

## Spreadsheets Uploads in BA4

### Attachment 1

1. Login to BA4:

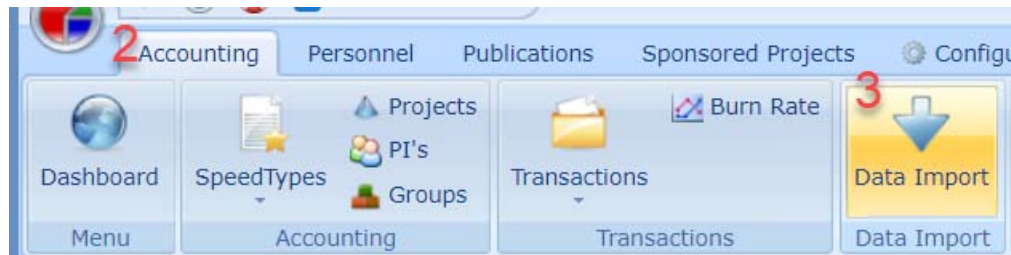
<https://ba.priorityapps.louisville.edu/Anon/Logon.aspx?ReturnUrl=%2fApps%2fBA4%2fDataForm.aspx%3fvid%3d10075&vid=10075>

Click Sign In Using Active Directory Account:

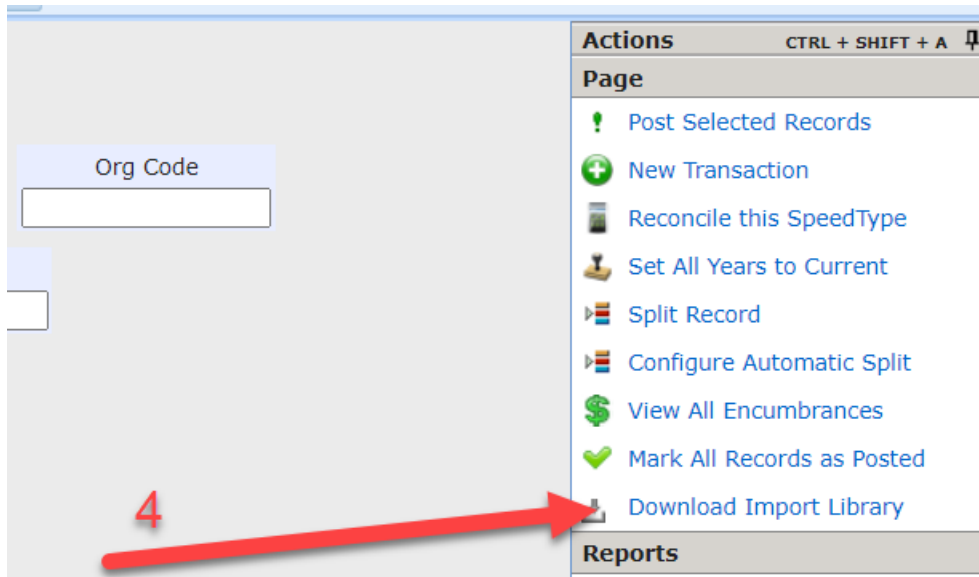


BA4 uses active directory so the first time a pop-up window may appear asking for user ID and password. Before user ID type AD\ (example: AD\abcdef01). The password is the same password that is used for ULINK or any other university system. Click “remember my credentials” and then click OK.

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



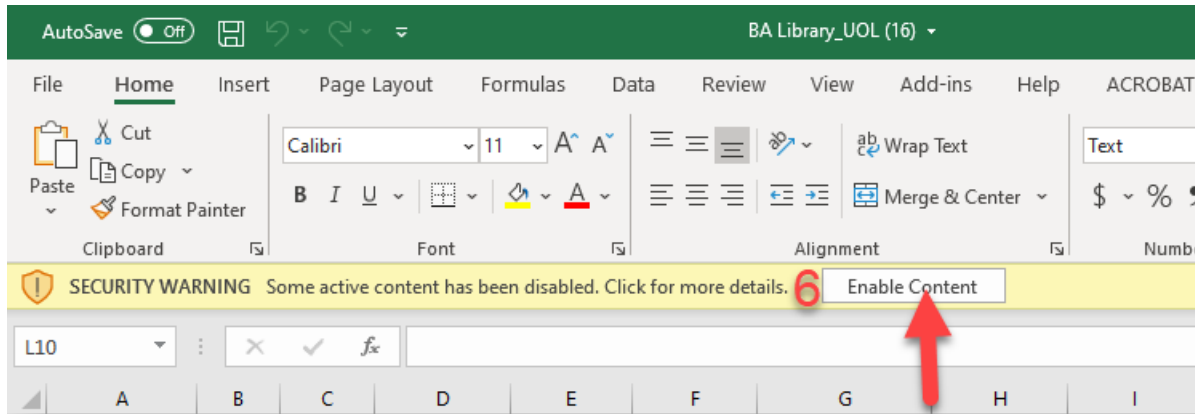
4. From the Actions menu on the right hand side click on Download Import Library:



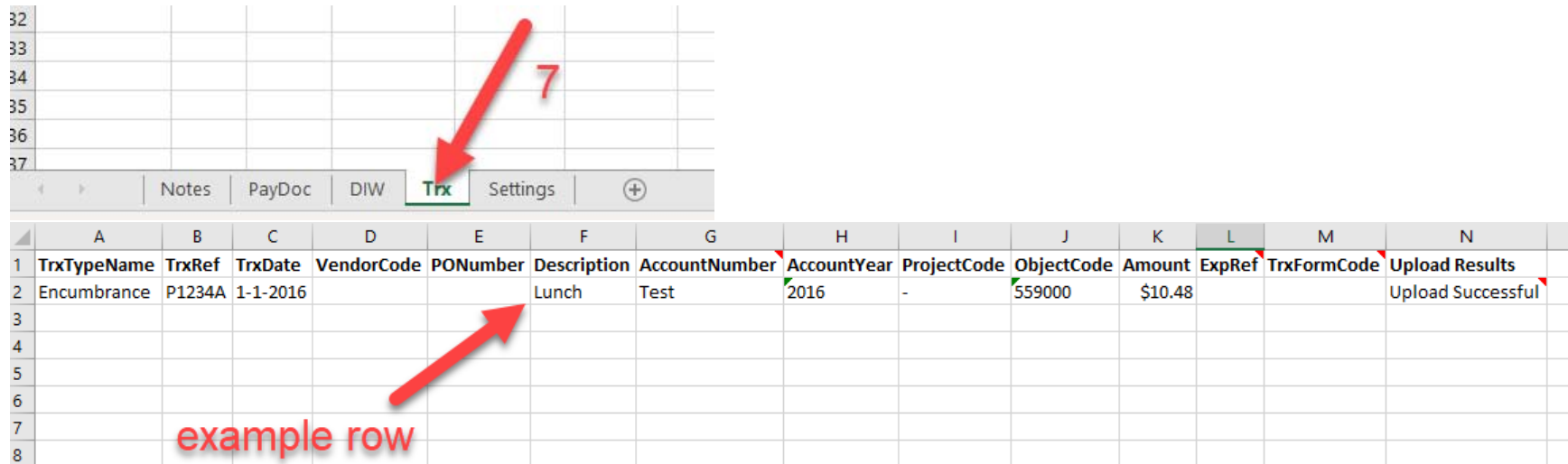
5. Along the bottom of the page the BA Library\_UOL will open click it to open it:



6. Click Enable Content

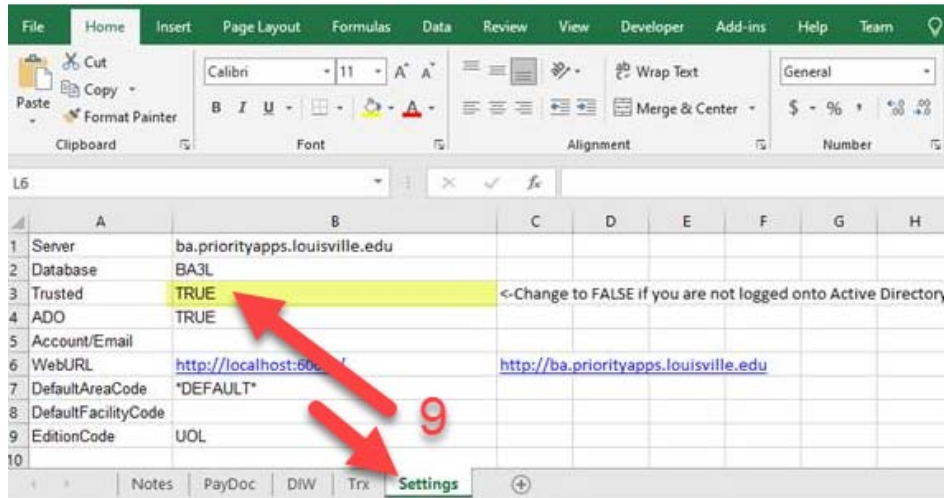


7. Go to the Trx tab. The first line is an example filled in by default. This can be deleted or left depending on the user's preference:

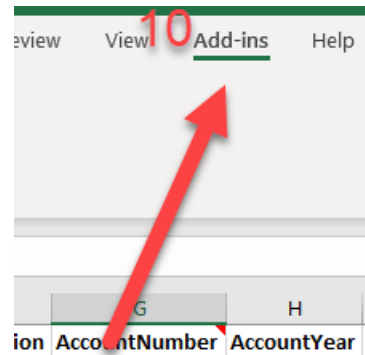


8. Fields should contain the below information:
  - a. TrxTypeName – Encumbrance
  - b. TrxRef – Reference number end-user wants assigned to the encumbrance i.e. requisition number for PO, recurring encumbrance reference number
  - c. TrxDate – Date encumbrance should start
  - d. VendorCode – 10-digit 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
  - l. 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 was not uploaded and hitting the upload button again.

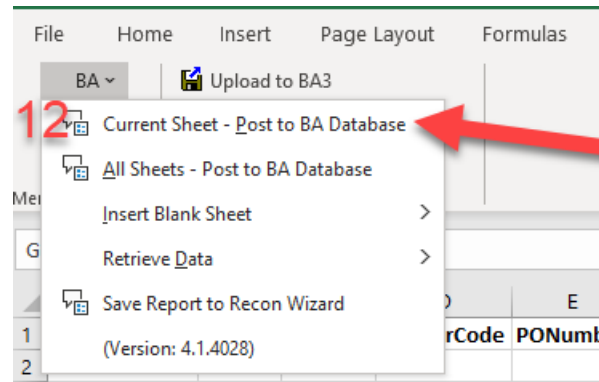
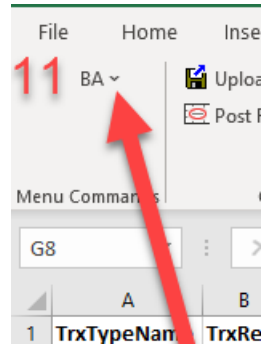
9. Prior to uploading make sure go to the Settings tab and on the Trusted line input "True":



10. Click on the Add-ins tab:

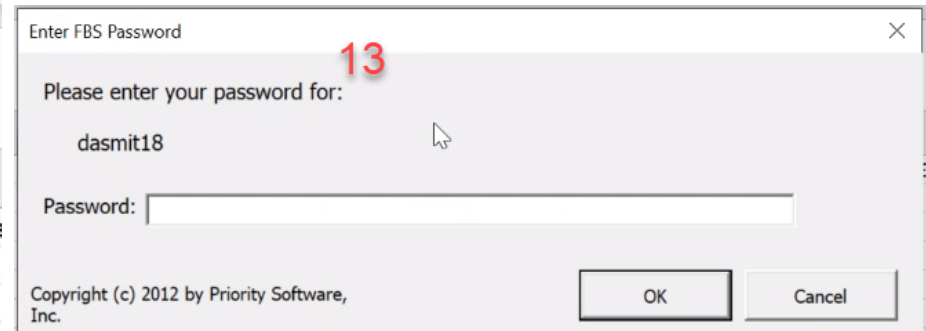
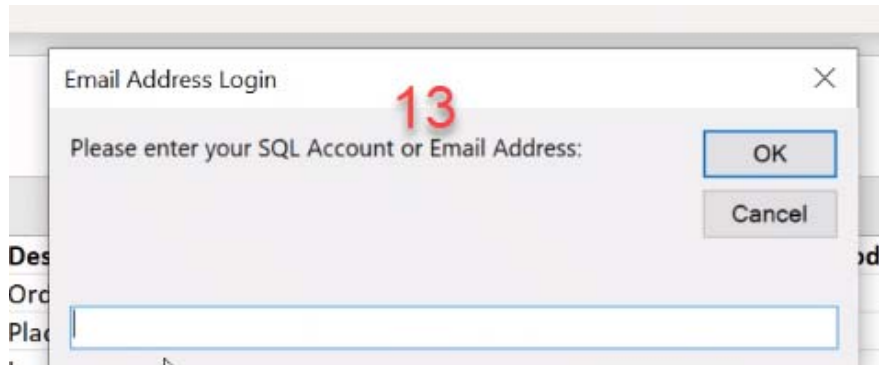


11. Click on the triangle next to BA:



12. Click on Current Sheet – Post to BA Database:

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



*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.*