

# Uploading Chart of Account Favorites



This guide has two sections:

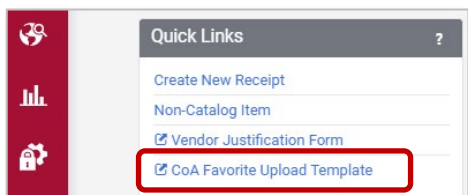
- **Uploading Chart of Account Favorites** – for uploading your full fund string (*p.1 of guide*)
- **Uploading Code Favorites** – for uploading specific elements of the CoA string (i.e. org values you always use) (*p.2 of guide*)
- **How to Use text file for uploads**

## Uploading CoA Favorites \*Requestor and Approver roles only\*

The upload can support multiple:

- CoA favorites for one user
- One CoA favorite for multiple users
- Multiple CoAs for multiple users
- Split CoAs

1. Prepare your **CoA Favorites Upload Template** found in the **Quick Links** section of the B2P Homepage. (This template is a text file. For more info please see page 3)



- **Username:** HUID of individual
- **Action:** Use [ADD]
- **Code Favorite Name:** This will be the nickname that appears in the users drop-down
- **Default Code Favorite:** Use TRUE if this CoA should be the default (*optional*)
- **Values:** Each CoA Segment must be referenced and separated by “|” with no spaces between each segment. Numeric values for each segment are not required.

e.g. if I wish to choose my object code each time

*Tub:285|Organization:25330|Object:6640|Fund:000002|Activity:001009|Subactivity:0000-001009|Root:00021*

- **Split Type:** % of Price can be used to establish a split distributions across multiple CoA strings. % of Price is case sensitive and must appear exactly as shown. An exact match on the Code Favorite Name and the Percent Split must total 100%. (*optional*)
- **Percent Split:** Decimals are supported. The percent value must exclude ending 0 in the hundredths column (Correct: 2.1%, Incorrect: 2.10%). (*optional*)

2. In B2P, navigate to **Administer** → **Manage Users** → **Import Chart of Accounts for Users**.



3. Go to the **Import Type** dropdown and select **Add/Update Code Favorites**.
4. In the Action field, select **Validate**.
5. Provide a required **Description**.
6. Upload your prepared file by clicking **Choose File**.
7. Click **Submit**.

8. Review your upload attempt in the **Recent** activity section. If you have records with errors, you can download the response file to assess your issue.
9. If your records have successfully validated, select **Click to import...** to execute the CoA Favorites upload.

Validate	CoA Upload	Completed with Errors/Warnings
Completion Date		4/28/2020 8:10 AM
Request Date		4/28/2020 8:10 AM
Requestor		Sample Requester101
Import Type		Add/Update Code Favorites
File		UserCodeFavorites_16987567.txt(0k) <a href="#">Click to download...</a>
Total records	1	
Records validated/imported	0	
Records with warnings	0	
Records with errors/duplicates	1	
		<a href="#">Click to import...</a>

# Uploading Code Favorites

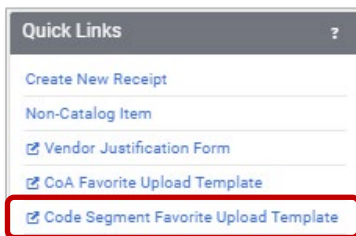


## Uploading Code Favorites \*Requestor and Approver roles only\*

The code favorites accommodates the ability to load frequently used values for each CoA Segment including:

- Tub
- Organization
- Object
- Fund
- Activity
- Subactivity
- Root

1. Prepare your **Code Segment Favorite Upload Template** found in the **Quick Links** section of the B2P Homepage.



- **Username:** HUID of individual
- **Custom Field Internal Name:** Identify the CoA Element (e.g. Tub, Organization, Object, Fund, Activity, Subactivity, Root)
- **Action:** Use [ADD]
- **Custom Field Value:** Identify the corresponding value for the CoA Element. Must be active and valid in B2P.
- **Custom Field Default:** Use TRUE if the CoA Element should be the defaulted (*optional*)
- **Parent Internal Name, Parent Value:** Do not use.

2. In B2P, Navigate to **Administer** → **Manage Users** → **Import Chart of Accounts for Users**.



3. Go to the **Import Type** dropdown and select **Add/Update Custom Fields**.
4. In the Action field, select **Validate**.
5. Provide a required **Description**.
6. Upload your prepared file by clicking **Choose File**.
7. Click **Submit**.

8. Review your upload attempt in the **Recent** activity section. If you have records with errors, you can download the response file to assess your issue.
9. If your records have successfully validated, select **Click to import...** to execute the CoA Favorites upload.

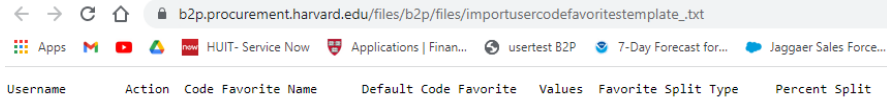
Validate	CoA Upload	Completed with Errors/Warnings
Completion Date		4/28/2020 8:10 AM
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Requestor		Sample Requester101
Import Type		Add/Update Code Favorites
File		UserCodeFavorites_16987567.txt(0k) <a href="#">Click to download...</a>
Total records		1
Records validated/imported		0
Records with warnings		0
Records with errors/duplicates		0

# Using Text Files for Uploads

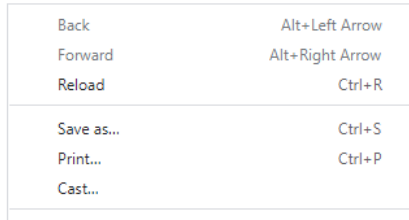


## Instructions for using the text file template

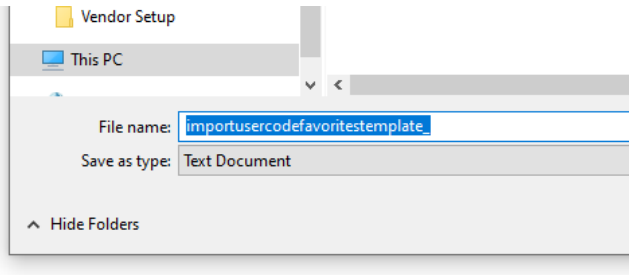
1. Clicking the link on the homepage for the template will open a new window in your browser that is simply populated by the headers of each section to be filled out.



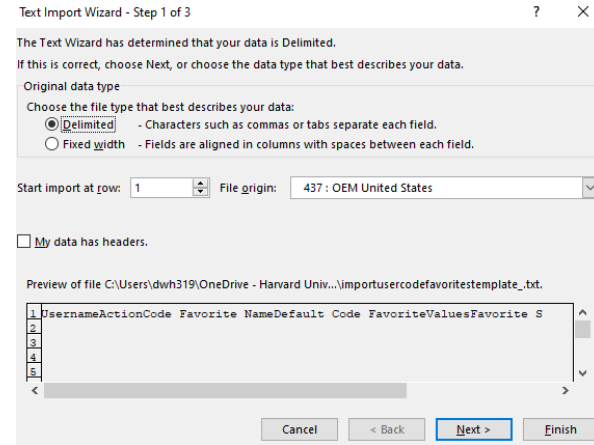
2. Right click or use other methods to save this .txt file to your desktop or other location.



3. Save as a Text Document



1. Open Excel, go to File > Open > Browse > switch file type to All Files > open the .txt template that you saved
2. A Text Import Wizard will open. Click Finish when prompted.



3. You will now be able to follow the prior instructions on completing the data entry for your template.
4. Once data entry is complete, save the document in its original .txt format, and follow the previous upload instructions.