BA_YEBA_Import.xls](#)
- [DI_YEDI_IB_TF_YETF_PE_Encumbrance_Only_Import.xls](#)
- [GEC_YEGEC_Import.xls](#)
- [ICA_Import.xls](#)
- [JV_Ext_Encumbr_Import.xls](#)
- [JV_NonOffset_Bal_Type_Import.xls](#)
- [JV_Offset_Bal_Type_Import.xls](#)
- [LLJV_Import.xls](#)
- [ND_Import.xls](#)
- [PE_Disencumbrance_Only_Import.xls](#)
- [PURAP_Item_Import.xls](#)
- [PURAP_Account_Import.xls](#)
- [CAM_MPAY_Account_Import.xls](#)
- [BC_Annual_Request_Imports.xls](#)
- [BC_Monthly_Request_Imports.xls](#)
- [KEM_EAI_EAD_ELI_ELD_Import.xls](#)
- [KEM_ECI_ECDD_ECT_Import.xls](#)
- [KEM_EST_Import.xls](#)
- [KEM_ECA_Import.xls](#)

Overview > Data Import Templates

DV_Import.xls

The [DV_Import.xls](#) template applies to [Disbursement Voucher \(DV\)](#) documents.

The basic format of the template is shown below.

If your institution has set the ACCOUNTS_CAN_CROSS_CHARTS_IND parameter to NO, delete the Chart column before using this template.
Delete the first three rows of text before saving your document to import in csv format.

Chart* (2 characters)	Account* (7 digits)	Sub-Acct (4 digits)	Object* (4 digits)	Sub-Obj (3 digits)	Project (up to 10 digits)	Org Ref ID (up to 8 digits)	Line Descr. (up to 40 Characters)	Amount*	Invoice Number (up to 20 characters)	Invoice Date mm/dd/yy	* Indicates Required field
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DV_Import template format

Column	Field
A	Chart Code* ⚠️⚠️⚠️⚠️ If your institution has set the ACCOUNTS_CAN_CROSS_CHARTS_IND parameter to NO, delete this column before using the template.
B	Account Number*
C	Sub-Account Number
D	Object Code*
E	Sub-Object Code ⚠️
F	Project Code ⚠️
G	Organization Reference Id

You could scroll downward to see the rest of the fields.

The basic format of the template is shown below.

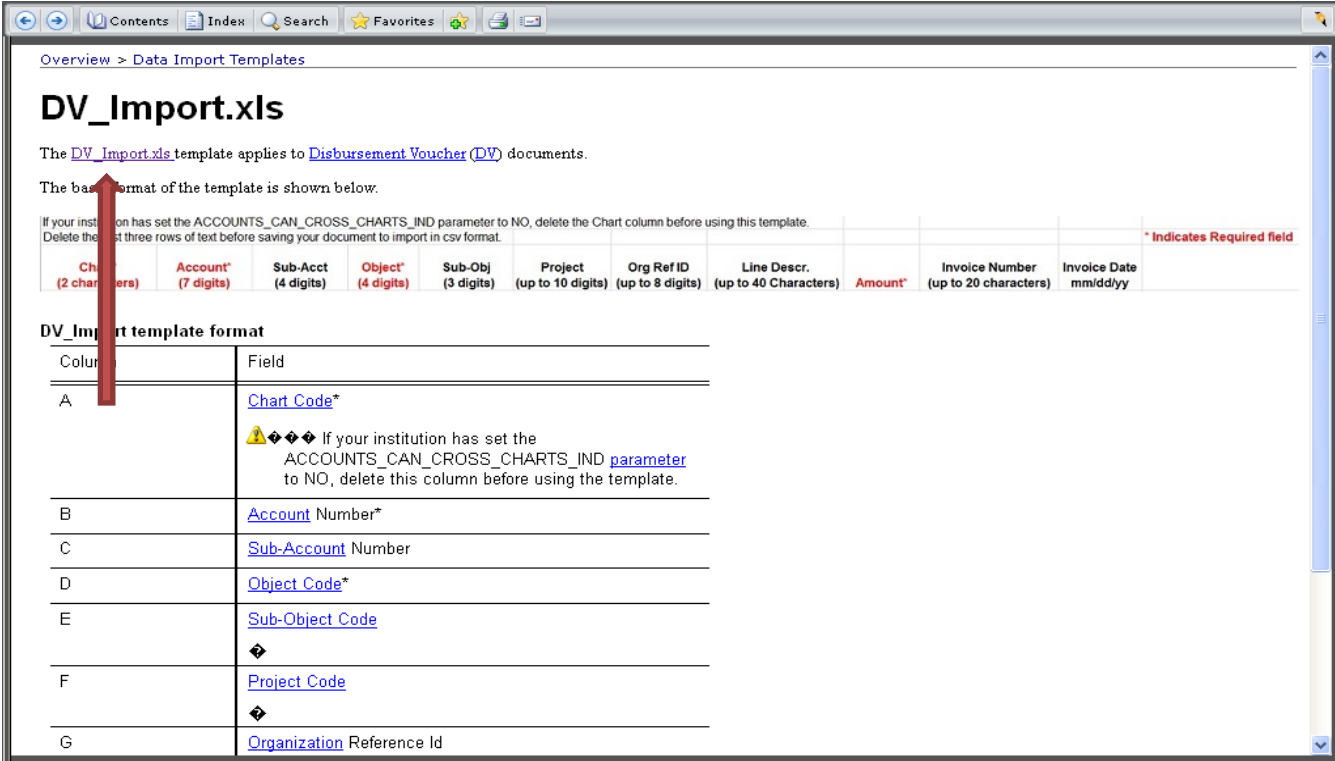
If your institution has set the ACCOUNTS_CAN_CROSS_CHARTS_IND parameter to NO, delete the Chart column before using this template.
Delete the first three rows of text before saving your document to import in csv format.

Chart* (2 characters)	Account* (7 digits)	Sub-Acct (4 digits)	Object* (4 digits)	Sub-Obj (3 digits)	Project (up to 10 digits)	Org Ref ID (up to 8 digits)	Line Descr. (up to 40 Characters)	Amount*	Invoice Number (up to 20 characters)	Invoice Date mm/dd/yy	* Indicates Required field
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DV_Import template format

Column	Field
A	Chart Code* ⚠️⚠️⚠️⚠️ If your institution has set the ACCOUNTS_CAN_CROSS_CHARTS_IND parameter to NO, delete this column before using the template.
B	Account Number*
C	Sub-Account Number
D	Object Code*
E	Sub-Object Code ⚠️
F	Project Code ⚠️
G	Organization Reference Id
H	Line Description(up to 40 characters)
I	Invoice Number(up to 20 characters)
J	Invoice Date(MM/DD/YYYY format)
	⚠️

- Use this screen as a guide to fill in the MS-Excel spreadsheet. Click on the **DV_Import.xls** template at the top of the screen to download the spreadsheet.



- Once the spreadsheet is downloaded, drag and drop on to your Desktop. Click onto the spreadsheet file to open it. The spreadsheet looks like this below.

If your institution has set the ACCOUNTS_CAN_CROSS_CHARTS_IND parameter to NO, delete the Chart column before using this template. Delete the first three rows of text before saving your document to import in csv format. * Indicates Required field

Chart* (2 characters)	Account* (7 digits)	Sub-Acct (4 digits)	Object* (4 digits)	Sub-Obj (3 digits)	Project (up to 10 digits)	Org Ref ID (up to 8 digits)	Line Descr. (up to 40 Characters)	Amount*	Invoice (up to 20 characters)	Invoice Date mm/dd/yy
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- The instruction field occupies the first three rows of the spreadsheet. Fill the required data fields starting at Row 4. As you input the information in each row, ensure you have the invoices sequenced properly to match each accounting line. Upon completion, save and rename your spreadsheet.

If your institution has set the ACCOUNTS_CAN_CROSS_CHARTS_IND parameter to NO, delete the Chart column before using this template. Delete the first three rows of text before saving your document to import in csv format.

Chart* (2 characters)	Account* (7 digits)	Sub-Acct (4 digits)	Object* (4 digits)	Sub-Obj (3 digits)	Project (up to 10 digits)	Org Ref ID (up to 8 digits)	Line Descr. (up to 40 Characters)	Amount*	Invoice (up to 20 characters)	Invoice Date mm/dd/yy
MA	1234567		3200					100.00		06/12/13
MA	2234567		3400					50.00		06/13/13
MA	3345678		3200					75.00		06/14/13
MA	2234567		3200					125.00		06/15/13

- Once you have verified your data lines, **delete Rows 1 through 3** and save the spreadsheet as a **CSV (Comma delimited) (*.csv)** file.

MA	1234567	3200			100.00	06/12/13
MA	2234567	3400			50.00	06/13/13
MA	3345678	3200			75.00	06/14/13
MA	2234567	3200			125.00	06/15/13

- Go back to the KFS screen and Press the **IMPORT LINES** button.

The screenshot shows the 'Accounting Lines' interface. At the top right, there is a 'hide detail' button. Below it, a 'Source' section contains an 'import lines' button, which is highlighted by a red arrow. The main table has columns for * Chart, * Account Number, Sub-Account, * Object, Sub-Object, Project, Org Ref Id, * Amount, and Actions. The * Amount column shows 0.00. Below the table, there are input fields for Line Description, Invoice Number, and Invoice Date, along with an 'add' button.

- The screen will change to below. Click on the **Browse button**. The screen will change to display a drop down list of files.

The screenshot shows the 'Accounting Lines' interface after clicking the 'import lines' button. The 'import lines' button is replaced by a 'Browse...' button, which is highlighted by a red arrow. The text 'No file selected.' is displayed next to it. The 'add' and 'cancel import' buttons are also visible. The rest of the interface, including the table and input fields, remains the same as in the previous screenshot.

9. Select your saved csv file.

Accounting Lines ▼ hide

Accounting Lines ? hide detail

Source Browse... DV Test 1_Import.csv add cancel import

	* 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"/>	0.00	
add:	Line Description		Invoice Number	Invoice Date					add
	<input type="text"/>		<input type="text"/>	<input type="text"/>					

10. Press the **Add button** to drop the spreadsheet data into the accounting lines.

Accounting Lines ? hide detail

Source 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"/>	0.00	
add:	Line Description		Invoice Number	Invoice Date					add
	<input type="text"/>		<input type="text"/>	<input type="text"/>					
1	MA UH-Manoa	1234567	<input type="text"/>	3200 SUPPLIES, OFFICE	<input type="text"/>	<input type="text"/>	<input type="text"/>	100.00	delete bal inquiry
	Line Description		Invoice Number	Invoice Date					
	<input type="text"/>		<input type="text"/>	06/12/2013					
2	MA UH-Manoa	2234567	<input type="text"/>	3400 OTHER SUPPLIES	<input type="text"/>	<input type="text"/>	<input type="text"/>	50.00	delete bal inquiry
	Line Description		Invoice Number	Invoice Date					
	<input type="text"/>		<input type="text"/>	06/13/2013					
3	MA UH-Manoa	3345678	<input type="text"/>	3200 SUPPLIES, OFFICE	<input type="text"/>	<input type="text"/>	<input type="text"/>	75.00	delete bal inquiry
	Line Description		Invoice Number	Invoice Date					
	<input type="text"/>		<input type="text"/>	06/14/2013					
	MA UH-Manoa	2234567	<input type="text"/>	3200 SUPPLIES, OFFICE	<input type="text"/>	<input type="text"/>	<input type="text"/>	125.00	

11. You have now completed your task of importing your data from an MS-Excel Spreadsheet to your DV Accounting lines. The above is just an illustration. You should also fill in the Invoice Number and Line Description fields (when applicable).