Spreadsheets Uploads in BA4

Attachment 1

1. Login to BA4:

https://ba.priorityapps.louisville.edu/Anon/Logon.aspx?ReturnUrl=%2fApps%2fBA4%2fDataForm.aspx%3fvid%3d10075&vid=10075

Click Sign In Using Active Directory Account:



BA4 uses active directory so the first time a pop-up window may appear asking for user ID and password. Before user ID type AD\ (example: AD\abcdef01). The password is the same password that is used for ULINK or any other university system. Click "remember my credentials" and then click OK.

- 2. Click on the Accounting tab
- 3. Click on the Data Import button



4. From the Actions menu on the right hand side click on Download Import Library:



5. Along the bottom of the page the BA Library_UOL will open click it to open it:



6. Click Enable Content



7. Go to the Trx tab. The first line is an example filled in by default. This can be deleted or left depending on the user's preference:

| 32 | | | | | | | | | | | | | | | |
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| 33 | 6 | | | | | | | | | | | | | | |
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| | A | В | С | D | E | F | G | Н | I | J | K | L | М | N | |
| 1 | TrxTypeName | TrxRef | TrxDate | VendorCode | PONumber | Description | AccountNumber | AccountYear | ProjectCode | ObjectCode | Amount | ExpRef | TrxFormCode | Upload Results | |
| 2 | Encumbrance | P1234A | 1-1-2016 | | | Lunch | Test | 2016 | - | 559000 | \$10.48 | | | Upload Successful | |
| 3 | | | | | | | | | | | | | | | |
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- 8. Fields should contain the below information:
 - a. TrxTypeName Encumbrance
 - b. TrxRef Reference number end-user wants assigned to the encumbrance i.e. requisition number for PO, recurring encumbrance reference number
 - c. TrxDate Date encumbrance should start
 - d. VendorCode 10-digit PeopleSoft vendor number (leave blank for non-external payments)
 - e. PO Number PO number (when applicable)
 - f. Description Information about the encumbrance that will appear on the financial statement
 - g. Account Number Speedtype
 - h. Account Year 2021 unless the encumbrance is on a sponsored program. With sponsored programs the current year should be checking on Speedtype Information.
 - i. ProjectCode Project that encumbrance should be charged to
 - j. ObjectCode- Account code
 - k. Amount Dollar amount
 - I. ExpRef Leave Blank
 - m. TrxFormCode Leave blank unless this encumbrance is a "global" encumbrance and then it should say AUTOBLANKET
 - n. Upload Results Automatically populates once upload is done. If any lines do not upload they should be investigated and another upload should be done to make sure the encumbrance posts in BA. This is done by removing the Comments on that row that indicate it wat not uploaded and hitting the upload button again.

9. Prior to uploading make sure go to the Settings tab and on the Trusted line input "True":

| -1 | File Home In | sert Page Layout | Formulas | Data | Review | View | Developer | Add-ins | Help | Team | 0 | |
|-----|---------------------|----------------------|------------------|------|----------------------|--------------------------|--------------------|------------|---------------|--------|----------|---|
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| 4 | A | | B | | с | | DE | F | G | | н | |
| 1 | Server | ba.priorityapps.loui | isville.edu | | | | | | | | | Τ |
| 2 | Database | BA3L | | | | | | | | | | |
| 3 | Trusted | TRUE | | | <-Chan | ge to FA | ALSE if you are | e not logg | ed onto Ac | tive D | irectory | 1 |
| 4 | ADO | TRUE | | | | | | | | | | |
| 5 | Account/Email | | 1 | | | | | | | | | |
| 6 | WebURL | http://localhost:60. | | | http:// | ba.prio | rityapps.louis | ville.edu | | | | |
| 7 | DefaultAreaCode | *DEFAULT* | | | | | | | | | | |
| 8 | DefaultFacilityCode | | | Q | | | | | | | | |
| 9 | EditionCode | UOL | | 9 | | | | | | | | |
| 10 | | | 100 | | | | | | | | | |

10. Click on the Add-ins tab:



11. Click on the triangle next to BA:



13. You may be asked to supply your user ID and password. Use your UofL user ID (not employee ID or email address) and your university password

| | Email Address Login 13 Please enter your SQL Account or Email Address: | OK Cancel | | Enter FBS Password Please enter your password for: dasmit18 | × |
|--------------------|--|--------------|-----|---|-----------|
| Des Orc Plac | | | ode | Password: Copyright (c) 2012 by Priority Software, Inc. | OK Cancel |

One spreadsheet can be maintained and uploaded but the Upload Successful must remain in the Upload Results so that BA will not pick it up twice.