



Import Lines on Customer Invoice: Quick Guide for Financial Services AR

UCI Division of Finance and Administration | With U • For U

Import Accounting Lines

The Customer Invoice (INV) in Financial Services' implementation of Accounts Receivable (AR) has an 'import lines' feature. This is useful for areas that have multiple line items they want to bill for on an invoice, in lieu of an overall invoice template.

This Import Lines button (Accounting Lines tab) allows you to use Excel to create & import a **.csv (Comma Separated Value)** file, so long as it is in the proper format and contains valid field values.

The screenshot shows the 'ACCOUNTING LINES' interface. At the top, there is a blue header bar with 'ACCOUNTING LINES' on the left and 'Import Templates' in a red-bordered box on the right. Below the header, the word 'SOURCE' is displayed on the left, and 'HIDE DETAILS' and 'IMPORT LINES' (in a red-bordered box) are on the right. The main area contains a table with columns for various fields and an 'ACTIONS' column. The 'ACTIONS' column contains a refresh icon and a green '+' button.

* CHART	* ACCOUNT	SUB-ACCOUNT	* OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	* AMOUNT	ACTIONS
<input type="text" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	
* INVOICE ITEM CODE	* INVOICE ITEM QUANTITY	* INVOICE ITEM DESCRIPTION	INVOICE ITEM SERVICE DATE	* INVOICE ITEM UNIT PRICE	LINE DESCRIPTION			<input type="text"/>
<input type="text"/>	<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			<input type="text"/>

Find Accounting Lines Template

From the Accounting Lines tab in the Customer Invoice document, select the “Import Templates” link to go to the Importing Accounts Lines instructions on Accounting’s website (hyperlinked from KFS)



The screenshot shows a navigation bar with 'ACCOUNTING LINES' and 'Import Templates' (highlighted with a red box). Below the bar is a table with columns: * CHART, * ACCOUNT, SUB-ACCOUNT, * OBJECT, SUB-OBJECT, PROJECT, ORG REF ID, * AMOUNT, and ACTIONS. Buttons for 'HIDE DETAILS' and 'IMPORT LINES' are visible on the right.

- OR -

When not in the KFS eDoc, you can go directly to the Importing Accounting Lines guide, from Accounting’s KFS Help Guides and Instructions page:

- <https://accounting.uci.edu/support/guides/index.html>



The screenshot shows the 'KFS Help Guides and Instructions' page. A list of guides is on the left, and a 'Getting Started' section is on the right. The link 'Importing Accounting Lines from a CSV' is highlighted with a red box.

Find Accounting Lines Template

Accounting's website details instructions on how to use the Import Accounting Lines for all types of documents in KFS

- *Select the "navigate here" link to access all eDoc templates*

The screenshot shows a navigation bar with tabs: Accounts Payable, Contracts & Grants, Financial Services, General Accounting, Payroll, Procurement, and Support. Below the navigation bar is a breadcrumb trail: Home » Financial Management Support » Help Guides » Importing Accounting Lines. The main heading is 'Importing Accounting Lines'. On the left is a sidebar menu for 'Financial Management Support' with links: Help Guides and Instructions, KFS Training Classes, How to register for KFS Training in UCLC, Frequently Asked Questions, Fiscal Officers Resources, Financial Reports Home, and Back to Accounting Home. The main content area is titled 'Import Lines feature in KFS' and contains two paragraphs. The first paragraph explains that some KFS eDocs allow users to import line items/lists to auto-fill a section, and that the Accounting Lines tab is often used for this purpose. The second paragraph states that the import lines button is located in the upper right of each appropriate tab (e.g., Accounting Lines tab in the Disbursement Voucher, or Line Items tab in the Requisition) and allows users to import a CSV file. A red box highlights the text 'navigate here*' in the sentence: 'To get all the .CSV templates per document type, [navigate here*](#)'. A footnote below states: '*Note that the above hyperlink redirects and requires the user to log in to ZotPortal.' The bottom of the page contains a partial paragraph: 'Different types of KFS eDocs use different import templates, but in some cases multiple e-docs can use the same template. The columns of the .csv import template files varies by document type. Using the incorrect'.

Download Financial Services AR Template

Select the “Download template for” link above Financial Services Accounts Receivable (AR) and open the xlsx template download

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CMS File View

Import Line Templates Options

Summary: This page provides the links to the templates used for Accounting Lines import from csv. [See the guide on how to import lines from a csv.](#)

Download template for:

- Advance Deposits(AD)
- Cash Receipt(CR)
- Credit Card Receipts(CCR)
- Distribution of Income and Expense(DI)
- Disbursement Voucher(DV)
- Internal Billing(IB)
- Pre-Encumbrance-encumbrance lines only(PE)
- Service Billing(SB)

Download template for:

- Auxiliary Voucher(AV)

Download template for:

- Financial Services Accounts Receivable (AR)

Download template for:

- Budget Appropriation Transaction for KBM Users (BAT-KBM)

FS-AR-template (2).xlsx

Show a

*****Ensure that your browser settings allow for popups/downloads**

Edit the Template & Save

- Populate required information: marked with an * (asterisk)
- Enter any optional field columns as needed
- *Delete the first two rows of the template (rows 1 and 2)*
 - Using the incorrect format or skipping column required fields for the .csv file causes the import to fail or have errors.
- *Save your document* (see next slide)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Delete the first two rows of text before saving your document to import into a CSV format										*Indicates Required field		Put "N" on all	
2	Chart*	Account*	Sub-Acct	Object*	Sub-Obj	Project	Org Ref ID	Item Code*	Quantity*	Item Desc*	Item Service Date	UoM*	Unit Price*	Taxable Indicator*
3	IR	SS10854		R821				SUNDRY	12	SERVICE AGREEMENT	2/25/2023	EA	1000	N
4	IR	SA10152		S975				SUNDRY	1	SAMPLES	2/25/2023	EA	60.17	N
5	IR	SA10155		8135				SUNDRY	1	OREINTATION FEE	2/25/2023	EA	80.09	N
6	IR	SA11096		R821				SUNDRY	3	SUPPORT HOURS	2/13/2023	EA	75	N
7	IR	FG15322		R630				SUNDRY	36	SUPPLIES	2/13/2023	EA	10.02	N

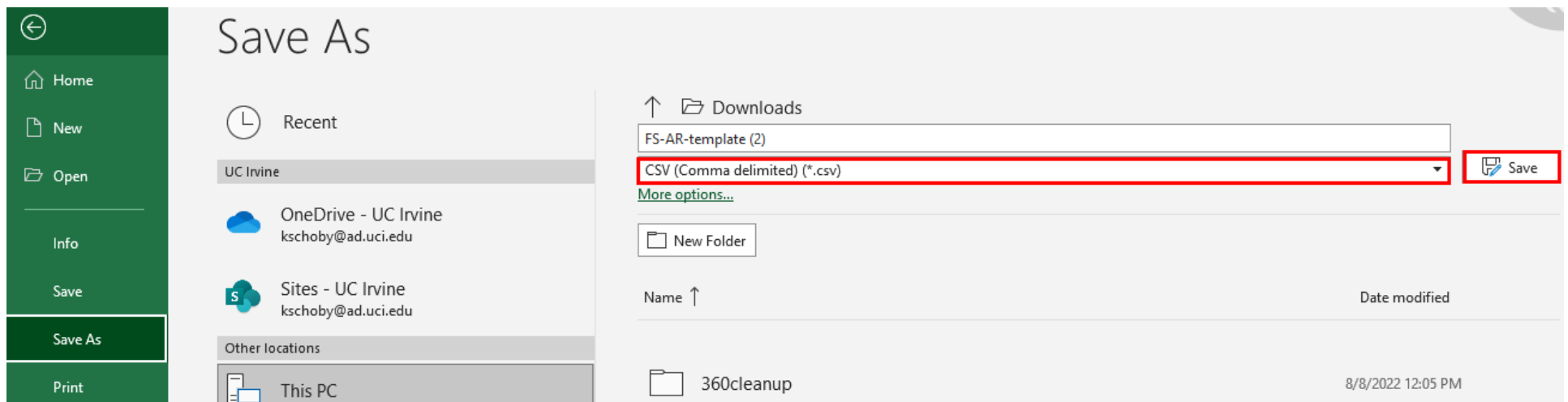
Important Note: KFS allows many accounting lines to be entered. However, only up to **14** appear on a *printed invoice* to give to a Customer. If you need to import more than 14 lines, contact Financial Services for guidance: nonstudentar@uci.edu

Edit the Template & Save

Save the spreadsheet as a CSV (comma delimited (*.csv) file

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	IR	SS10854		R821				SUNDRY	12	SERVICE AGREEMENT	2/25/2023	EA	1000	N
2	IR	SA10152		S975				SUNDRY	1	SAMPLES	2/25/2023	EA	60.17	N
3	IR	SA10155		8135				SUNDRY	1	OREINTATION FEE	2/25/2023	EA	80.09	N
4	IR	SA11096		R821				SUNDRY	3	SUPPORT HOURS	2/13/2023	EA	75	N
5	IR	FG15322		R630				SUNDRY	36	SUPPLIES	2/13/2023	EA	10.02	N
6														

Use the 'Save As' feature in Excel and before selecting the save button, change the type via dropdown & select CSV(Comma delimited) (*.csv)



Financial Services AR Template Fields

Field	Description
Chart, Account, Sub-Acct, Object, Sub-Obj, Project, Org Ref ID	Full Accounting Unit (FAU) fields should be populated with the Department's Income or Department Receivables account/object. Each field must contain an active/valid value from KFS. Org Ref ID is free-fill up to 10 characters. All of these fields appear on the General Ledger and may 'collapse' to post one accounting line entry if all of these fields are the same. (Note that "Line Description" in the Accounting Lines tab is not part of the Import Template, but that also appears on a GL and will separate different GL entries)
Item Code (for Financial Services AR use <i>SUNDRY</i> or <i>THIRDP</i> item code only)	<ul style="list-style-type: none"> • SUNDRY: Sundry Debtors= Goods and services, fines, claims for reimbursement, and other miscellaneous obligations due to the University. • THIRDP: Third-Party Sponsors= Payments due from Third-Party sponsors- e.g., College Prepaid Plans, State programs, Department of Veterans Affairs, Private Programs, etc.
Unit of Measure (UOM)	Enter the 2-digit code "EA" (Each) for the unit of measure. This is not shown on the invoice, yet will be required when using the upload template.
Quantity	Qty of items being billed for (value should be 1 for all non-qty items)
Item Description	Item description appears on an invoice & should be a very short description of item or service
Item Service Date	Optional (can leave blank) Date of the date the good was in service/used- mm/dd/yyyy
Unit Price	The price per Unit of Measure. For Qty of "1", this is the total amount of the line item
Taxable Indicator	Always enter "N" in this field (Tax isn't shown on the Accounting Lines or Invoice)

Import Saved CSV Template

Accounting Lines tab: Select the Import Lines button

ACCOUNTING LINES Import Templates

SOURCE HIDE DETAILS **IMPORT LINES**

* CHART	* ACCOUNT	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	<input type="button" value="Refresh"/> <input type="button" value="Add"/>
* INVOICE ITEM CODE	* INVOICE ITEM QUANTITY	* INVOICE ITEM DESCRIPTION	INVOICE ITEM SERVICE DATE	* INVOICE ITEM UNIT PRICE	LINE DESCRIPTION			
<input type="text"/>	1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			

Choose your saved .csv file on your computer and select the Add button.

ACCOUNTING LINES Import Templates

SOURCE HIDE DETAILS **Choose File** Invoice 123.csv **ADD** Cancel

* CHART	* ACCOUNT	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	<input type="button" value="Refresh"/> <input type="button" value="Add"/>
* INVOICE ITEM CODE	* INVOICE ITEM QUANTITY	* INVOICE ITEM DESCRIPTION	INVOICE ITEM SERVICE DATE	* INVOICE ITEM UNIT PRICE	LINE DESCRIPTION			
<input type="text"/>	1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			

Verify Accounting Lines

Accounting Lines will populate in the order they appeared on the imported .csv file. Save your KFS eDoc. Verify the total.

ACCOUNTING LINES Import Templates

SOURCE

HIDE DETAILS IMPORT LINES

	* CHART	* ACCOUNT	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	<input type="button" value="↻"/> <input type="button" value="+"/>
	* INVOICE ITEM CODE	* INVOICE ITEM QUANTITY	* INVOICE ITEM DESCRIPTION	INVOICE ITEM SERVICE DATE	* INVOICE ITEM UNIT PRICE	LINE DESCRIPTION			
	<input type="text"/>	<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
1	IR UC IRVINE	SS10854 405479-62012 COM/S... INST-EDUCATIONAL AC...	<input type="text"/>	R821 SALES OF SERVICES	<input type="text"/>	<input type="text"/>	<input type="text"/>	150.00	<input type="button" value="↻"/> <input type="button" value="📄"/> <input type="button" value="⚖️"/> <input type="button" value="🗑️"/>
	* INVOICE ITEM CODE	* INVOICE ITEM QUANTITY	* INVOICE ITEM DESCRIPTION	INVOICE ITEM SERVICE DATE	* INVOICE ITEM UNIT PRICE	LINE DESCRIPTION			
	SUNDRY	<input type="text" value="15"/>	REPAIR PARTS	<input type="text"/>	<input type="text" value="10"/>	<input type="text"/>			
2	IR UC IRVINE	SA10152 DINING - VENDING 764... AUXE-AUXILIARY ENTE...	<input type="text"/>	S975 SA-FOOD SERVICE- MI...	<input type="text"/>	<input type="text"/>	<input type="text"/>	3,000.00	<input type="button" value="↻"/> <input type="button" value="📄"/> <input type="button" value="⚖️"/> <input type="button" value="🗑️"/>
	* INVOICE ITEM CODE	* INVOICE ITEM QUANTITY	* INVOICE ITEM DESCRIPTION	INVOICE ITEM SERVICE DATE	* INVOICE ITEM UNIT PRICE	LINE DESCRIPTION			
	SUNDRY	<input type="text" value="6"/>	SERVICE AGREEI	<input type="text"/>	<input type="text" value="500"/>	<input type="text"/>			
	IR UC IRVINE	SA10155 764111-74005 DINING...	<input type="text"/>	8135 SUPPLIES AND MATERI...	<input type="text"/>	<input type="text"/>	<input type="text"/>	880.00	

Verify Accounting Lines

- A blank (non-added) accounting line will appear in the Accounting Lines tab, once you've imported your file. This just allows you to add more lines, and you can ignore this blank line (will disappear after submission).
- If an *error message* appears:
 - Verify that your saved file is a .csv extension
 - Verify that the columns & fields populated align with the original template
 - Ensure the top two header rows were deleted from the template
 - Verify the information entered in each field is Active/Valid
 - You cannot use an inactive Project Code or Closed Accounts, for example
 - Make sure that other Required tab information has been populated in your document, and save it
 - Customer Number (and Customer Type) should be selected before Accounting Lines are input